

Dear ISA schools,

We have compiled this brief sign up guide for you to walk you through the setup process. Please feel free to get in touch using contact details below if you have any questions.

Page	Details
2	About Squad in Touch partnership with ISA
2	Signing up for an account
2	Signing up for an account via web
5	Signing up for an account via the app
8	What role should I request when signing up?
8	How to guide video links
9	Contact information for Squad in Touch

About Squad In Touch in partnership with ISA

Squad In Touch have been working closely with ISA to create their sporting platform for all of their tournaments and regional competitions. This guide will assist you in creating your own account for being able to book onto National and Area events. As part of the Squad In Touch and ISA partnership this enables you to keep track of competition details, get notifications when there are any changes or cancellations, enter your teams and participants. This functionality is provided free of charge to all ISA member schools.

Your school can always upgrade to the full version of Squad In Touch if they wish, details of this can be found later on.

If for any reason you need any help or support please feel free to email our head of support directly; l.bennett@squadintouch.co.uk or feel free to give one of our support team a call on 01293 734004

Signing up for an account

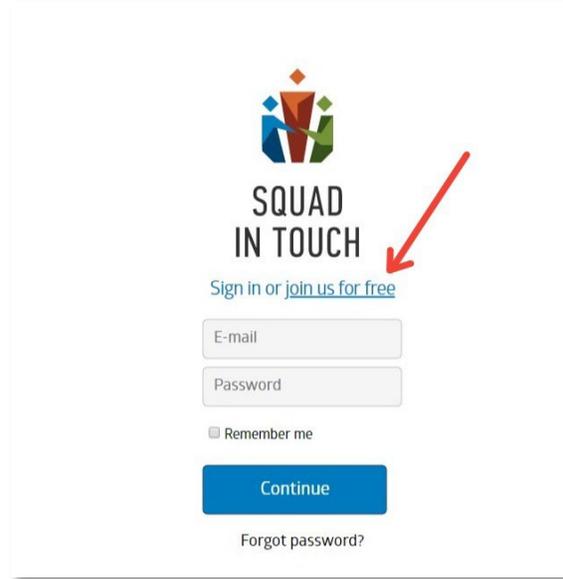
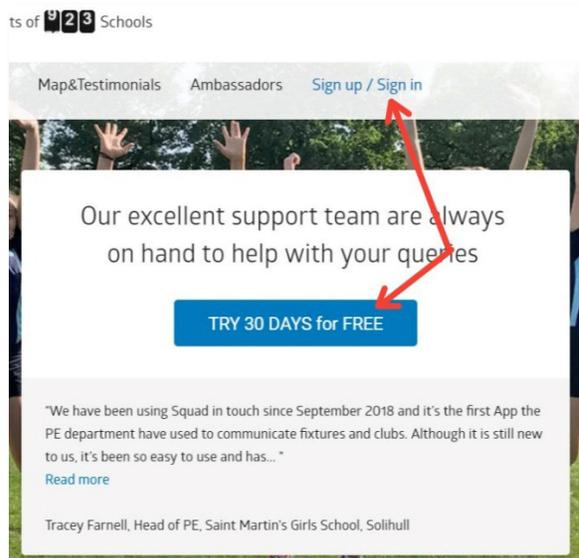
Your school can have several staff accounts for managing your ISA entries.

If your school is already using Squad In Touch for managing your sport events and extracurricular activities you do not need to have a separate account(s) for managing ISA entries; just use your existing accounts for this.

You can create an account via the web platform or through our mobile app available for downloading from Play Store and Google Play.

Signing up via the web platform

- 1 Go to <http://www.squadintouch.co.uk/> , for best results please use Google Chrome.
- 2 Click on the '**Sign up / Sign in**' button or on the '**Try 30 days for FREE**', both of these buttons will take you to the sign up page. Then click '**Join us for free**'.



- 3 Then input all of the correct information into the sign up form. Please note you will need to enter a valid phone number and email address to receive your verification codes.

Sign up for Squad In Touch

Personal Details User Verification Permissions Setup

Enter your contact details and choose a password you wish to use for logging in to your account. We ask you to provide your valid mobile phone number and email address. We'll use your mobile phone number and email address to send you activation codes. You cannot work in the system unless you verify your email address and phone number using these codes. You will also use your email address for logging in to the system.

Name
John

Surname
Hammond

Email
j.hammond@squadintouch.com

Mobile phone
+44 7912999999

Password
.....

Confirm password
.....

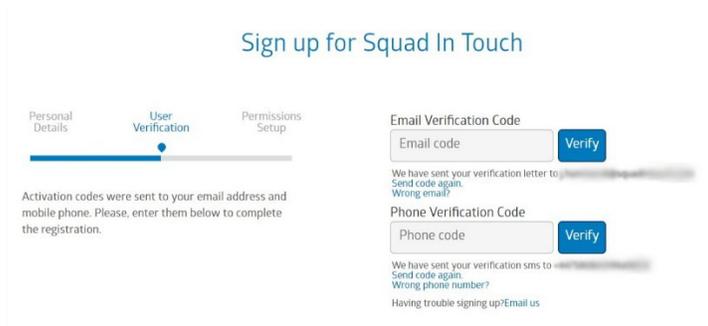
Having trouble signing up? Email us

I have read and agree to the Privacy Policy, Terms of Use and Acceptable Use Policy

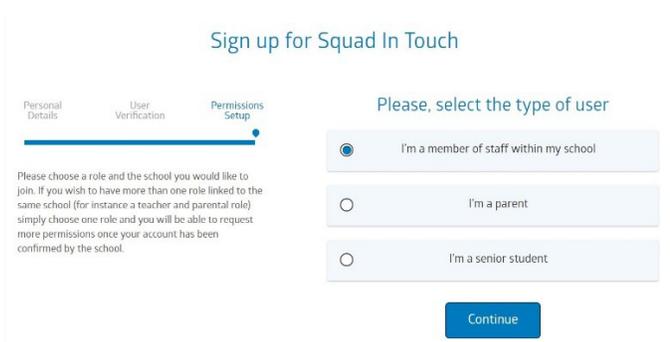
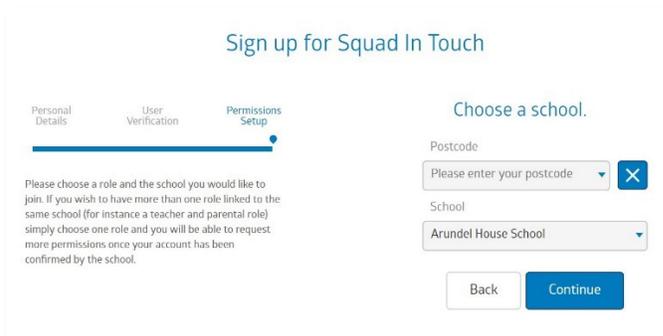
I confirm I am 13 years old or over. I do understand that if it is revealed that I am younger than 13 years old my account may be disabled until either a parent or guardian has provided a verified permission to Squad In Touch for me to use my Squad In Touch account.

- 4 Once you have entered all of the correct information, you will receive a text and email notification to verify your identity.

- 5 If you don't receive one you can request the code to be resent and if the problem persists please let a member of the Squad In Touch support team know by emailing support@squadintouch.co.uk.



- 6 Select the type of user and find your school.

- 7 If there are no staff accounts associated with your school on the system you will see a message that you appear to be the first member of staff for your school. Select the first option ('I'm {School name} official and I would like to sign up my school for 30 days free trial subscription for sports and extra-curricular management platform') and click the 'Finish' button.

** 30 days trial does not imply any obligations and once this period is over you will still be able to manage your entries for ISA competitions and events. During the 30 day trial period you will be able to try all of the functions of Squad In Touch.*

- 8 Once you have been accepted onto your school account you will get a notification. If you are the first member of staff for your school signing up for an account with Squad In Touch you will be accepted automatically and forwarded to your school dashboard. Although, for security reasons we have disabled this option for ISA schools which have student records on the system (if your students have previously

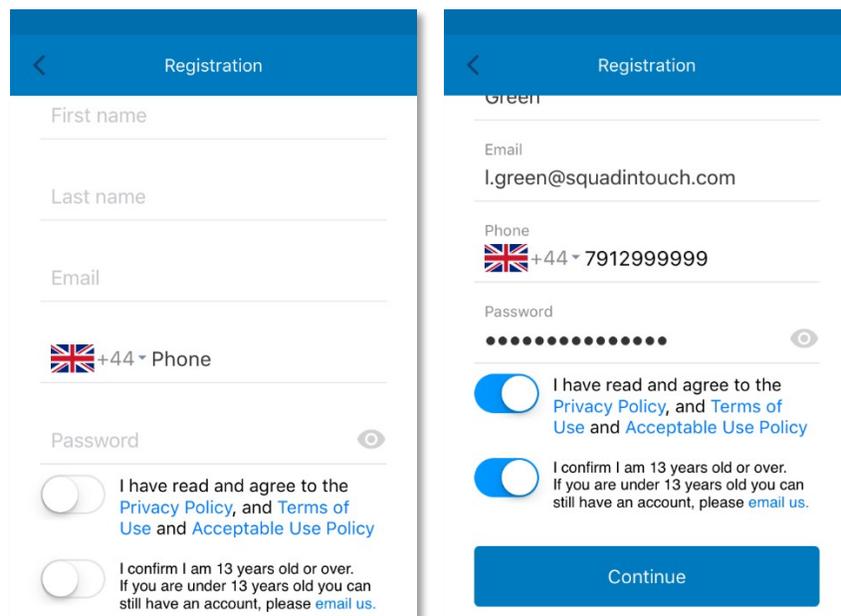
taken part in any of the National or Area events supported by Squad In Touch sports results platform). In this case linking your account to your school may take up to one working day.

** If there are other staff accounts linked to your school they will get a notification about your role request and will be able to accept you onto your school account.*

Once your role request has been accepted you will be able to manage your school entries for ISA National and Area competitions and events. Detailed guides on how to submit your entry for a particular event will attached to the event description on ISA Sports website.

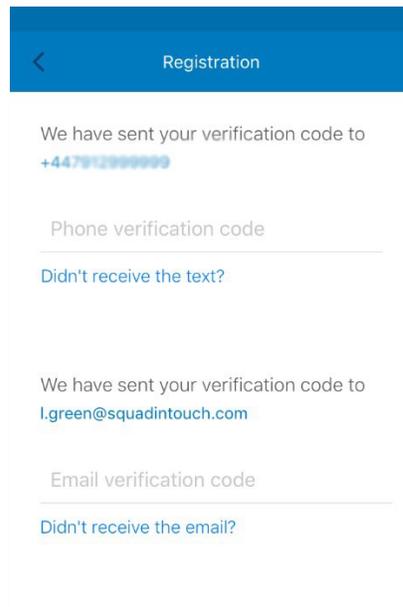
Signing up via mobile app

- 1 Squad In Touch mobile app is available for installation from App Store and Play Store.
- 2 When you have installed the app click the '**Create new account**' link.
- 3 Then input your details and agree to the Privacy Policy and Terms and Conditions. Please note you will need to enter a valid phone number and email address to receive your verification codes.

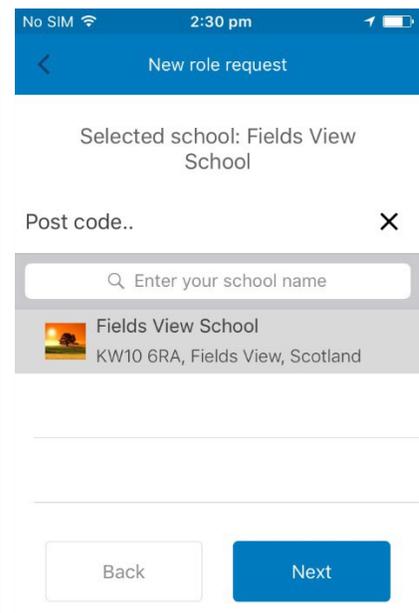
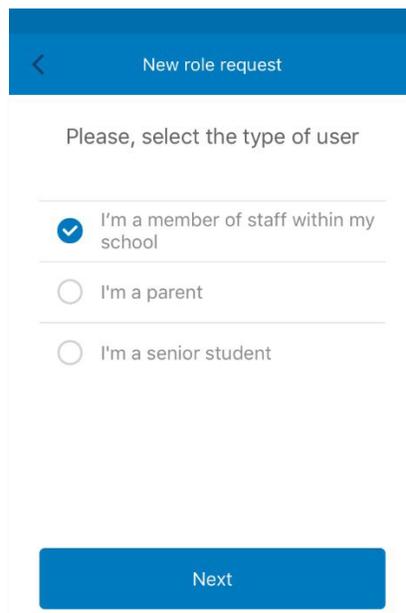
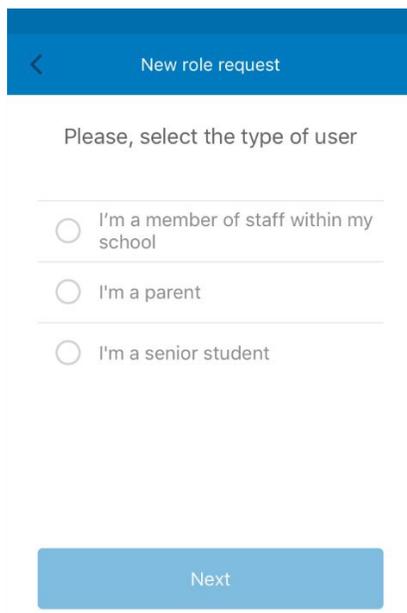


The image displays two sequential screenshots of the Squad In Touch mobile app registration process. The first screenshot shows the registration form with fields for First name, Last name, Email, Phone, and Password, along with two toggle switches for terms and age confirmation. The second screenshot shows the form filled out with 'Green' as the first name, 'l.green@squadintouch.com' as the email, and '+44 7912999999' as the phone number. The 'Continue' button is visible at the bottom.

- 4 Once you have entered all of the correct information and clicked the '**Continue**' button, you will receive a text and email codes to verify your identity. Please enter the codes you get sent through to proceed to the next section.



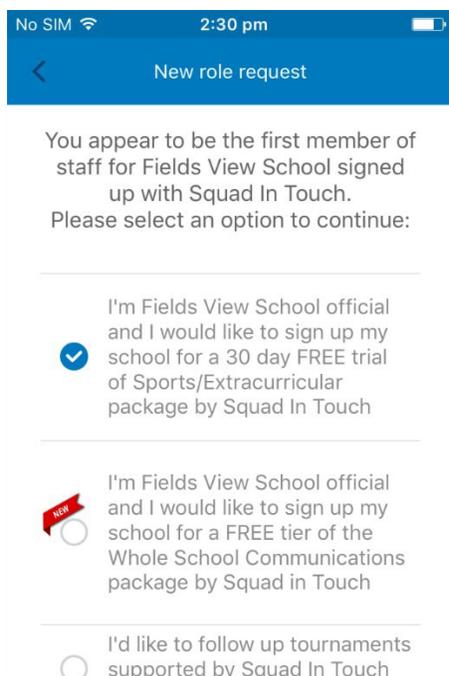
- 5 If you don't receive one you can request the code to be resent and if the problem persists please let a member of the Squad In Touch support team know by emailing support@squadintouch.co.uk.
- 6 Choose your school role and select the school you are a part of, when selecting a school you can see available schools sorted by distance, as long as your location service is switched on.



- 7 If there are no staff accounts associated with your school on the system you will see a message that you appear to be the first member of staff for your school. Select the first option ('I'm {School name} official

and I would like to sign up my school for 30 days free trial subscription for sports and extra-curricular management platform’) and click the ‘Finish’ button.

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** If there are other staff accounts linked to your school they will get a notification about your role request and will be able to accept you onto your school account.*

Once your role request has been accepted you will be able to manage your school entries for ISA National and Area competitions and events. Detailed guides on how to submit your entry for a particular event will attached to the event description on ISA Sports website.

What role should I request?

When signing up for Squad in Touch, if your school uses Squad in Touch for their normal day to day sports fixtures and whole school extra-curricular activities, there are a number of options you can choose for when signing up, we recommend, if you will be using your Squad in Touch account for managing ISA events and tournaments, that the best role to sign up for is an Admin.

Please note, if you only use Squad in Touch to manage ISA events then this is the only role available for school staff.

How to guide video links

- ❖ How to add students to the system - <https://www.youtube.com/watch?v=pddnVdq28KA>
- ❖ How to edit a student's information - <https://www.youtube.com/watch?v=Q51N2bV5bac>
- ❖ How to book onto an individual tournament - <https://www.youtube.com/watch?v=fTkM93roVeI>
- ❖ How to book onto a sailing regatta - <https://www.youtube.com/watch?v=pFrFeLWUCzA>
- ❖ How to book onto a team tournament - https://www.youtube.com/watch?v=XUpVtp_DHGc
- ❖ How to allocate students to an event (if you didn't when booking onto the tournament) - <https://www.youtube.com/watch?v=BD0rqEQq7LA>
- ❖ How to accept tournament invitations from the tournament organiser - https://www.youtube.com/watch?v=meyL_LDXZLQ

Contact Details

If you have any questions or would like to book a demo for your school to use Squad in Touch on a daily basis for all of your sporting and whole school extra curricular needs, then please don't hesitate to get in touch with Laura, our Head of customer support: l.bennett@squadintouch.co.uk

Phone; 01293 734004

Twitter Handle @Squadintouch