



# Your tournament handbook

## For Tournament organisers

We have created this Guide to help you manage all your tournaments as easily, hassle-free and paperless as possible. With Squad In Touch you can arrange tournaments of any type: we support both team events like football or netball and individual competitions like athletics, swimming or cross-country. The functionality also allows you to cover the whole management process: from accepting bookings through to adding results and highlighting it on the web.

When managing and participating in ISA national and area events you are required to add some student details, these would usually include; student name, surname, age group and date of birth. This is done in line with the ISA Sport policy to ensure athletes compete in the correct events, maintain the National and Areas record databases and keep all the exciting history of ISA Sport through time. With regards to the Student Data provided by schools Squad In Touch is the Data Processor and the schools remain the Data Controllers. Squad In Touch does not use the Data provided for any purposes other than needed for the management of ISA National and Area tournaments. All the public tournament websites (including tournament TV) never display students' full names: the students are shown either with their first name and first letter of the surname (James B.) or just as first letters of their first name and surname (J.B.) although their school is shown as well as their genders and age groups can be identified based on the event they are taking part in.

Please feel free to get in touch with us if you still have any concerns regarding the processing of your school data.

We have tried to include the most frequently asked questions and requests we get from the tournament organisers into this Guide so that you can find an answer to yours; although if you still are unsure about any bits in the organising and managing of your tournaments via Squad In Touch please feel free to get in touch using the following contact details:

Laura Bennett, The Head of Customer Support

Email: [l.bennett@squadintouch.com](mailto:l.bennett@squadintouch.com)

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When creating this Guide we used two types of markup to make the Guide content more clear for reading:

This markup is used for highlighting important details that can affect the whole tournament management process including booking, adding results or how it is displayed on the public website. Security points are also shown like this.

This markup is used for highlighting the points you need to consider when setting up and managing your tournaments. For instance, we have used it for showing the difference between individual and team tournaments.

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## Your roles and permissions

Being an area sports coordinator or a representative of a school that hosts some of your area tournaments you've been assigned the role of a Union Admin for your area. It is highly likely that you also have a school admin role for your school allowing you to book your school onto National and Area events and manage your school's participation in those events as well as to manage your school communication, sports and extracurricular activities based on your subscription level.

When logging in to Squad In Touch don't forget to select a correct role based on the task you need to perform.



Your area has a dedicated sports union website your schools will use for getting tournament details, booking onto events as well as accessing results after the tournament. The links for your website areas are as follows:

- ISA Sport:** <https://isa.squadintouch.com>
- East: <https://isaeastangliasport.squadintouch.com>
- London North: <https://isalondonnorthsport.squadintouch.com>
- London South: <https://isalondonsouthsport.squadintouch.com>
- London West: <https://isalondonwestsport.squadintouch.com>
- Midlands: <https://isamidlandssport.squadintouch.com>
- North: <https://isanorthsport.squadintouch.com>
- South West: <https://isasouthwestsport.squadintouch.com>

If you don't have a union Admin role and you think you should have one (if you are hosting some of your area tournaments) please get in touch with your area coordinator to discuss. Alternatively, you can send a role request to your area from your existing Squad In Touch account; you will need to create a new account via <https://app2.squadintouch.com/registration> or through the Squad In Touch mobile app available from the App Store and Google Play Store if you don't have one.

## Quick FAQ Guide

In this section we have put together some frequent questions we receive from the tournament organisers and schools booking onto the tournaments. We have included detailed answers and the links to the relevant sections of this Guide.

### 1. *Why is my tournament not shown on the union website?*

To ensure your tournament is shown on your area website please check:

- The public visibility settings are set up correctly ([ADDING TOURNAMENT TO THE BOOKING WEBSITE](#));
- The tournament start date is set up correctly (if you accidentally specify the date in the past the tournament won't be shown on the Upcoming events section of your area website).

### 2. *Why is the Book Online button is not shown on the tournament card on the union website?*

If the tournament is displayed on your area public website but the **Book Online** button is not available, you need to check the online booking settings are set up correctly. You need to add an **Entries open** date and either an **Entries close** date or turn on the “**once spaces are full**” option ([TOURNAMENT FORM – ESSENTIAL DETAILS](#), [ENABLING ONLINE BOOKING](#)).

### 3. *Why are schools forwarded to their calendar on their Squad In Touch account when clicking the Book Online button?*

If your school is not forwarded to the tournament booking confirmation form but instead, is taken to the calendar screen, it may mean the school has not been added to your union (area) on Squad In Touch. The list of schools is updated by the Squad In Touch support staff based on instructions received from the ISA Headquarters. We do not advise you to make any changes to the list of schools; although if you think some schools are missing from your account please let us know and we will sort this out.

### 4. *Why don't schools get invitations for particular tournaments?*

This is up to the organisers of particular tournaments whether to send tournament invitations or not. If you would like to send invitations to your school you will need to select schools on the **Eligible schools** tab of the tournament and then click the **ACTIONS > Send invitations** button ([SENDING INVITATIONS TO SCHOOLS](#)).

### 5. *Why are schools booking onto the tournaments but not being added to the participants list?*

Schools are only added to the participants list if you have enabled the autoenrollment for the tournament ([TURNING ON AUTO-ENROLLMENT](#)). Otherwise, you will need to add them to the participants list manually.

### 6. *Why do I receive notifications related to the tournaments that I am sending to schools?*

Normally, you would be linked to your school as a **School Admin** along with having a role of a **Union Admin** for your area. You need to use your School Admin role when booking onto the regional

or national tournaments. So, if your school is invited to book onto a tournament or is taking part in some of the tournaments you will get relevant notifications.

### 7. *How can I add additional users to my union account?*

If some of your colleagues need to have **Union Admin** access to your area they will need to sign up for their Squad In Touch account and request access to the relevant union. If they already have a Squad In Touch account they can send a role request from their profile. This all can be done either via the Squad in Touch web interface or using Squad In Touch mobile apps.

### 8. *Do I need to add tournament results?*

Adding results is not mandatory, although it is definitely something worth doing to keep all of the brilliant sporting history of ISA at national and regional levels. At the moment we have collated around 40 years' worth of results history for ISA competitions, so we encourage you to continue maintaining this tradition.

### 9. *How can parents see their children's participation in the events?*

Parents can have their own accounts as well as students that allow them to see their own personalised calendars, get automatic and custom notifications when there are any changes to the events, provide their consent, report availability, add media files and much more. These features are available for schools on our Squad In Touch Sports subscription, please feel free to get in touch if you would like to learn more.

### 10. *Do I need to ask schools to add their children to the events?*

Adding children to the events is essential in a number of cases. First, individual tournaments cannot be run without children assigned to particular events as the results are based on individual performance. You may also need to add children's names for other reasons, like when you need their names for some printed merchandise etc. Finally, it is always good to specify individual goals, points, etc. to encourage students' participation and efforts.

### 11. *Can I add attachments to the tournament so that schools can download them?*

You can add as many attachments as you would like to the tournament card that will be then shown on your public union website ([TOURNAMENT FORM – CUSTOM SECTIONS AND NATIONAL GOVERNING BODIES DETAILS](#)). You can also attach multiple files when sending a tournament custom notification to schools ([SENDING CUSTOM NOTIFICATIONS](#)).

### 12. *What details can schools see when receiving a tournament invitation?*

Schools see the following details when receiving a tournament invitation:

- The union (area) the invitation is from;
- The tournament name;
- Start date and time;
- Venue.

Further details and other information, files etc. can be accessed through the tournament public card available on your area website ([PUBLIC TOURNAMENT DETAILS FORM](#)).

**13. *What information do schools need to add when adding students details?***

Schools Will need to ensure they add the following:

- Students First and Last name
- Date of Birth (this is required by ISA)
- Year Group
- Gender.

**14. *Can I see the email addresses of all users who booked onto my tournament?***

You can view who has booked on from the Enrollment Log of your tournament and you can view all admins linked to a particular school from the Admins section of your tournament, alternatively you can just email everyone through Squad in Touch by sending out a notification to all participating schools (**SENDING CUSTOM NOTIFICATIONS**).

**15. *I am organising a tournament but do not have a tournament organiser role, how do I get one?***

You can request a role from your Squad in Touch profile, go to your profile (website circle in the top right corner / app menu > profile settings) and from there go to roles and send a new role request to your chosen area account

**16. *I am no longer organising tournaments and do not need a role, how can I remove my role?***

You can revoke a role from your Squad in Touch profile, go to your profile (website circle in the top right corner / app menu > profile settings) and from there go to roles and from there remove any roles you no longer need / want.

## Your area workspace

Your area workspace enables you to manage your events in a flexible way. No matter what kind of tournament or competition there are always tools allowing you to set it up, collect bookings from schools, ensure it runs smoothly on the day and helps your community to remember and be proud of children's participation and achievements afterwards.

### Tournaments

The **Tournaments** section allows you to manage all the tournaments organised in your area. The sections below contain detailed instructions on how to set up and run your tournament.

### Championships

**Championships** are used when you need to combine several tournaments together so that they are shown on the same competition website. A championship can only contain tournaments with the same sport and is normally used when it is needed to aggregate events and results for the tournaments held on the same dates but for different age groups and/or genders. You can find detailed instructions related to setting up a tournament in the **CHAMPIONSHIP SETTINGS** section below.

### High level tournaments

**High level tournaments** are the events that your area participates in as a participant. Normally, these are National competitions that don't accept entries directly from schools but are based instead on area qualification. In this case children are representing their area rather than their school when competing. In this section you can view and filter all the national tournaments your area participates in as well as manage your teams.

### Schools

The **Schools** section allows you to see and search your area member schools. The list of schools is updated by Squad In Touch support staff based on instructions received from the ISA Headquarters. So, we do not advise to make any changes to the list of schools; although if you think some schools are missing from your account please let us know and we will sort this out.

Be aware that sometimes you can see some schools that are no more ISA members and therefore should not be linked to your area account. This is because we are using past member schools to create a full results database for ISA since the very first tournament.

### School admins

The **School admins** section contains the list of users linked to your member schools as School Admins with their email addresses.

To view the contact details you can do the following:

The screenshot shows the 'Schools admins' section of the SQUAD IN TOUCH interface. The left sidebar has 'Schools admins' highlighted. The main content area shows a table with 5 rows of data. A 'DOWNLOAD AS CSV' button is highlighted with a red box. The table columns are Name, Surname, Email, and Schools.

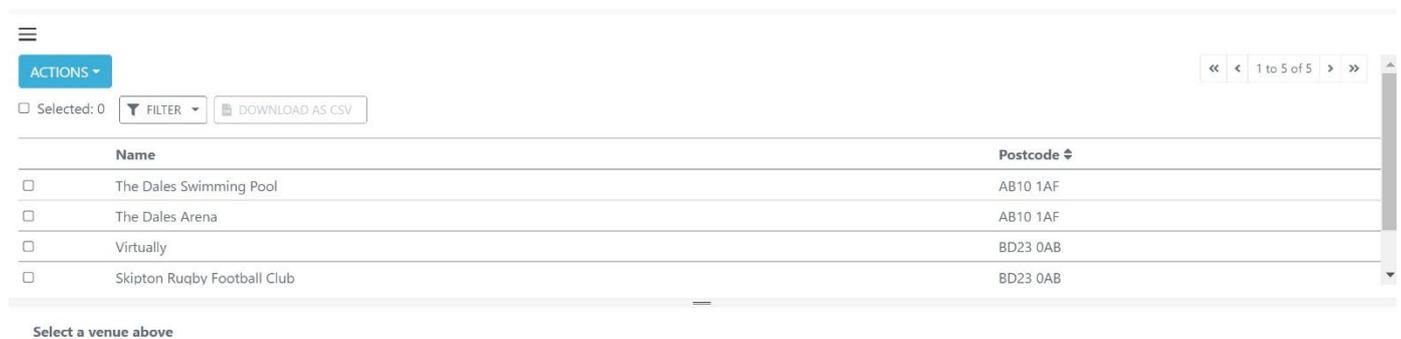
Name	Surname	Email	Schools
Alex	Povar	@gmail.com	Russ Hill School
James	Tilly	7@gmail.com	Funny Raccoons School
Michael	Green	n@braveowlets.co.uk	Funny Raccoons School
Henry	Whiting	greenschool.co.uk	Beare Green School

**SCHOOLS > SCHOOL ADMINS >** Select your chosen users by filtering, or select all – NB: when you reapply a filter it will deselect the users you have already selected, then you can **DOWNLOAD AS CSV** – in doing this it will allow for further filtering in the CSV format.

## Venues

The Venues section contains the list of venues your area uses for running their tournaments. Adding the venues to the list in this section will help you and your colleagues to quickly select them when creating tournaments.

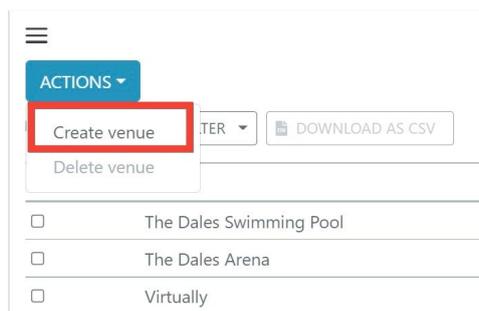
The list of venues contains all the records you have added onto your account with their names and postcodes.



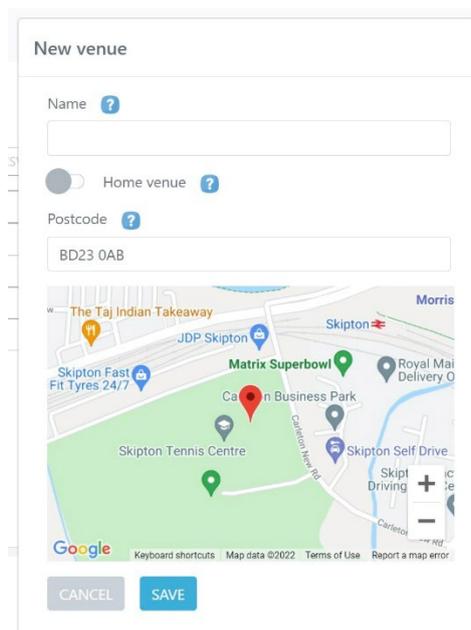
	Name	Postcode
<input type="checkbox"/>	The Dales Swimming Pool	AB10 1AF
<input type="checkbox"/>	The Dales Arena	AB10 1AF
<input type="checkbox"/>	Virtually	BD23 0AB
<input type="checkbox"/>	Skipton Rugby Football Club	BD23 0AB

Select a venue above

To add a new venue click the **ACTIONS > Create venue** button.



You need to add a name and postcode and then save a venue. You can also drag the marker to show the precise position if it does not exactly match the postcode.



## Payments

**Payments** for taking part in the tournament can be implemented for your area although they are not included by default. Please feel free to get in touch with Laura if you would like to discuss it.

## Records

Squad In Touch supports the database of the records that contains the full history of records for your area. The records can be added for particular individual events and age/gender group.

☰

ACTIONS ▾

Selected: 0 FILTER ▾ DOWNLOAD AS CSV

Sport ↕	Age	Gender ↕	Record ↕	Athlete ↕	Affiliation ↕	Year ↕
<input type="checkbox"/> Swimming Individual Medley 200m	Y9, Y10	Female	2:23.35	R.Morris	North	2013
<input type="checkbox"/> Swimming Individual Medley 200m	Y11, Y12, Y13	Male	2:09.71	M.Stirk	North	2018
<input type="checkbox"/> Swimming Breaststroke 50m	Y4	Female	0:46.74	C. Breen	North-West	1998
<input type="checkbox"/> Swimming Breaststroke 50m	Y4	Male	0:44.81	N. Elly	North-West	1998
<input type="checkbox"/> Swimming Breaststroke 50m	Y5	Female	0:42.61	O.Herron	North	2014
<input type="checkbox"/> Swimming Breaststroke 50m	Y5	Male	0:42.50	M.Cannon	London South	2013
<input type="checkbox"/> Swimming Breaststroke 50m	Y6	Female	0:38.45	O.Herron	North	2015
<input type="checkbox"/> Swimming Breaststroke 50m	Y6	Male	0:41.10	W.Pestell	East Anglia	2015
<input type="checkbox"/> Swimming Breaststroke 50m	Y7	Female	0:36.45	O.Herron	North	2016
<input type="checkbox"/> Swimming Breaststroke 50m	Y8	Female	0:34.88	O.Herron	North	2017
<input type="checkbox"/> Swimming Breaststroke 100m	Y9, Y10	Female	1:13.75	K. Lawson	London West	1985
<input type="checkbox"/> Swimming Breaststroke 100m	Y9, Y10	Male	1:13.17	A.Castranovo	London North	2018
<input type="checkbox"/> Swimming Breaststroke 100m	Y11, Y12, Y13	Female	1:14.13	K.Matts	North	2014

If you have records for the area events like Athletics, Swimming and/or Cross-Country, feel free to send over your list and we will upload it for you. Alternatively, we can add the records based on the recent years if the relevant results had been recorded on Squad In Touch for events that were run on the platform.

## Downloadable documents

You can share documents and files with your schools by uploading them to the platform. They will then be able for downloading from your area public sport website.

At the moment we have added this Guide to all the area public websites but you can add as many other files as you would like including, but not limited to, your area events calendar in PDF format, risk assessment forms, etc.

**Be aware that not only your schools have access to the area public website; anyone can access it. So never upload any files you would not share with the public.**

## Invites

The **Invites** section contains the invitations that are sent to your schools. There are two lists: Outbox and Archive. Outbox contains the invitations that are still pending schools' response. Those invitations that have been responded to and also invitations that have expired are sent to the Archive. You can learn more about invitations in the **SENDING INVITATIONS TO SCHOOLS** section of this Guide.

## Confirmation requests questions

You can send confirmation requests to the schools that have booked onto the tournament. Except for asking them to confirm they are still able to participate you can also ask multiple questions like "Who is the contact person and their contact details on the day", "How are you travelling to the venue", "Are there any children that must not be photographed on the day", etc. To add questions for your area send your list over and we will include them for you. You can send as many questions as you would like; you will then be able to choose what questions to include in each particular confirmation request. To find out more about sending

confirmation requests and collecting schools' responses please refer to the [PARTICIPATION CONFIRMATION REQUESTS](#) and [VIEWING CONFIRMATION REQUEST RESPONSES](#) sections of this Guide.

## Communication within your area

Squad In Touch allows you to communicate with your schools regarding your area tournaments using a number of different tools:

- Opening online booking onto the tournaments;
- Sending invitations for particular tournaments to schools;
- Notifications sent automatically when a school is added to the tournament or to the waiting list;
- Notifications sent automatically when any of principal tournament details are changed;
- Custom notifications you can send to any member schools;
- Tournament participation confirmations you can send to the tournament participants;
- Making available public tournament websites and tournament TV to enable a wider community including parents and students to keep track of how the tournament is going on.

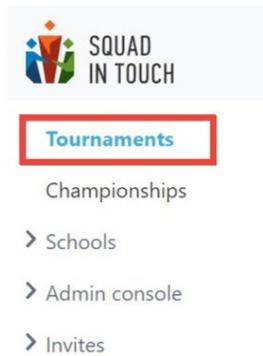
To be able to book onto the tournament school users need to have **Admin roles** on their school account. Also, only School Admins receive tournament notifications. Other user roles (Manager, Teacher, Coach or Governor) are not able to receive them as well as manage their school participation in the tournaments.

## Before the tournament

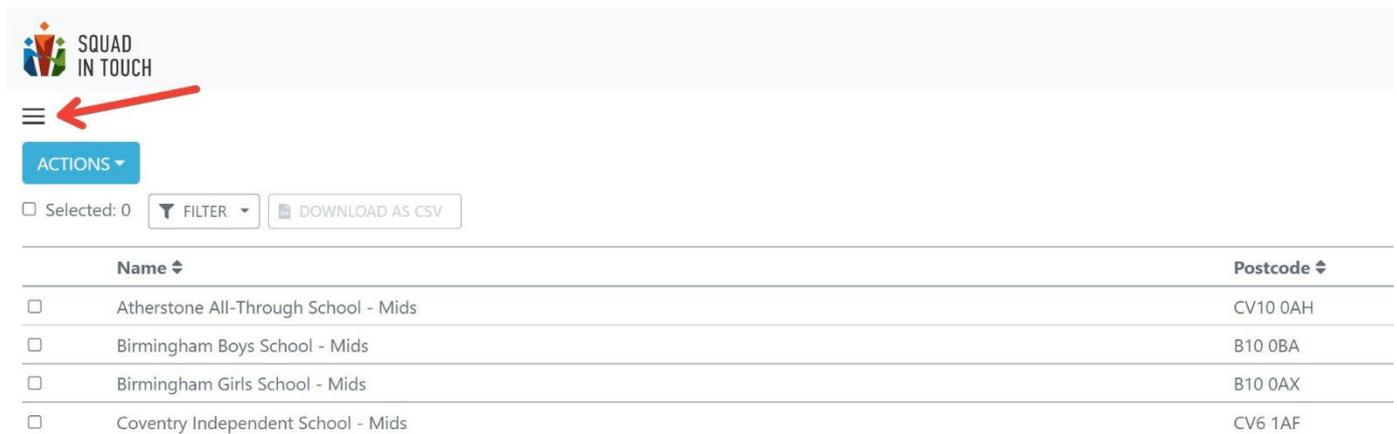
### Adding your season tournament schedule onto Squad In Touch

It is worth adding all your tournaments to the platform once you have your season schedule ready, even if you are not going to open booking straight away. It will allow your schools to plan ahead and save the dates on their calendar.

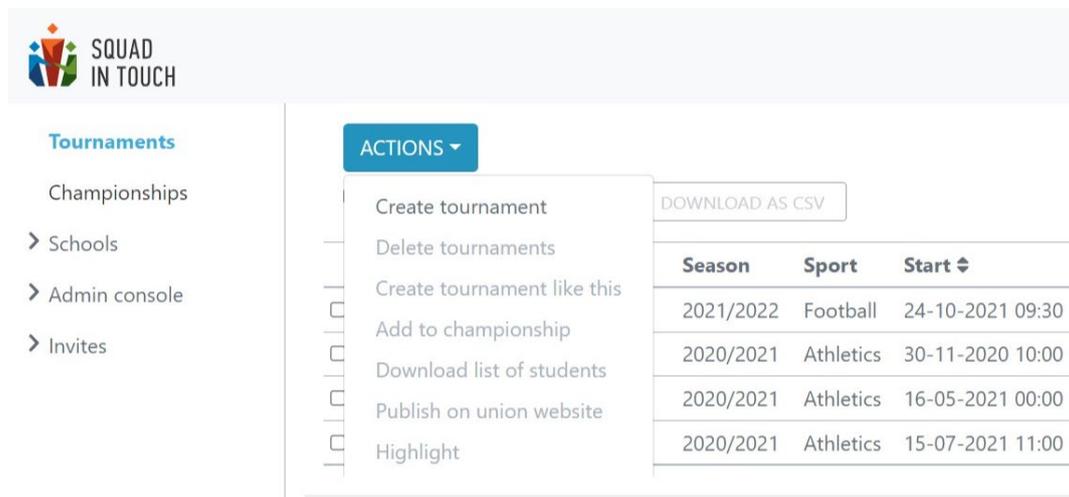
Select the **Tournaments** menu item on the navigation panel on the left-hand side of your screen.



If you cannot see the left-hand side menu click the “burger” button and it will be shown.



Once you are on the tournament list select the **ACTIONS > Create Tournament** button.



You will then be forwarded to a new tournament form. We have described the most important attributes you need to pay attention to so that your tournaments are set up correctly, you can find them in the [NEW TOURNAMENT FORM – ESSENTIAL DETAILS](#) section of this Guide.

### Tournament form – Essential details

A new tournament form may seem a bit vast although when you understand the meaning of each field it is really easy to sort out.

In this section we have put together the most important details you will need to specify to create a tournament. You will be able to find more details about additional settings and features in further of this Guide.

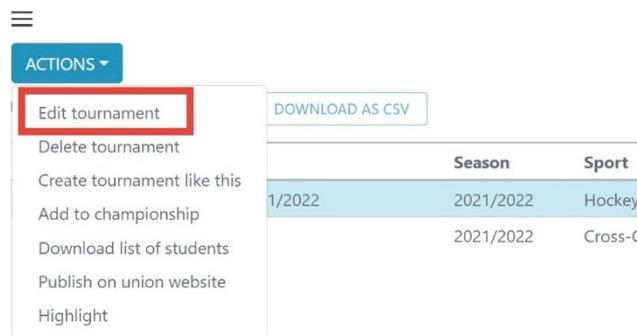
Field	Description	Mandatory field
Tournament name	This is the name of your tournament how the schools will see it on your area sports website, on the invitations to join and any other communication they will get from you regarding this tournament. We suggest you make is as clear and detailed as possible. Good examples of names would be: <i>ISA North U11 Boys Football 2021/2022</i> <i>ISA London West Junior Swimming Qualifiers 2021/2022</i>	v
Sport	This is what the event is about. Simply start typing the name – like Football or Athletics and the platform will suggest sports that match your text.	v
Gender	You can select if this is a <b>boys</b> , a <b>girls</b> or a <b>mixed</b> event. Your selection will affect the events you will be able to add to the tournament as well as the athletes available for selection by schools when completing their teams.	v
Mixed teams	By default is set to “ <b>No</b> ”. Is only available for changing if “ <b>Mixed</b> ” has been selected in the <b>Gender</b> field.	v
Ages	This will affect the athletes available for selection by schools when completing their teams. For individual tournaments like athletics, swimming, cross-country etc. you can select multiple ages holding a Ctrl button on your keyboard (⌘ button on Mac).  <b>For team tournaments that involve separate age and gender sections, even if they are being held on the same day and same venue, we strongly recommend to create separate tournaments for each age/gender to ensure the booking process works correctly for you.</b>  For instance, if you have a U9/U11 Boys Football tournaments we advise it to be set up as two separate tournaments: <i>U9 Boys Football</i> <i>U11 Boys Football</i>	v
Start date/time	The date/time the tournament starts.	v

Field	Description	Mandatory field
	If you're unsure when the tournament will take place then add a little information to the tournament name, i.e; W/C 01/01/2022 or Date TBC. Using a tournament name for highlighting that the dates have not been confirmed yet will make it clear for schools when they are going through the events schedule and planning their participation.	
Finish date/time	The date/time the tournament finishes.	v
Venue	The venue of the tournament. You can either select a venue that had been previously saved on your union account (see details in the <a href="#">VENUES</a> section of this Guide) or type a postcode and save it as a new venue. You can also continue with just a postcode although we would recommend to save it as a new venue. This will ensure schools have the full details of where it is going to be happening.	
Show age groups on the website	By default is set to <b>"No"</b> .	v
Tournament type	By default is set to <b>Team</b> so please be careful: you need to select a correct tournament type to ensure the booking, adding events, specifying and displaying results are set up correctly. You can select between <b>Team</b> and <b>Individual</b> . There are some other specific types although please do not select them unless advised to use them by Squad In Touch team.	v
Tournament subtype	The tournament sub-type affects how the results are displayed on the tournament public website. For most team tournaments <b>Football</b> sub-type would work fine whilst for most individual tournaments you are advised to choose <b>Regional Athletics/Swimming</b> . This can be changed any time without affecting any other tournament settings.	v
Scoring (ex. 8, 6, 5, 4, 3, 2, 1 for individual tournament or 5, 2, 1, 0 for team tournament)	These settings are used to calculate points earned by the team/athlete. For individual tournament you are able to specify points earned by athletes in individual events based on their position. For example first place receives 8 points, second – 6, fifth – 4 and so on. If you would like this set up then in the scores box place numbers 8, 6, 5, 4, 3, 2, 1, 0.  For team tournament you can set up points earned by a team for a win, a non-zero draw, a zero draw and a defeat consequently. In this case if you place the scoring as 2, 1, 1, 0 then the scoring will be win = 2 points, draw = 1 point and loss = 0 points.  You can learn more about scoring in the <a href="#">ADDING SCORES SECTION</a> of this Guide. If you are not sure about scoring to be used for the tournament yet, just put "0"; you will be able to change it later.	v
Show the twitter feed on the tournament website	By default is set to <b>"No"</b> . You can add your union twitter feed to the tournament public website. To be able to do it you will need first link your twitter account to your union Squad In Touch account. Find more	v

Field	Description	Mandatory field
	details about doing it in the <a href="#">INTEGRATION WITH TWITTER</a> section of this Guide.	
Schools can submit results	By default is set to “ <b>No</b> ”. This feature can be used when you are organising a remote tournament and rely on schools submitting their students’ results. See more in the <a href="#">REMOTE AND VIRTUAL COMPETITIONS</a> section of this Guide.	v
Organisers	Here you can specify contact details for the organisers or the school hosting the tournament.	
Organisers email	This email will be used as a “Reply to” address when schools click reply on their notification emails related to the tournament. If you leave it blank all the emails sent by schools will come through to <a href="mailto:noreply@squadintouch.com">noreply@squadintouch.com</a> . <b>Please be aware that this email address is not regularly monitored so if you expect to receive emails from schools as responses to tournament notifications you need to put a valid email address here.</b>	
Tournament picture	This is a title photo for the tournament that will be used as a tournament icon on your area sports website as well as on a dedicated tournament website. To ensure the best results please use a picture with the sides dimensions 3:1, so pictures with size 1200:400 or 1800:600 etc will work fine. If you leave it blank a default picture will be used.	
Price type	These fields need to be filled out if you are going to accept payments from schools when they are booking onto the tournaments through Squad In Touch. Please get in touch if you would like a payments functionality to be enabled for your union.	
Payment type		
Price		
Payment Accounts (only for paid price type)		
Entries open	This is the date/time booking becomes available for schools on your area sports website. If schools access your area sports website after the date/time specified (and before booking is closed) they are able to see the <b>Book Now</b> button shown for the relevant tournament and can book spaces in it.	
Deadline for entries	This is the date/time booking is closing for a tournament. You can leave it blank and instead select “ <b>when spaces are full</b> ” option.	
Or when spaces are full	This option is used when you are not willing to set a booking deadline. If this option is on then event becomes unavailable for booking once the number of teams booked onto the tournament has reached the limit you had set. Learn more about bookings in the <a href="#">ENABLING ONLINE BOOKING</a> of this Guide.	
Tournament stream	You can integrate a YouTube video live stream onto the tournament website by adding a link to your stream. Learn	

Field	Description	Mandatory field
Stream ID http://youtube.com/	more about video streaming in the <a href="#">YOUTUBE INTEGRATION</a> section of this Guide.	
Event import properties	These fields are used for setting up result import parameters when integration with a third-parties software like Quantum or Mascha is required.	
Player number:		
Team code:		
Result:		
Delimiter:		
Result mask		

If you would like to amend your tournament information then you can do so by going to the Tournaments section of your tournament organiser account and filtering to find your chosen tournament. Click the checkbox and then select **ACTIONS > Edit Tournament**. You can find more details in the [EDITING TOURNAMENT DETAILS](#) section of this Guide.



### Tournament form – Custom sections and National Governing Bodies details

**Custom sections** allow you to add additional details and attachments to the tournament that will be available for schools to view and download when they open a tournament booking form on your union website.

You can include as many custom sections in every tournament form as you need. The HTML editor allows you to format text highlighting the most important points, include web links and pictures to be shown as an icon for a particular section. The custom sections are shown on the tournament booking form in chronological order: the latest shown on the top. So, if you need to change their order you can change the value in the **Date** field of the custom form.

Date x

03-03-2021 11:22:AM

Show date and time

Title

Covid-19 Statement

Body

**B** *I* U  $x_2$   $x^2$  Normal Normal **A**

Sans Serif

As always, ISA highly recommends that you complete a full risk assessment for your school, including a section on Covid-19 specific risk control. Resources to help are available from the Health and Safety Executive and schools should seek relevant expert advice in this subject area when required. HSE Risk Assessment guidance can be found [here](#). For example, ISA recommends that you remind your pupils of the importance of thorough hand washing, when such facilities are available and that you bring hand sanitizer for regular use, when hand washing facilities are more limited. You should also remind your staff and pupils to exercise social distancing, in line with government guidance currently in force.

The event venues will also be undertaking additional precautions, due to Covid-19. Contact us if you would like additional information on this.

Attachments

No file chosen

Photos

No file chosen

National Governing Bodies section enables you to include the details of National Bodies / Associations that govern the rules the tournament follows. You can add as many governing bodies as you need with their logos, descriptions and web links.

Name x

Independent Schools Football Association

Link

<https://www.isfa.org.uk/>

Photos

No file chosen



You can see how the content you add to the Custom sections and National Governing Bodies sections is displayed on the tournament booking form in the [PUBLIC TOURNAMENT DETAILS FORM](#) of this Guide.

## Different options for managing schools' enrolment

There are different ways you can use to add schools to the tournament:

- Via online booking;
- Via sending invitations;
- Adding them manually.

You can use different ways for different tournaments as well as combine them within a particular tournament when you need.

You will find further details regarding schools' enrolment in the sections below.

### Turning on Auto-Enrollment

Auto-Enrollment will enable schools to book on and be automatically added to the tournament up until you reach the total number of spaces available. Please note that if you do not add auto-enrollment you will need to manage participating schools yourself. To turn on auto-enrollment click on your chosen tournament and then select **Auto-Enrollment**.

The screenshot shows a web interface for managing tournaments. At the top, there is an 'ACTIONS' dropdown menu, a 'Selected: 1' indicator, a 'FILTER' dropdown, and a 'DOWNLOAD AS CSV' button. Below this is a table with the following columns: Name, Season, Sport, Start, End, Publish on union website, and Highlighted. Two rows are visible: 'U16 Boys Football tournament' and 'The Dales Athletics 2022'. The 'The Dales Athletics 2022' row is selected. Below the table, there are several tabs: Summary, Participants, Eligible schools, Confirmation Requests, Tournament Events, Auto enrollment (which is active), Public site settings, Enrollment log, and Admins. Under the 'Auto enrollment' tab, there is an 'EDIT AUTO ENROLLMENT' button. Below this button, there are three rows of data: 'Auto enrollment' with a value of 'no', 'Spaces', and 'Waiting list' with a value of '0'.

Select **EDIT AUTO ENROLLMENT** and then you will be able to input your data.

**Please note individual and team tournaments are set up differently to one another (see the details below):**

#### Setting auto-enrollment for Individual Tournaments

Turn on the auto-enrollment switch and then input the number of teams that can attend, the number of teams in this case is effectively number of schools as each school can only bring one team to an individual tournament.

The screenshot shows the 'Edit auto enrollment' form. It has three toggle switches: 'Schools in read-only mode' (off), 'Auto enrollment' (on), and 'Enrollment onto the waiting list only' (off). Below the toggles, there is a text input field for 'Specify the maximum number of teams taking part in The Dales Athletics 2022: Maximum number of teams' with the value '12' entered. At the bottom, there are 'CANCEL' and 'SAVE' buttons.

## Setting auto-enrollment for Team Tournaments

Turn on the auto-enrollment switch and then input the number of teams one school can bring, then input the number of team spaces available.

**Unlike individual tournament this does not count the number of schools but the total number of teams that can participate in your tournament. So, it is important to add a team each time you add schools manually to avoid mistakes in the total number of participating teams.**

Edit auto enrollment

Schools in read-only mode

Auto enrollment

Enrollment onto the waiting list only

Specify the maximum number of teams from one school taking part in U16 Boys Football tournament:

Maximum number teams from one school (1-5, 0 - unlimited)

Y10, Male

## Adding tournament to booking website

When you have created your tournament and are happy for schools to view the details you can add it to your union public website. You can do this before it goes live for booking so schools can start planning their calendars and browse all tournaments to see what they would like to book onto.

You can add multiple tournaments to the tournament website at once, to do this, use your filter to select all tournaments that have not yet been added to the website and then select all (or some of them), **ACTIONS > Publish on Union website.**

**You can only apply this mass update to the tournaments that are not published on the area website at the moment. To ensure you only select such tournaments you can use the Publish on union website dropdown on the filter panel.**

ACTIONS -

DOWNLOAD AS CSV

	Season	Sport	Start	End	Publish on union website	Highlighted	
	2021-2022 2020-2021 2019-2020		From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	No		
<input checked="" type="checkbox"/>	The Dales Athletics 2022	2021/2022	Athletics	23-02-2022 10:00	23-02-2022 16:30	No	No
<input checked="" type="checkbox"/>	Y2 American Football Tournament 2021/2022	2021/2022	American football	12-01-2022 15:00	12-01-2022 16:00	No	No
<input checked="" type="checkbox"/>	The Dales National Swimming 2021/2022	2021/2022	Swimming	15-12-2021 11:00	15-12-2021 16:30	No	No

## Managing tournaments highlighted on your union website

On your union website you are able to highlight specific tournaments so they are at the top of the screen when school users go to the booking page. We recommend only having between 1 and 5 tournaments highlighted at any one time.

### Highlighting tournaments

Select the tournaments you would like to highlight then select **ACTIONS > Highlight**, this will then add them to the top of your tournament website.

	Season	Sport	Start	End	Publish on union website	Highlighted
<input checked="" type="checkbox"/>	2021/2022	Cross-country tournament	05-11-2021 09:00	05-11-2021 16:30	Yes	No
<input checked="" type="checkbox"/>	2021/2022	Hockey	09-11-2021 08:00	09-11-2021 17:00	Yes	No
<input type="checkbox"/>	2021/2022	Football	24-10-2021 09:30	24-10-2021 16:00	Yes	No
<input checked="" type="checkbox"/>	2021/2022	Athletics	23-02-2022 10:00	23-02-2022 16:30	No	No

### Unhighlighting tournaments

Filter by highlighted and then select your chosen tournament(s) and click **ACTIONS > Unhighlight**, this will then remove past tournaments from the highlighted section on your union website

	Season	Sport	Start	End	Publish on union website	Highlighted
<input type="checkbox"/>	2020/2021	Football	19-04-2021 09:30	19-04-2021 16:45	Yes	Yes
<input checked="" type="checkbox"/>	2019/2020	Netball	03-06-2020 09:00	03-06-2020 16:30	Yes	Yes
<input checked="" type="checkbox"/>	2021/2022	Football	24-10-2021 09:30	24-10-2021 16:00	Yes	Yes

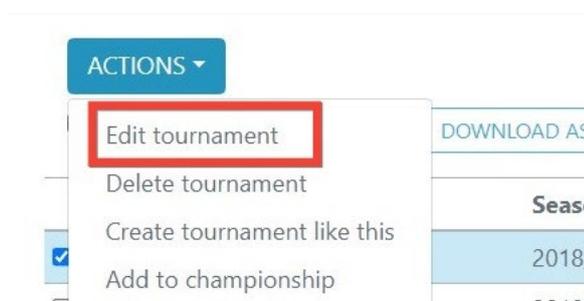
### Enabling online booking

When online booking is enabled, schools can book their spaces online via your area sports website.



To enable online booking you will need to perform below steps:

- 1 Ensure the booking period start date and time is set up correctly. To add a booking start date select your tournament on the list, click the **ACTIONS > Edit tournament** button.



Put the date in the **Entries open** field on the tournament form.

- 2 Determine the deadline for entries. You can put in the exact date and time when booking is closing in the **Deadline for entries** field.

Or you can just turn on the “when spaces are full” checkbox if you don’t want to limit the entries by a specific date.

Please note in turning this on it will mean you cannot have a waiting list for your tournament.

Entries open  
01-10-2021 12:00 AM

Deadline for entries

Or when spaces are full  
 Yes

3 Then you will need to save and leave the editor page. Click back into your tournament and using the tabs at the bottom of the screen select the **Auto Enrollment** tab, this will enable you to decide how you would like the entries to be processed.

Summary Participants Eligible schools Confirmation Requests Tournament Events **Auto enrollment** Public site settings

Groups Teams

**EDIT AUTO ENROLLMENT**

Auto enrollment	yes
Spaces	10 (3 booked)
Waiting list	0

click the **Edit Auto Enrollment** button.

Summary Participants Eligible schools Confirmation Requests Tournament Events **Auto enrollment** Public site settings

Groups Teams

**EDIT AUTO ENROLLMENT**

Auto enrollment	yes
Spaces	10 (3 booked)
Waiting list	0

If you would like schools to be added as participants immediately after they have booked onto the tournament you will need to turn on the **Auto Enrollment** option. Keep this checkbox off if you prefer to sort out schools willing to participate manually.

**Edit auto enrollment**

Schools in read-only mode  
 **Auto enrollment**  
 Enrollment onto the waiting list only

Specify the maximum number of teams from one school taking part in U16 Boys Football tournament:  
 Maximum number teams from one school (1-5, 0 - unlimited)

U15, Male

You are also able to specify the total number of teams allowed within the tournament. To specify fill in the bottom field of the form which will be named using the tournament age group and gender from the tournament settings. Putting “0” here will allow unlimited schools to book their teams onto the tournament until the deadline. On the screen below “10” means that only 10 teams can be added onto the tournament in total.

**Edit auto enrollment**

Schools in read-only mode  
 Auto enrollment  
 Enrollment onto the waiting list only

Specify the maximum number of teams from one school taking part in U16 Boys Football tournament:  
 Maximum number teams from one school (1-5, 0 - unlimited)

U15, Male

For team tournament you are also able to specify the maximum teams each school can submit onto the tournament. On the screen below “1” means that each school can only submit one team onto the tournament.

### Edit auto enrollment

Schools in read-only mode  
 Auto enrollment  
 Enrollment onto the waiting list only

Specify the maximum number of teams from one school taking part in U16 Boys Football tournament:

Maximum number teams from one school (1-5, 0 - unlimited)

U15, Male

So, now we will look at how to send a tournament live for booking on your tournament booking platform.

Firstly, you need to ensure that you have set a booking open and close dates when editing your tournament. Then you will need to ensure that your tournament has been added to the public website, you can see this from the **Publish on union website** and the **Highlighted** section in the table below.

Option	YES	NO
<b>Publish on union website</b>	Means it has been added to the website	Means it isn't shown on your website
<b>Highlighted</b>	Means it is shown in the header of your website	Means it can only be found in the body of your website

ACTIONS ▾ « < 61 to 69 of 69 > »

Selected: 0 ▼ FILTER 📄 DOWNLOAD AS CSV

Name ↕	Season	Sport	Start ↕	End ↕	Publish on union website ↕	Highlighted ↕
<input type="checkbox"/> U16 Boys Football tournament	2021/2022	Football	24-10-2021 09:30	24-10-2021 16:00	Yes	Yes
<input type="checkbox"/> The Dales Athletics 2020	2021/2022	Athletics	12-12-2021 10:00	12-12-2021 16:30	No	No
<input type="checkbox"/> Athletics Summer 2021	2020/2021	Athletics	16-05-2021 00:00	19-06-2021 00:00	Yes	No

Select a tournament above

ACTIONS ▾

61 to 69 of 69

Edit tournament  
 Delete tournament  
 Create tournament like this  
 Add to championship  
 Download list of students  
 **Publish on union website**  
 Highlight  
 the dales U16 football

DOWNLOAD AS CSV

Season	Sport	Start	End	Publish on union website	Highlighted
2021/2022	Football	24-10-2021 09:30	24-10-2021 16:00	Yes	Yes
2021/2022	Athletics	12-12-2021 10:00	12-12-2021 16:30	No	No
2020/2021	Athletics	16-05-2021 00:00	19-06-2021 00:00	Yes	No
2020/2021	Athletics	15-07-2021 11:00	15-07-2021 21:00	Yes	No
2020/2021	Football	06-01-2021 08:30	01-06-2021 16:45	Yes	No

You can also manage all the website settings individually by selecting a tournament and clicking the **Public site settings** tab. To learn more about full Public website settings details please refer to the **YOUR TOURNAMENT WEBSITE** section of this Guide.

☰

ACTIONS ▾

Selected: 1 FILTER ▾ DOWNLOAD AS CSV

1 to 2

Name	Season	Sport	Start	End	Publish on union website	Highlig
<input checked="" type="checkbox"/> U18 Hockey Tournament 2021/2022	2021/2022	Hockey	09-12-2021 09:00	09-12-2021 16:00	No	No

[Summary](#)
[Participants](#)
[Eligible schools](#)
[Confirmation Requests](#)
[Tournament Events](#)
[Auto enrollment](#)
 **Public site settings**
[Tournament TV](#)
[Enrollment log](#)
[Admins](#)

[Groups](#)
[Teams](#)

EDIT TOURNAMENT WEBSITE SETTINGS

Publish tournament on school union's website	no
Highlight tournament	no
Tournament's public website access	Disabled
Tournament's public website access password	
Allowed for following on the mobile app	no
Tournament's public website domain name	
Highlight schools list on top	no
Tournament's public website external link	
Photos available on tournament's website	no

Schools can then go on your booking website to book onto your tournament, please note they cannot access this via their Squad in Touch, they must go to your tournament booking website.



## Public tournament details form

Once you have created a tournament a direct link to the tournament details form will be generated automatically and shown on the bottom of the **Public site settings** tab of the tournament.

☰

ACTIONS ▾

☐ Selected: 1 FILTER ▾ DOWNLOAD AS CSV

Name	Season	Sport	Start	End	Publish on union website	Highlig
<input checked="" type="checkbox"/> U18 Hockey Tournament 2021/2022	2021/2022	Hockey	09-12-2021 09:00	09-12-2021 16:00	No	No

Summary Participants Eligible schools Confirmation Requests Tournament Events Auto enrollment Public site settings Tournament TV Enrollment log Admins

Groups Teams

EDIT TOURNAMENT WEBSITE SETTINGS

Publish tournament on school union's website	no
Highlight tournament	no
Tournament's public website access	Disabled
Tournament's public website access password	
Allowed for following on the mobile app	no
Tournament's public website domain name	
Highlight schools list on top	no
Tournament's public website external link	
Photos available on tournament's website	no
Photos promotion on tournament's website	no
Text of disclaimer on tournament's website	
Csv result availability	no
Public Bigscreen Site Access	Disabled
Tournament's public bigscreen website access	
Scrolling delay (in seconds)	6
Tournament public website link	no
Tournament TV link	no
Tournament details/booking page	<a href="https://stu-mids.squadintouch.com/#/tournament/617bffd738eda4a3eeb403c">https://stu-mids.squadintouch.com/#/tournament/617bffd738eda4a3eeb403c</a>

This form will be created and accessible even if you have not published the tournament on the website. It also does not depend upon the fact if you have enabled online booking or not.

The form contains the main details you entered when adding a tournament as well as any custom sections and National Governing Bodies information included. If online booking is enabled it will also contain the details of spaces left and a **BOOK NOW** button.

An example of a public tournament details form is shown on the picture below.



### ISA U11 Boys Hockey 2021/2022

Date	Tuesday 1 February 2022 10:30 am - 04:00 pm
Venue	Lee Valley, London Olympic Park Pitch 01 (E20 3AD) <a href="#">View map</a>
Gender	Boys
Age groups	U11
Organizers	ISA Sport
Email	<a href="mailto:isasport@isaschools.org.uk">isasport@isaschools.org.uk</a>
Entries close	Friday 21 January 2022



#### Information Document

Attachments: [U11 Boys Information Document.pdf](#)



#### Covid-19 Statement

As always, ISA highly recommends that you complete a full risk assessment for your school, including a section on Covid-19 specific risk control. Resources to help are available from the Health and Safety Executive and schools should seek relevant expert advice in this subject area when required. HSE Risk Assessment guidance can be found [here](#). For example, ISA recommends that you remind your pupils of the importance of thorough hand washing, when such facilities are available and that you bring hand sanitizer for regular use, when hand washing facilities are more limited. You should also remind your staff and pupils to exercise social distancing, in line with government guidance currently in force. The event venues will also be undertaking additional precautions, due to Covid-19. Contact us if you would like additional information on this.



#### Cancellation Policy

Please understand that spaces for our events are limited. Many teams and individuals drop out of events at short notice, this significantly impacts on the experience of other participants. If you must cancel your space, we respectfully request at least 14 days' notice. This will allow us to offer your spot to another school. No shows, or places cancelled within 14 days of the event, will incur a fee of £150. (Only in exceptional circumstances might ISA consider waiving this penalty charge.)

### Editing tournament details

You can edit the tournament details by selecting a tournament and clicking the **ACTIONS > Edit tournament** button.

**Tournaments**

- Championships
- High-level tournaments
- > Schools
- > Admin console
- > Invites



**ACTIONS** ▾

- Edit tournament
- Delete tournament
- Create tournament like this
- Add to championship

DOWNLOAD AS CSV

	Season	Sport	Start	End
1/2022	2021/2022	Hockey	09-12-2021 09:00	09-12-

- Summary
- Participants
- Eligible schools
- Confirmation Requests
- Tournament Events
- Auto enrollment

- Groups
- Teams

SHOW NOTIFICATIONS

The tournament edit form is identical to the new tournament creation form so if you can see all the details related to changing tournament basic settings in the [NEW TOURNAMENT FORM – ESSENTIAL DETAILS](#) section of this Guide.

**Be aware that if you are changing the Age and Genders settings you need to confirm new team options in the Auto enrolment settings tab so that the booking process goes on correctly. To do this open the Auto enrolment tab, click EDIT AUTO ENROLMENT and save the changes there. You can find more about auto enrolment in the [ENABLING ONLINE BOOKING](#) section of this Guide.**

**You will also need to update the teams settings for those schools that had booked onto the tournament before the settings were changed. To do this open the Teams tab, click the EDIT TEAMS button and amend teams settings one by one.**

To change particular team's settings select this team from the list and click the **ACTIONS > Edit team** button.



In the **Edit** form make changes so that the team settings match the updated tournament age and gender settings and click **SAVE**. You will need to do it for each team so that the number of schools is reflected correctly on the tournament.

**Edit team**

School  
Atherstone All-Through School - Mids

Name  
U18

Gender  
Female

Age  
Y13

CANCEL SAVE

### Cloning a tournament

Sometimes it makes sense to copy a tournament from the previous years rather than creating a new one. It is especially useful if you run the same tournament on yearly basis. To create a tournament based on another tournament's settings you need to select an original tournament and then click the **ACTIONS > Create tournament like this** button.



The details that will be copied from the original tournament are as follows:

- Tournament name;
- Sport;
- Gender;
- Ages;
- Venue;
- Tournament type;
- Tournament subtype;
- Scoring;
- Entries open;
- Entries closing;
- All the details and files added to the **CUSTOM** section and **NATIONAL GOVERNING BODIES** section of the tournament form. You can learn more about managing these sections in the [TOURNAMENT FORM – CUSTOM SECTIONS AND NATIONAL GOVERNING BODIES DETAILS](#) section of this Guide.

You will need to fill out the rest of mandatory fields (Start time, Finish time, etc.) before saving a new tournament. You can also change any of the pre-filled fields – you will need at least to change the tournament name to be different from the original event.

### Sending invitations to schools

If you wish to send invitations directly to a schools Squad in Touch account then this can be done. You will firstly need to click on your chosen tournaments checkbox and then select **Eligible Schools** from the tabs at the bottom of the screen, you will then need to select the **EDIT ELIGIBLE SCHOOLS** button.

The screenshot shows the tournament management interface for 'U18 Hockey Tournament 2021/2022'. At the top, there is a navigation bar with a menu icon, an 'ACTIONS' dropdown, and a 'Selected: 1' indicator. Below this is a table with columns: Name, Season, Sport, Start, End, Publish on union website, and Highlighted. The first row is selected. Below the table, there are several tabs: Summary, Participants, Eligible schools (highlighted with a red box), Confirmation Requests, Tournament Events, Auto enrollment, Public site settings, Tournament TV, Enrollment log, Admins, and Pitches. Below the tabs, there is a button labeled 'EDIT ELIGIBLE SCHOOLS' (also highlighted with a red box). Below this button is a table with columns: Name and Participant. The table lists four schools: Atherstone All-Through School - Mids, Coventry Independent School - Mids, Birmingham Boys School - Mids, and Birmingham Girls School - Mids.

Name	Participant
1 Atherstone All-Through School - Mids	Yes
2 Coventry Independent School - Mids	Yes
3 Birmingham Boys School - Mids	Yes
4 Birmingham Girls School - Mids	No

Here you will see a list of all schools who are eligible for taking part in the event you can choose to filter by specific schools or select all using the check box underneath the actions button.

When sending out an invitation to school you will be able to see details that may fit your eligibility criteria, for example, you will see a list of all schools age groups and genders, you can filter by these aspects to enable you to invite only schools that match the criteria of your tournament – i.e, only schools that have Y8, 9 and 10 girls on roll.

**Please be aware that the platform cannot distinguish the age/gender settings for schools that have different ages for boys and girls. For instance, if a school caters for boys in Years 1 to 6 and girls in Years 1 to 13 it will still be filtered if you search schools by the “Boys” and “Year 7” criteria.**

Once you have selected all schools you would like to send the invitations to click the **ACTIONS > Send Invites** button.

The screenshot shows the 'Send Invites' dropdown menu open over the 'Eligible schools' table. The dropdown menu includes options: 'Send invites', 'Add to tournament', 'Remove from tournament', and 'Send notifications'. The 'Send invites' option is selected. Below the dropdown, the table shows columns: Available ages, Available gender, Participant, Invite status, Date, and Area. The table lists four schools: Atherstone All-Through School - Mids, Coventry Independent School - Mids, Birmingham Boys School - Mids, and Birmingham Girls School - Mids.

Available ages	Available gender	Participant	Invite status	Date	Area
7-10	Mixed	No	Not sent		
7-10	Mixed	No	Not sent		
7-10	Mixed	No	Not sent		
7-10	Mixed	No	Not sent		

Schools will receive a notification and they can log in to their Squad in Touch account to respond. When they have accepted the invitation its status will change to **'Accepted'**. If you have turned on **Auto Enrollment** then you will not need to do anything – the school will automatically be added along with a team(s) being created if the school is entering a tournament.

**ACTIONS** « < 1 to 1 of 1 > »

Selected: 1 **FILTER** **DOWNLOAD AS CSV**

Name	Season	Sport	Start	End	Publish on union website	Highlighted
<input checked="" type="checkbox"/> U18 Hockey Tournament 2021/2022	2021/2022	Hockey	09-12-2021 09:00	09-12-2021 16:00	No	No

Summary **Participants** Eligible schools Confirmation Requests Tournament Events Auto enrollment Public site settings Tournament TV Enrollment log Admins Pitches Groups Teams

**EDIT ELIGIBLE SCHOOLS**

Name	Participant
1 Atherstone All-Through School - Mids	No
2 Coventry Independent School - Mids	No
3 Birmingham Boys School - Mids	No
4 Birmingham Girls School - Mids	No

## Adding Schools to a Tournament Manually

You will need to select your chosen tournament and choose the **Participants tab > Edit Participants**.

**ACTIONS** « < 1 to 1 of 1 > »

Selected: 1 **FILTER** **DOWNLOAD AS CSV**

Name	Season	Sport	Start	End	Publish on union website	Highlighted
<input checked="" type="checkbox"/> U18 Hockey Tournament 2021/2022	2021/2022	Hockey	09-12-2021 09:00	09-12-2021 16:00	No	No

Summary **Participants** Eligible schools Confirmation Requests Tournament Events Auto enrollment Public site settings Tournament TV Enrollment log Admins Pitches Groups Teams

**EDIT PARTICIPANTS**

Name
1 Atherstone All-Through School - Mids

You will then be taken to the list of participants, here you will be able to see the status of the invite along with a time and date stamp of when the last action was taking. You can filter by status to only show **'Accepted'** schools for example.

**U18 Hockey Tournament 2021/2022**

**Tournament schools**

Selected: 0

Name	Invite Status	Date
<input type="checkbox"/> Atherstone All-Through School - Mids	Cancelled	29-10-2021 15:17

»

**SAVE**

**School union schools**

Selected: 0 **FILTER** « < 1 to 3 of 3 > »

Name	Invite Status	Date
<input type="checkbox"/> Coventry Independent School - Mids	Waiting for school response	29-10-2021 15:13
<input type="checkbox"/> Birmingham Boys School - Mids	Accepted	29-10-2021 15:38
<input type="checkbox"/> Birmingham Girls School - Mids	Rejected	29-10-2021 15:40

«

As you can see, the school on the left hand side (tournament schools) their invite status says **'Cancelled'** this is because they were moved onto the tournament prior to an invite being accepted, this means that the invite has been cancelled, not the schools response

Now let's go through the schools on the right hand side;

- **Waiting for school response:** they have not yet responded to your invite

- **Accepted:** they would like to participate in your tournament
- **Rejected:** They are unavailable

Regardless of the status of a schools invite you can override this by moving them into the tournament if needed (but please be aware that the invitation status will still stay the same).

To move a school over, simply click the checkbox next to the school name(s) and then using the arrow at the bottom of the box move them to the left hand side.

← BACK **U18 Hockey Tournament 2021/2022**

**Tournament schools**

Selected: 0

Name	Invite Status	Date
<input type="checkbox"/> Atherstone All-Through School - Mids	Cancelled	29-10-2021 15:17

»

**SAVE**

**School union schools**

Selected: 2 FILTER « < 1 to 3 of 3 > »

Name	Invite Status	Date
<input checked="" type="checkbox"/> Coventry Independent School - Mids	Waiting for school response	29-10-2021 15:13
<input checked="" type="checkbox"/> Birmingham Boys School - Mids	Accepted	29-10-2021 15:38
<input type="checkbox"/> Birmingham Girls School - Mids	Rejected	29-10-2021 15:40

«

Once done click **Save**.

You will then need to create a team for them (if this is a team tournament) otherwise the number of schools added will not be reflected on auto-enrolment as this is based on the number of teams not number of schools. Go to the **Teams** tab and select **Edit Teams**.

**ACTIONS** « < 1 to 1 of 1 > »

Selected: 1 FILTER DOWNLOAD AS CSV

Name	Season	Sport	Start	End	Publish on union website	Highlighted
<input checked="" type="checkbox"/> U18 Hockey Tournament 2021/2022	2021/2022	Hockey	09-12-2021 09:00	09-12-2021 16:00	No	No

Summary | Participants | Eligible schools | Confirmation Requests | Tournament Events | Auto enrolment | Public site settings | Tournament TV | Enrollment log | Admins | Pitches | Groups | **Teams**

**EDIT TEAMS**

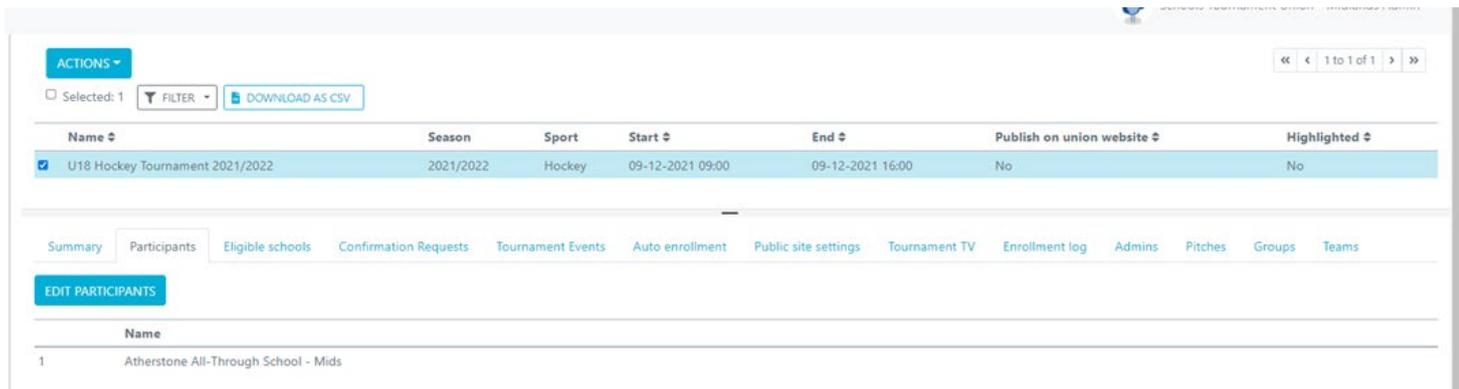
#	School Name	Team Name	Gender	Ages	Group
1	Atherstone All-Through School - Mids	U18	Female	U18	

Select **Actions > Add Team** and then fill in the boxes in the form, please note if it says '**Limit Exceeded**' this means you have already reached your maximum number of teams for the tournament or for one specific school. In this case you can change the auto enrolment settings to allow more teams to attend and then add extra teams.

**Please note, it is imperative that you make sure if manually adding a school to your tournament that you also add a team, otherwise this will not be taken into account with the auto-enrolment feature. If you're adding a school as a participant to an individual tournament, at the moment you cannot add a team as a tournament organiser, therefore, please ensure you get in touch with Laura via [l.bennett@squadintouch.co.uk](mailto:l.bennett@squadintouch.co.uk) with details so that we can ensure that the school has a team added, until this feature is in place.**

## Manually Removing Schools from a Tournament

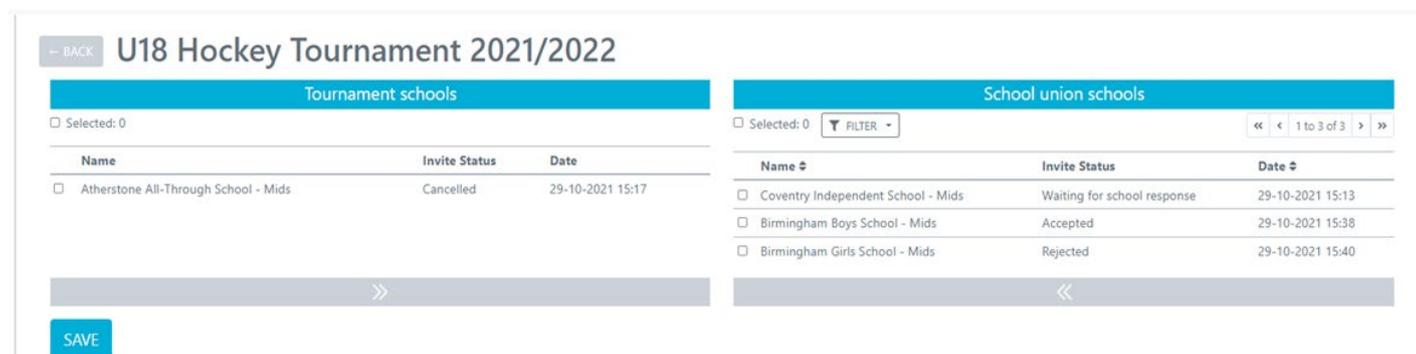
You will need to select your chosen tournament and choose the **Participants tab > Edit Participants**.



The screenshot shows the 'U18 Hockey Tournament 2021/2022' selected in the 'Participants' tab. The 'EDIT PARTICIPANTS' button is visible. Below the button, a table lists participants:

Name
1 Atherstone All-Through School - Mids

You will then be taken to the list of participants, here you will be able to see two columns, tournament schools on the left side and school union schools on the right. The Tournament Schools are those that are currently participating in the school.



The screenshot shows the 'U18 Hockey Tournament 2021/2022' participant management screen. It features two columns: 'Tournament schools' and 'School union schools'. The 'Tournament schools' column has one entry: 'Atherstone All-Through School - Mids' with 'Invite Status' 'Cancelled' and 'Date' '29-10-2021 15:17'. The 'School union schools' column has three entries: 'Coventry Independent School - Mids' (Waiting for school response), 'Birmingham Boys School - Mids' (Accepted), and 'Birmingham Girls School - Mids' (Rejected). Arrows at the bottom allow moving schools between columns.

Providing you have not yet added the school to any events you can simply select a school from the left column and move them to the right using the arrows at the bottom of the screen which will then remove them from the tournament. The school will then get a notification to let them know they have been removed.

### Automatic notifications

Schools will receive automatic notifications once they have been added to the tournament or waiting list for the tournament.

Also, automatic notifications are sent to schools added as participants when:

- School has been removed from the tournament – this can happen when a school leaves the tournament or is removed manually by the tournament organiser;
- The key tournament details are changed:
  - Tournament start date and/or time;
  - Tournament finish date and/or time;
  - Venue.

**Changing any other tournament details will not trigger notifications to be sent. So, if you, for instance created a tournament for boys only and then changed it to be a mixed event you will need to send a custom notification if you would like to let your schools know they can now supply mixed teams. You can learn more about custom notifications in the SENDING CUSTOM NOTIFICATIONS section of this Guide.**

You can see the full list of notifications related to the tournament by selecting it on the list and clicking the **SHOW NOTIFICATIONS** button on the **Summary** tab.

☰

ACTIONS ▾

Selected: 1

Name ↕	Season	Sport	Start ↕	End ↕	Publish on union webs
<input type="checkbox"/> U16 Boys Football tournament	2021/2022	Football	24-10-2021 09:30	24-10-2021 16:00	Yes
<input type="checkbox"/> The Dales Athletics 2022	2021/2022	Athletics	23-02-2022 10:00	23-02-2022 16:30	No
<input type="checkbox"/> Athletics Summer 2021	2020/2021	Athletics	16-05-2021 00:00	19-06-2021 00:00	Yes
<input type="checkbox"/> Athletics tournament 2021	2020/2021	Athletics	15-07-2021 11:00	15-07-2021 21:00	Yes
<input type="checkbox"/> the dales U16 football	2020/2021	Football	06-01-2021 08:30	01-06-2021 16:45	Yes
<input type="checkbox"/> 123 test	2021/2022	Football	24-09-2021 00:00	24-09-2021 16:00	Yes
<input type="checkbox"/> Y2 American Football Tournament 2021/2022	2021/2022	American football	12-01-2022 15:00	12-01-2022 16:00	No
<input checked="" type="checkbox"/> The Dales U13 Netball - Regional Cup	2021/2022	Netball	08-12-2021 11:00	08-12-2021 18:30	Yes
<input type="checkbox"/> The Dales National Swimming 2021/2022	2021/2022	Swimming	15-12-2021 11:00	15-12-2021 16:30	No

☰

Summary **Participants** Eligible schools Confirmation Requests Tournament Events Auto enrollment Public site settings Tournament TV Enrollment

Groups Teams

**SHOW NOTIFICATIONS**

Name	The Dales U13 Netball - Regional Cup
Type	Team tournament

You will see the full list of notifications sent to school users with their channels and delivery status.

☰

The Dales U13 Netball - Regional Cup / Notifications

⏪ ⏩ 1 to 4 of 4 ⏪ ⏩

Selected: 1

Name	Surname	School	Role	Sms	Email	Ios	Android	Delivery Status	Sent
<input type="checkbox"/> Dales union	Admin		Admin		Delivered			Delivered	01-12-2021 13:38
<input checked="" type="checkbox"/> Laura	Bennett		Tournament follower Teacher Student Admin Parent Manager Coach	Not sent	Delivered	Error	Sent	Delivered	01-12-2021 13:38
<input type="checkbox"/> Laura	B		Teacher Admin Parent Coach Manager		Delivered			Delivered	01-12-2021 13:38

☰

Summary **Channels**

Id: 61a77ae1cbb3b45c04ed2894  
 User: Laura Bennett  
 Roles: Tournament follower, Teacher, Student, Admin, Parent, Manager, Coach  
 Delivery status: Delivered

## Sending custom notifications

You can send notifications out to participating schools or to any school within your area, you are able to include attachments and you can send as a email and / or a push notification – please note to receive a push notification all school admins will need to have downloaded the app and be signed in.

The screenshot shows the 'Eligible schools' interface for a U16 Boys Football tournament. At the top, there is an 'ACTIONS' dropdown, a 'Selected: 1' indicator, a 'FILTER' dropdown, and a 'DOWNLOAD AS CSV' button. Below this is a table of tournaments with columns: Name, Season, Sport, Start, End, Publish on union website, and Highlighted. The first row is selected. Below the table is a navigation menu with 'Eligible schools' highlighted. Underneath, there is a table of schools with columns: Name and Participant. A red box highlights the 'EDIT ELIGIBLE SCHOOLS' button.

Name	Season	Sport	Start	End	Publish on union website	Highlighted
<input checked="" type="checkbox"/> U16 Boys Football tournament	2021/2022	Football	24-10-2021 09:30	24-10-2021 16:00	Yes	Yes
<input type="checkbox"/> The Dales Athletics 2020	2021/2022	Athletics	12-12-2021 10:00	12-12-2021 16:30	No	No
<input type="checkbox"/> Athletics Summer 2021	2020/2021	Athletics	16-05-2021 00:00	19-06-2021 00:00	Yes	No

Name	Participant
1 Yorkshire Hills High School	Yes
2 Ashview School and Sixth Form	Yes
3 Green Alton Academy	No

Firstly click on your chosen tournament and then select **Eligible schools > EDIT ELIGIBLE SCHOOLS**.

This will take you to a list of all schools within your area, you can now filter in a number of ways to ensure you're sending the message to the correct schools, a couple of ideas for filtering include:

1. By certain age groups and/or genders that specifically relate to your tournament;
2. By participating / non-participating schools;
3. By invite status.

Once you have chosen your filter type and selected **APPLY FILTER**, you can then click **Select all** to enable you to select all schools within your filtering at once.

The screenshot shows the 'Eligible schools' interface with filters applied. At the top, there is a 'BACK' button, the title 'U16 Boys Football tournament / Eligible schools', an 'ACTIONS' dropdown, a 'Selected: 0' indicator, a 'FILTER' dropdown, and a 'DOWNLOAD AS CSV' button. Below this is a table of schools with columns: Available ages, Available gender, Participant, Invite status, Date, and Area. The 'Available ages' filter is set to 'Reception Y1 Y2'. The 'Available gender' filter is set to 'Mixed'. The 'Participant' filter is set to 'Yes'. The 'Invite status' filter is set to 'Accepted'. The 'Date' filter is set to 'From: 16-10-2020 10:17' and 'To: 12-09-2021 21:31'. The 'Area' filter is set to 'The Dales SSP - North', 'The Dales SSP - South', and 'The Dales SSP - West'. Below the table are 'APPLY FILTER' and 'CLEAR FILTER' buttons.

Available ages	Available gender	Participant	Invite status	Date	Area
Reception Y1 Y2	Mixed	Yes	Accepted	From: 16-10-2020 10:17 To: 12-09-2021 21:31	The Dales SSP - North The Dales SSP - South The Dales SSP - West
<input type="checkbox"/> Yorkshire Hills High School	Mixed	Yes	Accepted	16-10-2020 10:17	
<input type="checkbox"/> Ashview School and Sixth Form	Mixed	Yes	Accepted	16-10-2020 10:18	
<input type="checkbox"/> Busy Bees School	Mixed	Yes	Accepted	12-09-2021 21:31	

Once ready, you can then select **ACTIONS > SEND NOTIFICATIONS**.

← BACK U16 Boys Football tournament / Eligible schools

ACTIONS ▾

Send invites DOWNLOAD AS CSV

Add to tournament

Remove from tournament

Send notifications

	Available ages	Available gender	Participant	Invite status	Date ↕	Area
<input checked="" type="checkbox"/>		Mixed	Yes	Accepted	16-10-2020 10:17	
<input checked="" type="checkbox"/>		Mixed	Yes	Accepted	16-10-2020 10:18	
<input checked="" type="checkbox"/>		Mixed	Yes	Accepted	12-09-2021 21:31	

This will then pull through the notification form which will enable you to free-type your chosen notifications. You can use the HTML editor to format your notification text and you are also able to add multiple attachments to the email message.

**Please note when choosing a file there is a limit to the total size of the files you can add, the limit is 5Mb. We also recommend that you send files in the format of .pdf, .jpg and other similar files rather than .doc or .xls as schools server policy may prohibit them from downloading files of those formats.**

**Also, any attachments will only show when sending your notification as an email, they will not be shown in the app.**

Custom notifications

Create new notification / Notification content

Step 1 of 2

Send email

Subject

Body

Attachments

Choose File No file chosen

Send push

Title

Body

## The Enrolment log

The Enrolment Log enables you to see which user managed a request for your tournament and a time and date stamp detailing when the action was performed. This is where you can go to see further information if there are any discrepancies.

Selected: 1

Name	Season	Sport	Start	End	Publish on union website	Highlighted
<input type="checkbox"/> U16 Boys Football tournament	2021/2022	Football	24-10-2021 09:30	24-10-2021 16:00	Yes	Yes
<input type="checkbox"/> The Dales Athletics 2020	2021/2022	Athletics	12-12-2021 10:00	12-12-2021 16:30	No	No
<input type="checkbox"/> Athletics Summer 2021	2020/2021	Athletics	16-05-2021 00:00	19-06-2021 00:00	Yes	No
<input checked="" type="checkbox"/> Athletics tournament 2021	2020/2021	Athletics	15-07-2021 11:00	15-07-2021 21:00	Yes	No
<input type="checkbox"/> the dales U16 football	2020/2021	Football	06-01-2021 08:30	01-06-2021 16:45	Yes	No

[Summary](#) [Participants](#) [Eligible schools](#) [Confirmation Requests](#) [Tournament Events](#) [Auto enrollment](#) [Public site settings](#) [Enrollment log](#) [Admins](#)

#	School	Tournament	User	Affected object	Action	Date	Comment
1	Mid Holmwood School	Athletics tournament 2021	Michael Hopton	School: Mid Holmwood School Team: Mid Holmwood School	Team manually added	15-04-2021 13:02	
2	Mid Holmwood School	Athletics tournament 2021	Michael Hopton		School auto enrolled	15-04-2021 13:02	
3	Mid Holmwood School	Athletics tournament 2021	Michael Hopton	Mid Holmwood School	Invite sent	15-04-2021 13:02	
4	Ashview School and Sixth Form	Athletics tournament 2021	Laura B	Ashview School and Sixth Form	Invite sent	15-04-2021 13:01	
5	The Dales SSP	Athletics tournament 2021	Laura Bennett	Yorkshire Hills High School	School added	15-04-2021 12:58	
6	Yorkshire Hills High School	Athletics tournament 2021	Laura B	Yorkshire Hills High School	Invite accepted	15-04-2021 12:39	
7	Yorkshire Hills High School	Athletics tournament 2021	Laura B	Yorkshire Hills High School	Invite sent	15-04-2021 12:38	

If you as the tournament organiser need to perform an action for a school, for example a school asks you to add them to the tournament, go to the **Enrollment Log > VIEW LOG**. From there you will be able to add a comment to enable you to make a note. Select the action you would like to add a note to and then select **Actions > Add comment**.

[← BACK](#) the dales U16 football / Enrollment log

School	Name	Surname	Affected school	Affected team	Invited school	Action	Created at	Comment
<input checked="" type="checkbox"/>	The Dales SSP	Laura	B	Mid Holmwood School	U16	Team manually added	14-12-2021 11:25	
<input type="checkbox"/>	The Dales SSP	Laura	B	Mid Holmwood School		School added	14-12-2021 11:24	
<input type="checkbox"/>	The Dales SSP	Hannah	Cluttons	Funny Raccoons School	123	Team manually added	27-06-2021 21:38	
<input type="checkbox"/>	Russ Hill School	Hannah	Cluttons		Russ Hill School	Invite accepted	18-05-2021 08:57	
<input type="checkbox"/>	Russ Hill School	Hannah	Cluttons		Russ Hill School	Invite sent	18-05-2021 08:57	

Add your note text and click the **SAVE** button, the comment will then be shown next to the relevant log record.

[← BACK](#) the dales U16 foot

**Create comment**

Comment

School	Name	Su	Affected school	Affected team	Invited school	Action	Created at	Comment
<input checked="" type="checkbox"/>	The Dales SSP	Laura	B	Mid Holmwood School	U16	Team manually added	14-12-2021 11:25	
<input type="checkbox"/>	The Dales SSP	Laura	B	Mid Holmwood School		School added	14-12-2021 11:24	
<input type="checkbox"/>	The Dales SSP	Hannah	Cluttons	Funny Raccoons School	123	Team manually added	27-06-2021 21:38	
<input type="checkbox"/>	Russ Hill School	Hannah	Cluttons		Russ Hill School	Invite accepted	18-05-2021 08:57	

## Participation Confirmation Requests

If you have important questions you need to ask your participating schools and you would like them to confirm their attendance you can do this by sending a participation confirmation. If you would like to send specific questions then please get in touch with us and we can get them added for you.

Go to the tournament and then select the **Confirmation Requests** tab and then select click the **SEND CONFIRMATION REQUESTS** button.

The screenshot shows a web interface for managing a tournament. At the top, there is a navigation menu with a hamburger icon and an 'ACTIONS' dropdown. Below this, there is a 'Selected: 1' indicator, a 'FILTER' dropdown, and a 'DOWNLOAD AS CSV' button. A table lists three events:

Name	Season	Sport	Start	End	Publish on union website	Highlighted
<input checked="" type="checkbox"/> U16 Boys Football tournament	2021/2022	Football	24-10-2021 09:30	24-10-2021 16:00	Yes	No
<input type="checkbox"/> The Dales Athletics 2022	2021/2022	Athletics	23-02-2022 10:00	23-02-2022 16:30	No	Yes
<input type="checkbox"/> Athletics Summer 2021	2020/2021	Athletics	16-05-2021 00:00	19-06-2021 00:00	Yes	No

Below the table, there are several tabs: Summary, Participants, Eligible schools, Confirmation Requests (selected), Tournament Events, Auto enrollment, Public site settings, and Tournament TV. Underneath these are more sub-tabs: Enrollment log, Admins, Pitches, Groups, and Teams. At the bottom, there are two prominent buttons: 'SEND CONFIRMATION REQUESTS' and 'SHOW CONFIRMATION REQUESTS'. Below the buttons, there are columns for 'Name' and 'Status'.

Select the schools you would like to send it to, or select all at once using the **'Selected box'**, then **Actions > Send confirmation request**, please note that selection only available from the list of schools added as tournament participants.

The screenshot shows the 'U16 Boys Football tournament / Participants' page. At the top, there is a 'BACK' button. Below it, there is an 'ACTIONS' dropdown menu with options: 'Send confirmation request' (with a 'CSV' button next to it) and 'Remove from tournament'. Below the actions menu, there is a list of schools, each with a checked checkbox:

- Yorkshire Hills High School
- Ashview School and Sixth Form
- Busy Bees School
- Brave Owlets School
- Crown Hall School

Select your chosen questions you would like to include and then you are ready to send. If you do not select any questions, the confirmation requests will still be sent and schools will be able to confirm their participation without answering additional questions.

**Send confirmation requests**

Here you can select questions that parents will be asked to answer when sending their parental consent. You can set up your questions on your school console.

- Please confirm your attendance
- I will be bringing team(s) for:
- How many students will you be bringing to the event?
- Which member/s of staff will be attending?
- Please provide a mobile contact number in case of emergency
- Each school is required to bring an official, is there any reason why this may be an issue?

### Viewing Confirmation Request responses

To view schools responses you can see who has accepted via the confirmation requests in the status column, to view responses to questions you can click into the **SHOW CONFIRMATION REQUESTS** section.

**ACTIONS** « < 61 to 69 of 69 > »

Selected: 1 **FILTER** **DOWNLOAD AS CSV**

Name	Season	Sport	Start	End	Publish on union website	Highlighted
<input checked="" type="checkbox"/> U16 Boys Football tournament	2021/2022	Football	24-10-2021 09:30	24-10-2021 16:00	Yes	No
<input type="checkbox"/> The Dales Athletics 2022	2021/2022	Athletics	23-02-2022 10:00	23-02-2022 16:30	No	Yes

Summary Participants Eligible schools **Confirmation Requests** Tournament Events Auto enrollment Public site settings Tournament TV

Enrollment log Admins Pitches Groups Teams

**SEND CONFIRMATION REQUESTS** **SHOW CONFIRMATION REQUESTS**

Name	Status
1 Ashview School and Sixth Form	Pending
2 Busy Bees School	Accepted
3 Crown Hall School	Pending

Then select the **'Accepted'** school and view responses below.

← BACK U16 Boys Football tournament / Confirmation requests

« < 1 to 5 of 5 > »

Selected: 1 FILTER DOWNLOAD AS CSV

School	Status
<input type="checkbox"/> Ashview School and Sixth Form	Pending
<input checked="" type="checkbox"/> Busy Bees School	Accepted
<input type="checkbox"/> Crown Hall School	Pending

Answers

I confirm all my athletes are able to take part in the above tournament	Yes
I confirm that our school will arrive at the venue before 10am	Yes

## Adding Tournament Events

Once all schools and teams have been added, you can start creating tournament events. This is different dependent on it being an individual or a team tournament.

**We strongly recommend that you don't add tournament events before booking is closed and all schools willing to participate have been added to the tournament.**

## Managing events for a Team Tournament

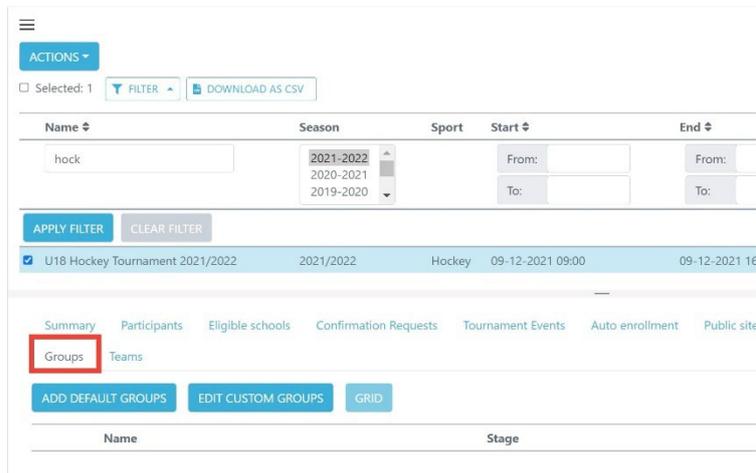
Please note if you would like schools to add their students to their team they will need to do this prior to you creating the events so they don't need to add their team to each event and the students will then be self-populated in each event the school is added to.

**We recommend that you send out a custom notification to schools letting them know you're about to add events and you would like them to ensure their teams are populated prior to your chosen deadline.**

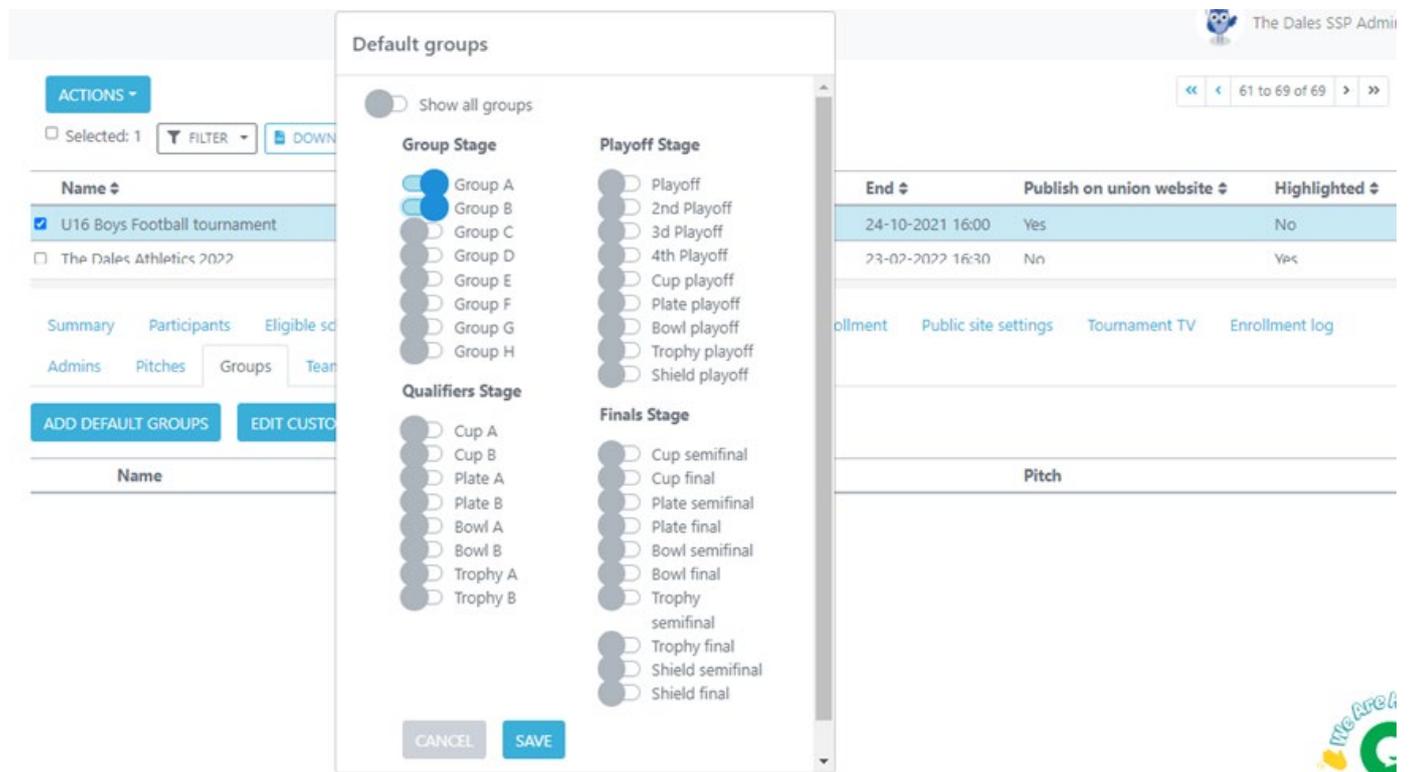
## Tournament groups

Squad In Touch allows you to flexibly set up the structure of the tournament. You can include group stage, qualifiers stage, playoff stage and finals stage in the tournament. There is a number of pre-set groups although you can add your own groups as well to better reflect the specifics of your tournament. The groups you are using affect how they are shown on the tournament public website.

When you're ready to add events click on your chosen tournaments you will firstly need to assign schools to groups. Select your tournament and go to the **Groups** tab.



To select from pre-set groups click the **ADD DEFAULT GROUPS** button and turn on those groups you will be using. If you're not having any group stages then you can just turn on Group A.



To add your own groups you will need to select the **EDIT CUSTOM GROUPS** button. Click the **ACTIONS – Add group button** on the groups list.



You will need to enter the group name and select the stage it relates to.

**Add group**

Name

Stage

- Group
- Qualifier
- Playoff
- Final

Once you have set up your groups they are shown on the group list.

Summary   Participants   Eligible schools   Confirmation Reque

Admins   Pitches   **Groups**   Teams

	Name
1	Group A
2	Group B

### Creating events using the Round Robin tool

You are now ready for creating the events. You can create events manually or to do it quicker you can use our **Round Robin** option for this. To distribute the teams between groups go click the **GRID** button and from there you can select your chosen group and drag and drop the teams into their designated grouping.

Russ Hill First Team, Russ Hill School

U15 Mixed Group A [Group] ▼

[Remove](#)

[Remove](#)

Busy Bees School, Busy Bees School

[Remove](#)

[Remove](#)

Next you can create tournament events using our **Round Robin** functionality – go to **Tournament Events** and select **CREATE EVENTS FOR A GROUP** button.

ACTIONS -

Selected: 1 FILTER DOWNLOAD AS CSV

Name	Season	Sport	Start	End	Publish on union website	Highlighted
<input checked="" type="checkbox"/> U16 Boys Football tournament	2021/2022	Football	24-10-2021 09:30	24-10-2021 16:00	Yes	No
<input type="checkbox"/> The Dales Athletics 2022	2021/2022	Athletics	23-02-2022 10:00	23-02-2022 16:30	No	Yes
<input type="checkbox"/> Athletics Summer 2021	2020/2021	Athletics	16-05-2021 00:00	19-06-2021 00:00	Yes	No
<input type="checkbox"/> Athletics tournament 2021	2020/2021	Athletics	15-07-2021 11:00	15-07-2021 21:00	Yes	No

Summary Participants Eligible schools Confirmation Requests **Tournament Events** Auto enrollment Public site settings Tournament TV Enrollment log

Admins Pitches Groups Teams

ADD EVENTS CREATE EVENTS FOR A GROUP

Sport	Event	Age	Gender	Group name	Start time	Status
No events						

Fill out the details in the form and when you get to **Start time** input the time and date of the first event within this group, then at the events interval this is how long till the next event starts, so if you're alternating between group A and Group B events, each event is 10 minutes and you will have a 1 minute turn around time there will be 22 minutes between each Group A event.

Create events for a group

Gender  
Male

Age  
Y10

Group name  
Group A

Schedule  
Round Robin

Start time  
24-10-2021 09:30:AM

Events interval (min)  
22

CANCEL SAVE

When you click **SAVE** all events will be created for that group.

Once all your group events have been created you can leave it until the tournament day. On the day you might need to add further stages events depending on your tournament structure. You can find more details in the [ADDING FINAL EVENTS – TEAM TOURNAMENTS](#) section of this Guide.

### Managing events for an Individual Tournament

Once the tournament has closed for booking you can then add events to the tournament, do this by selecting your chosen tournament and clicking **Tournament Events > ADD EVENTS**.

ACTIONS ▾

Selected: 1

Name ↕	Season	Sport	Start ↕	End ↕	Publish on union website ↕	Highlighted ↕
<input type="checkbox"/> U16 Boys Football tournament	2021/2022	Football	24-10-2021 09:30	24-10-2021 16:00	Yes	No
<input checked="" type="checkbox"/> The Dales Athletics 2022	2021/2022	Athletics	23-02-2022 10:00	23-02-2022 16:30	No	Yes

Summary Participants Eligible schools Confirmation Requests **Tournament Events** Auto enrollment Public site settings Enrollment log Admins

Number	Sport	Event	Age	Gender	Start time	Status
1	Long Jump*	Long Jump* Reception Boys Competition	U5	Male	30-11-2020 10:00	Accepted
2	Shot Put 5.00	Shot Put 5.00 Y13 Boys Competition	U18	Male	30-11-2020 10:00	Accepted
3	Shot Put*	Shot Put* Y13 Boys Competition	U18	Male	30-11-2020 10:00	Accepted

You can change the game to match a specific event in your tournament, for example **High Jump** in an **Athletics** tournament. Then select the specific gender and year group, and ensure all schools are correct for the event. If you would like to see that all schools are eligible for events you are adding the to, you can view the genders and year groups in that school via the **Eligible schools** tab.

Start time  
23-02-2022 10:00

Finish/Collection time  
23-02-2022 11:00

Game  
High Jump

Gender  
Male

Ages  
Y2  
Y3  
Y4  
**Y5**  
Y6

Choose schools

Yorkshire Hills High School ×

Ashview School and Sixth ×

Beare Green School ×

Russ Hill School ×

You will then need to add all events that are happening during the tournament. Once all the events have been added the schools are able to assign their competitors to the relevant events.

It is worth sending a custom notification to let your school know it is now time to add their athletes to the events.

### Remote and virtual competitions

With Squad In Touch you can run multiple remote individual competitions allowing schools to add their students' results themselves. You can start a remote competition by turning on the **“Schools can submit results”** option on the tournament form (see more about the tournament form in the **TOURNAMENT FORM – ESSENTIAL DETAILS** section of this Guide).

CREATE VENUE

Display age groups on the website: No

Tournament type: Individual tournament

Tournament subtype: Athletics/Swimming Regional

Scoring (ex. 8, 6, 5, 4, 3, 2, 1 for individual tournament or 5, 2, 1, 0 for team tournament): 8, 6, 5, 4, 3, 2, 1

Display the twitter feed on the tournament website: No

**Schools can submit results: Yes**

Organisers: Add organisers' details

Organisers email: Enter organisers email

Tournament picture: Choose file No file chosen

CANCEL SAVE TOURNAMENT

team\_code

Result: result

Delimiter:

Result mask:

ADD CUSTOM SECTION

ADD NATIONAL GOVERNING BODIES

Once you have created the tournament you will need to add participating schools. You can do it exactly as with the normal tournament – via online booking, invitations, adding them manually or by combining all these options as described above. Then create the tournaments as shown in the [MANAGING EVENTS FOR AN INDIVIDUAL TOURNAMENT](#) section of this Guide. Schools then will be able to add their athletes to the particular events and specify their results. They can also attach photos and videos as an evidence of their students' results.

You can publish the interim results website to show the children's achievements as they come into. To do this you need to specify the tournament website settings as it is described in the [TOURNAMENT WEBSITE SETTINGS](#) section of this Guide. Then change the tournament subtype on the tournament form (select your tournament and click **ACTIONS > Edit tournament** button) as shown on the picture below.

CREATE VENUE

Display age groups on the website: No

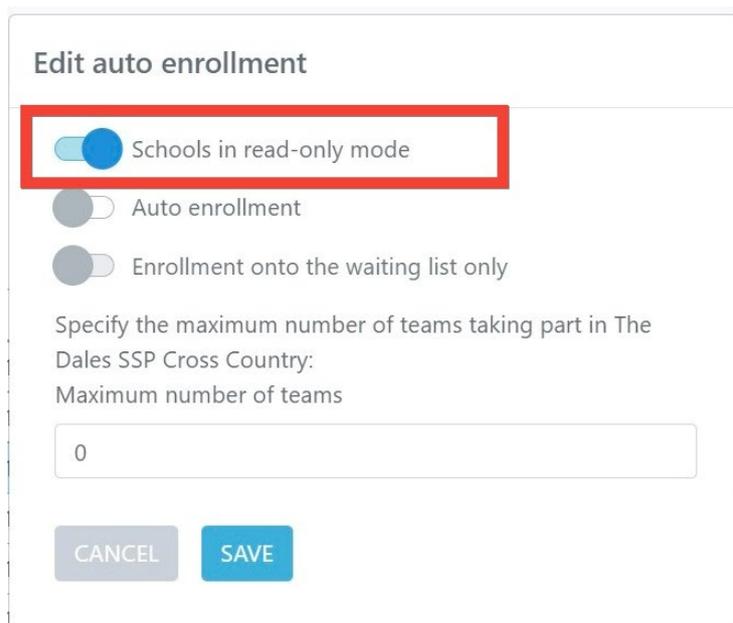
**Tournament type: Individual tournament**

**Tournament subtype: Pseudo 2-level runtime**

Scoring (ex. 8, 6, 5, 4, 3, 2, 1 for individual tournament or 5, 2, 1, 0 for team tournament): 8, 6, 5, 4, 3, 2, 1

Display the twitter feed on the tournament website:

Once the competition is over you can limit the schools' ability to update their participants and their results. To do this select the tournament, go to the **Auto Enrollment** tab and click **EDIT AUTO ENROLLMENT**. Turn on the “**Schools in read-only button**” switch.



**Edit auto enrollment**

Schools in read-only mode

Auto enrollment

Enrollment onto the waiting list only

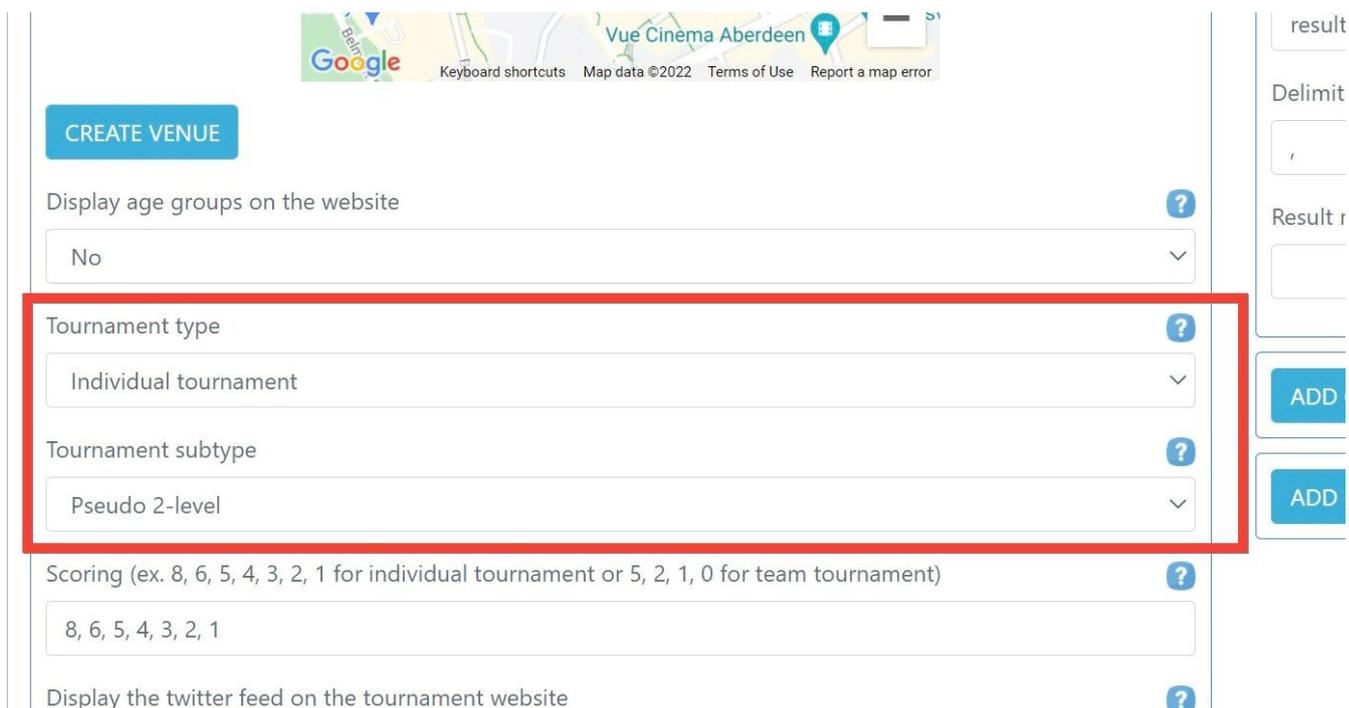
Specify the maximum number of teams taking part in The Dales SSP Cross Country:

Maximum number of teams

0

CANCEL SAVE

After the results have been verified and approved you can switch the tournament website to show the final positions.



Google Vue Cinema Aberdeen

Keyboard shortcuts Map data ©2022 Terms of Use Report a map error

CREATE VENUE

Display age groups on the website ?

No

Tournament type ?

Individual tournament

Tournament subtype ?

Pseudo 2-level

Scoring (ex. 8, 6, 5, 4, 3, 2, 1 for individual tournament or 5, 2, 1, 0 for team tournament) ?

8, 6, 5, 4, 3, 2, 1

Display the twitter feed on the tournament website ?

result

Delimit

Result r

ADD

ADD

## Adding students to the tournaments

### Requesting participating schools to add students

As mentioned earlier within the guide, we recommend schools adding students before you create events for a Team Tournament, however for an Individual Tournament a school cannot add students until after events have been added.

In both circumstances we would recommend sending out a custom notification to schools letting them know how to add students, please find video guides you can send

Please See below an email template for Team Tournament to send out before events have been added:

Dear all,

*I hope you're well, all tournament events for the **NAME OF ORGANISATION, NAME OF TOURNAMENT** tournament have been added to Squad in Touch. Your school has been added to all events that you're students are eligible for, if you haven't been added to an event that you would like to participate in please let me know.*

*There are a couple of steps you now need to take to ensure everything is ready for the **NAME OF TOURNAMENT** tournament:*

*Step 1: Ensure that all your students data is on Squad in Touch and up to date, you can find out how to do this via this [video guide](#). If you would prefer to send all your students over to Squad in Touch in a password protected document this can be done and they will get them all uploaded / updated for you, email Laura via [l.bennett@squadintouch.co.uk](mailto:l.bennett@squadintouch.co.uk).*

*Step 2: Add students to the tournament team, to do this you can go to your schools tournament, filter by your chosen tournament and then click the checkbox. Select Actions and from there you will be able to edit your team participants. You can only add **NUMBER OF STUDENTS** to your team.*

*If you have any questions about the tournament itself please get in touch with **TOURNAMENT ORGANISER NAME AND EMAIL ADDRESS***

*Please respond to the confirmation request you have received to the Messages section of your Squad in Touch account if you have not done so already.*

All the best,

**TOURNAMENT ORGANISER NAME**

Please See below an email template for individual tournament once events have been added and you're ready for schools to begin adding their students

Dear all,

*I hope you're well, all tournament events for the **NAME OF ORGANISATION, NAME OF TOURNAMENT** tournament have been added to Squad in Touch. Your school has been added to all events that you're students are eligible for, if you haven't been added to an event that you would like to participate in please let me know.*

*There are a couple of steps you now need to take to ensure everything is ready for the **NAME OF TOURNAMENT** tournament:*

*Step 1: Ensure that all your students data is on Squad in Touch and up to date, you can find out how to do this via this [video guide](#). If you would prefer to send all your students over to Squad in Touch in a password protected document this can be done and they will get them all uploaded / updated for you, email Laura via [l.bennett@squadintouch.co.uk](mailto:l.bennett@squadintouch.co.uk).*

Step 2: Add students to their events on the **NAME OF TOURNAMENT** tournament, which you can see how to do on this [video guide](#), please note this guide uses the Athletics as an example, however it is the same process. You can only add **NUMBER OF STUDENTS** to each event.

If you have any questions about the tournament itself please get in touch with **TOURNAMENT ORGANISER NAME AND EMAIL ADDRESS**

Please respond to the confirmation request you have received to the Messages section of your Squad in Touch account if you have not done so already.

All the best,

**TOURNAMENT ORGANISER NAME**

Disabling the ability for schools to add / amend their student lists

If you have a deadline for when schools can add / amend their student lists then you are able to place schools in 'Read-Only mode' meaning that schools can no longer update their team sheets / event participants. You can limit the schools' ability to update their participants and their results. To do this select the tournament, go to the **Auto Enrollment** tab and click **EDIT AUTO ENROLLMENT**. Turn on the **"Schools in read-only button"** switch.

**Edit auto enrollment**

Schools in read-only mode

Auto enrollment

Enrollment onto the waiting list only

Specify the maximum number of teams taking part in The Dales SSP Cross Country:

Maximum number of teams

0

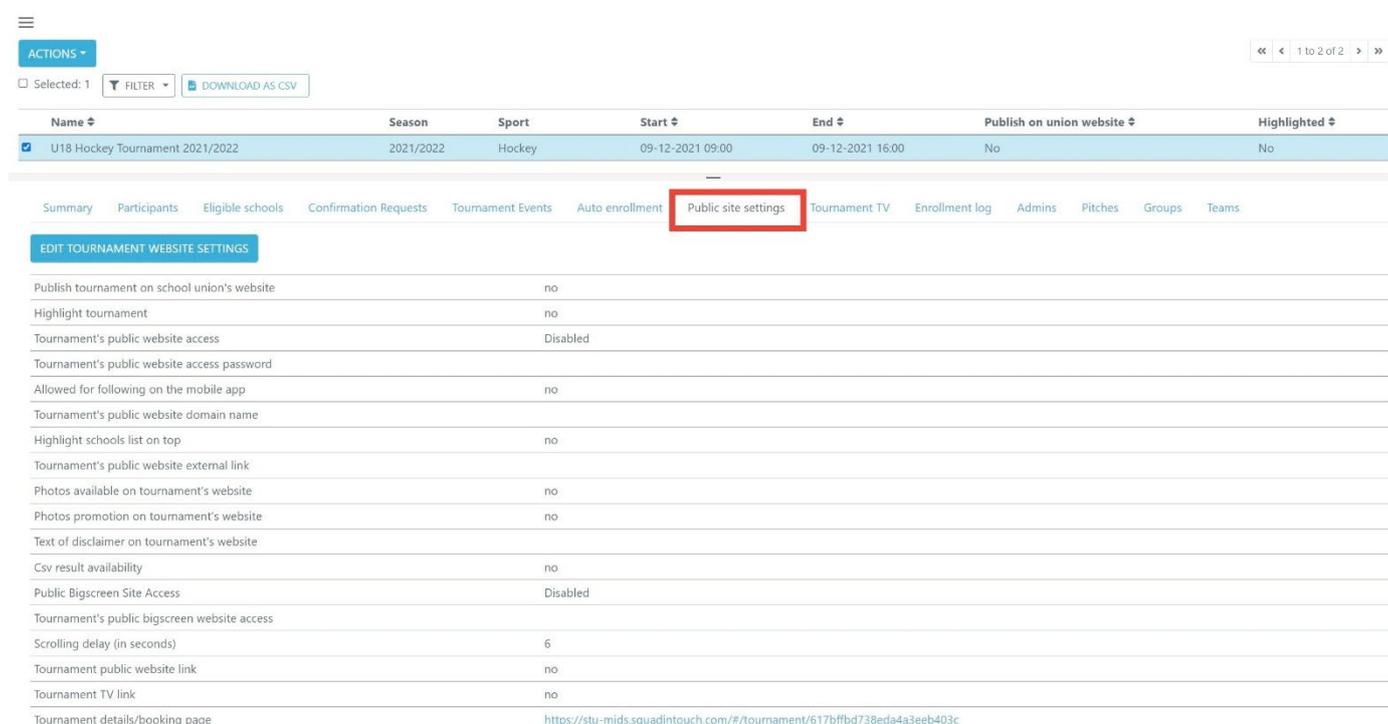
## During the tournament

During your tournament there is so much you can do via Squad in Touch to make your life that much easier whilst sharing childrens' achievements with a wider community! You already have all teams, students and events in place, so why not add scores via Squad in Touch?! You have a dedicated public tournament website for each of your tournament that can be automatically updated for people who want to keep an eye on what's going on but were unable to make it to your tournament on the day. Take it one step further and add photo and video content to keep them that much more in the loop! You are also able to set up live video streaming, or have a tournament TV at your event showing live scores of all events taking place.

### Public website functionality

We advise that you set up tournament public website details in advance so that you can share its link with schools, parents and students before the results are being added. This will allow them to follow the tournament in real time.

The tournament website settings are available for managing via the relevant tab: select your tournament and go to the **Public site settings** tab.



Summary Participants Eligible schools Confirmation Requests Tournament Events Auto enrollment **Public site settings** Tournament TV Enrollment log Admins Pitches Groups Teams

**EDIT TOURNAMENT WEBSITE SETTINGS**

Publish tournament on school union's website	no
Highlight tournament	no
Tournament's public website access	Disabled
Tournament's public website access password	
Allowed for following on the mobile app	no
Tournament's public website domain name	
Highlight schools list on top	no
Tournament's public website external link	
Photos available on tournament's website	no
Photos promotion on tournament's website	no
Text of disclaimer on tournament's website	
Csv result availability	no
Public Bigscreen Site Access	Disabled
Tournament's public bigscreen website access	
Scrolling delay (in seconds)	6
Tournament public website link	no
Tournament TV link	no
Tournament details/booking page	<a href="https://stu-mids.squadinouch.com/#/tournament/617bffb738eda4a3eeb403c">https://stu-mids.squadinouch.com/#/tournament/617bffb738eda4a3eeb403c</a>

Click the **EDIT TOURNAMENT WEBSITE SETTINGS** button to change the settings.

### Edit tournament website settings

Publish tournament on school union's website  
No

Tournament's public website access  
Disabled

Allowed for following on the mobile app  
No

Tournament's public website domain name

Highlight schools list on top  
No

Tournament's public website external link

Photos available on tournament's website  
No

Text of disclaimer on tournament's website

Csv result availability  
No

Public Bigscreen Site Access  
Disabled

Scrolling delay (in seconds)  
6

CANCEL SAVE

### Edit tournament website settings

Publish tournament on school union's website  
Yes

Highlight tournament  
Yes

Tournament's public website access  
Enabled

Allowed for following on the mobile app  
No

Tournament's public website domain name  
mids\_u18\_hockey\_2021-2022

Highlight schools list on top  
No

Tournament's public website external link

Photos available on tournament's website  
No

Text of disclaimer on tournament's website  
Add your disclaimer here

Csv result availability  
No

Public Bigscreen Site Access  
Enabled

Scrolling delay (in seconds)  
6

CANCEL SAVE

The table below contains main public website settings and their description.

Field	Description
Publish tournament on school union's website	When <b>"Yes"</b> is selected the tournament card is shown on the union public website.  You can also publish and unpublish multiple tournaments at once from the tournament list – see more details in the <a href="#">ADDING TOURNAMENT TO BOOKING WEBSITE</a> section of this Guide.
Highlight tournament	Only available when <b>"Yes"</b> is selected in the <b>Publish tournament on school union's website</b> field.  When <b>"Yes"</b> is selected the tournament is shown on the header of the union website.

Field	Description
	You can also highlight/unhighlight multiple tournaments at once from the tournament list – see more details in the <a href="#">MANAGING TOURNAMENTS HIGHLIGHTED ON YOUR UNION WEBSITE</a> section of this Guide.
Tournament's public website access	When <b>“Enabled”</b> is selected the tournament website is live and available for public access.
Tournament's public website domain name	<p>This is a domain name of your tournament website. It needs to be unique within the platform so we advise it to start with your area abbreviation name and then to be followed by tournament key details including ages, gender, sport and season.</p> <p>When entering a domain name you can use letters (a...z), numbers (0...9) and symbols “_” and “-”.</p> <p>The suggested prefixes for ISA areas are as follows:</p> <p><b>ISA East Anglia:</b> isaeastanglia (tournament domain name example: isaeastanglia-u18-football-2021-2022)</p> <p><b>ISA London North:</b> isalondonnorth (tournament domain name example: isalondonnorth-athletics-2021-2022)</p> <p><b>ISA London South:</b> isalondonsouth (tournament domain name example: isalondonsouth-seniorcrosscountry-2021-2022)</p> <p><b>ISA London West:</b> isalondonwest (tournament domain name example: isalondonwest-juniorswimming-finals-2021-2022)</p> <p><b>ISA Midlands:</b> isamidlands (tournament domain name example: isamidlands-u14-boyshockey-2021-2022)</p> <p><b>ISA North:</b> isanorth (tournament domain name example: isanorth-u11-girlsnetball-2021-2022)</p> <p><b>ISA South West:</b> isasouthwest (tournament domain name example: isasouthwest-juniorcrosscountry-2021-2022)</p>
Text of disclaimer on tournament's website	You may need any important information you would like to share with the tournament website visitors. For instance, it may be a description of how they can get in touch if they think some results on the website are incorrect, etc
Csv results availability	This option is used for individual tournaments and allows the tournament website visitors to download a file containing the tournament results. Be aware that the file will not contain full surnames of the children although first name, the first letter of the last name and events their participated to with relevant results will be included.
Public Bigscreen Site Access	When <b>“Yes”</b> is selected the Tournament TV is live and available for public access.
Scrolling delay (in seconds)	This is the interval set in seconds that affects the frequency used for changing screens on Tournament TV. By default, the value is

Field	Description
	set as 6 seconds. You can increase and decrease it to find the best interval.

Once you have set up and saved your tournament website settings, a tournament website is created and available via the link:

[https://\[domain name you have entered\].squadintouch.com](https://[domain name you have entered].squadintouch.com).

The link is also displayed on the tournament card.

Name	Season	Sport	Start	End	Publish	
U16 football	2021-2022 2020-2021 2019-2020		From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	<input type="checkbox"/>	
<input type="button" value="APPLY FILTER"/> <input type="button" value="CLEAR FILTER"/>						
<input checked="" type="checkbox"/>	The Dales U16 football	2021/2022	Football	08-02-2022 08:30	02-08-2022 17:00	Yes

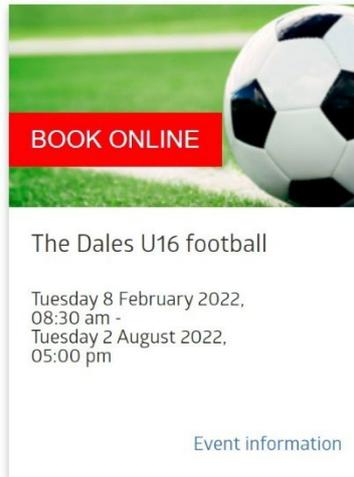
- Summary
- Participants
- Eligible schools
- Confirmation Requests
- Tournament Events
- Auto enrollment
- Public site settings
- Tournament TV
- Enrollment log
- Admins

**EDIT TOURNAMENT WEBSITE SETTINGS**

Publish tournament on school union's website	yes
Highlight tournament	no
Tournament's public website access	Enabled
Tournament's public website access password	
Allowed for following on the mobile app	no
Tournament's public website domain name	thedaes_u16football_2021-2022
Highlight schools list on top	no
Tournament's public website external link	
Photos available on tournament's website	no
Photos promotion on tournament's website	no
Text of disclaimer on tournament's website	
Csv result availability	no
Public Bigscreen Site Access	Disabled
Tournament's public bigscreen website access	
Scrolling delay (in seconds)	6
Tournament public website link	<a href="https://thedaes_u16football_2021-2022.squadintouch.com">https://thedaes_u16football_2021-2022.squadintouch.com</a>
Tournament TV link	<a href="https://tv_thedaes_u16football_2021-2022.squadintouch.com">https://tv_thedaes_u16football_2021-2022.squadintouch.com</a>
Tournament details/booking page	<a href="https://thedaes.squadintouch.com/#/tournament/60a37306e28f8a3f1072d157">https://thedaes.squadintouch.com/#/tournament/60a37306e28f8a3f1072d157</a>

If you have enabled the public website in advance the public will not be able to access it via the link from your area website until bookings are open. The tournament card will still show the **BOOK ONLINE** button. People will still be forwarded to the booking form when clicking it.

## Upcoming events



The Dales U16 football

Tuesday 8 February 2022,  
08:30 am -  
Tuesday 2 August 2022,  
05:00 pm

[Event information](#)

This card features a background image of a soccer ball on a green field. A red button with the text 'BOOK ONLINE' is positioned in the upper left corner of the image area.

Although, once booking is closed the **BOOK ONLINE** button will be replaced with the View details button.

## Upcoming events



The Dales U16 football

Tuesday 8 February 2022,  
08:30 am -  
Tuesday 2 August 2022,  
05:00 pm

[Event information](#)

This card features a background image of a soccer ball on a green field. A red button with the text 'View details' is positioned in the upper left corner of the image area.

People will get to the tournament public website when clicking the **View details** button. Until you have added the tournament events the website will only show



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[www.squadintouch.co.uk](http://www.squadintouch.co.uk)

Once you have added your tournament events they will then be shown on the website. The picture below shows how your tournament websites looks like once group events have been created. The individual tournament website looks slightly different although the main idea is the same.



Group

Select a group

Y11 Group A

#		P	W	D	L	GF	GA	GD	Points
1	Funny Raccoons School, U16	0	0	0	0	0	0	0	0
2	Bear Green School	0	0	0	0	0	0	0	0
3	Mid Holmwood School	0	0	0	0	0	0	0	0
4	Ashview School and Sixth Form	0	0	0	0	0	0	0	0

Events Schedule

Team:

Once a tournament has started (based on date and time on the tournament settings) the **View details** caption on the tournament card is replaced with the **Show results** caption.





As you input scores/results on the day and add events for further stages (qualifiers, playoffs, finals) the public tournament website is updated automatically to display group tables, qualifiers tables, final results (for team tournaments) as well as individual winners tables and school points (for individual tournaments).

An example of the team tournament website with the results added is shown on the screenshot below (group stage and finals stage).

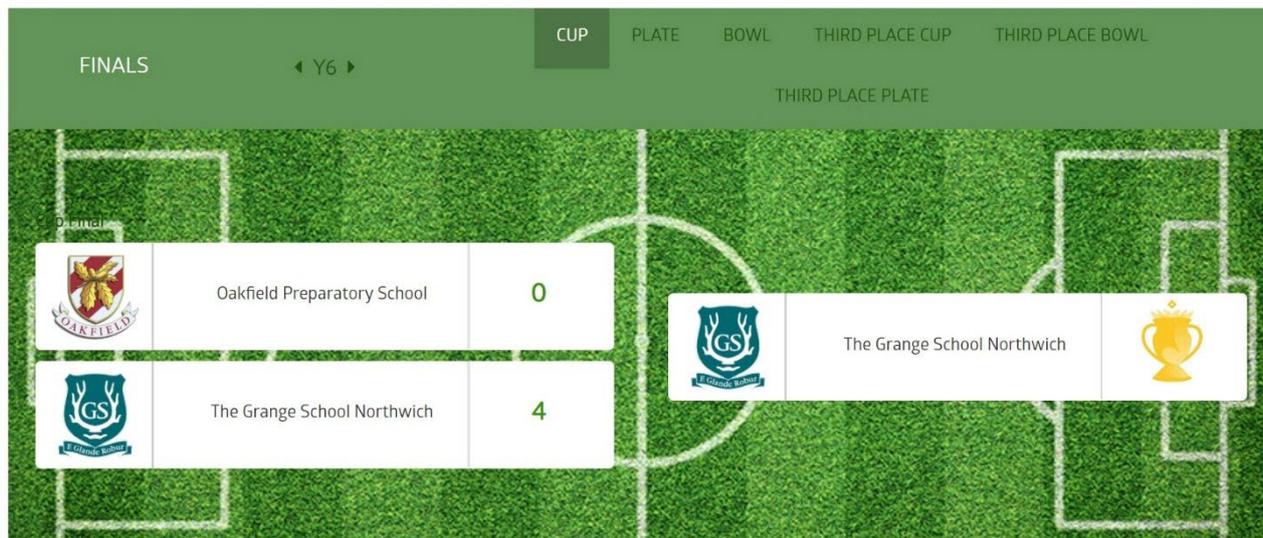


### Group

Select a group

Y6 Group B

#		P	W	D	L	GF	GA	GD	Points
1	Oakfield Preparatory School	6	5	0	1	11	3	8	25
2	Trinity School Teignmouth	6	4	0	2	7	2	5	20
3	St Winefride's RC Independent School	6	4	0	2	9	6	3	20
4	Hale Preparatory School	6	2	1	3	5	6	-1	12
5	St James Preparatory School	6	2	1	3	4	9	-5	11
6	Eaton Square Preparatory School	6	1	1	4	4	11	-7	7
7	Clares Court School, U11B	6	1	1	4	1	4	-3	6



An example of the individual tournament website with the results added is shown on the screenshot below (school positions and individual winners table).



### Team Scores

Overall results

#		Year 4 Girls	Year 4 Boys	Year 5 Girls	Year 5 Boys	Year 6 Girls	Year 6 Boys	Year 7 Girls	Year 7 Boys	Year 8 Girls	Year 8 Boys	Total
1	ACS International School Cobham	12	11	18	22	10	14	13	11	9	16	136
2	Eaton Square Preparatory School	9	12	10	17	25	40	0	0	0	0	113
3	Holme Grange School	12	12	2	1	3	24	8	0	11	7	80
4	Claire's Court School	10	10	6	2	14	14	5	9	3	0	73
5	Reddam House Berkshire	1	0	11	18	12	4	2	11	3	8	70
6	St Catherine's School Twickenham	6	0	5	0	18	0	13	0	15	0	57
7	LVS Ascot	7	10	2	3	1	10	6	6	0	3	48

## The Winners Table

#	Event	Group	Athlete	Team	Result	Current record
1	Swimming Butterfly 50m	Year 6 Girls	Sasha M.	Eaton Square Preparatory School	0:40.57	
2	Swimming Breaststroke 50m	Year 4 Boys	Harry B.	Claires Court School	0:55.51	
3	Swimming Breaststroke 50m	Year 5 Boys	Rory M.	ACS International School Cobham	0:51.14	
4	Swimming Breaststroke 50m	Year 6 Boys	Nikolai P.	Eaton Square Preparatory School	0:45.25	
5	Swimming Breaststroke 50m	Year 4 Girls	Lily D.	lbstock Place School	1:06.73	
6	Swimming Breaststroke 50m	Year 5 Girls	Rafaella B.	lbstock Place School	0:50.65	
7	Swimming Breaststroke 50m	Year 6 Girls	Charlotte B.	Claires Court School	0:43.69	
8	Swimming Freestyle 50m	Year 4 Boys	Salavat B.	Eaton Square Preparatory School	0:41.76	
9	Swimming Freestyle 50m	Year 5 Boys	Seth H.	ACS International School Cobham	0:36.70	
10	Swimming Freestyle 50m	Year 6 Boys	Nikolai P.	Eaton Square Preparatory School	0:33.22	
11	Swimming Freestyle 50m	Year 4 Girls	Gabriella K.	Eaton Square Preparatory School	0:43.01	
12	Swimming Freestyle 50m	Year 5 Girls	Aliza G.	Sherfield School	0:44.40	
13	Swimming Freestyle 50m	Year 6 Girls	Hiro H.	Eaton Square Preparatory School	0:35.42	
14	Swimming Butterfly 50m	Year 6 Boys	Leo B.	LVS Ascot	0:40.67	
15	Swimming Backstroke 50m	Year 4 Girls	Amelie W.	Claires Court School	0:54.81	
16	Swimming Backstroke 50m	Year 5 Girls	Evangeline S.	lbstock Place School	0:44.64	
17	Swimming Backstroke 50m	Year 6 Girls	Chloe T.	Reddam House Berkshire	0:40.63	
18	Swimming Backstroke 50m	Year 4 Boys	Salavat B.	Eaton Square Preparatory School	0:49.16	
19	Swimming Backstroke 50m	Year 5 Boys	Caedon f.	Eaton Square Preparatory School	0:48.09	

### Tournament TV functionality

Tournament TV is a good tool to use on the day. It displays results and positions as you add scores and unlike the tournament website it does not need to be reloaded for the results to be updated on your screen; the updates are shown automatically based on your settings.

Once you have set up and saved your tournament website settings (domain name), a tournament TV weblink is generated automatically in the format as it follows:

[https://tv\\_\[domain name you have entered\].squadintouch.com](https://tv_[domain name you have entered].squadintouch.com).

The link is also displayed on the tournament card.

Selected: 1        
« < 1 to 1

Name	Season	Sport	Start	End	Publish on union website	Highlight
u16 football	2021-2022 2020-2021 2019-2020		From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> The Dales U16 football	2021/2022	Football	21-01-2022 08:30	21-01-2022 17:00	Yes	No

[Summary](#)    [Participants](#)    [Eligible schools](#)    [Confirmation Requests](#)    [Tournament Events](#)    [Auto enrollment](#)    [Public site settings](#)    [Tournament TV](#)    [Enrollment log](#)    [Admins](#)    [Pitches](#)    [Groups](#)    [Teams](#)

**EDIT TOURNAMENT WEBSITE SETTINGS**

Publish tournament on school union's website	yes
Highlight tournament	no
Tournament's public website access	Enabled
Tournament's public website access password	
Allowed for following on the mobile app	no
Tournament's public website domain name	thedales_u16football_2021-2022
Highlight schools list on top	no
Tournament's public website external link	
Photos available on tournament's website	no
Photos promotion on tournament's website	no
Text of disclaimer on tournament's website	
Csv result availability	no
Public Bigscreen Site Access	Enabled
Tournament's public bigscreen website access	
Scrolling delay (in seconds)	6
Tournament public website link	<a href="https://thedales_u16football_2021-2022.squadintouch.com">https://thedales_u16football_2021-2022.squadintouch.com</a>
Tournament TV link	<a href="https://tv_thedales_u16football_2021-2022.squadintouch.com">https://tv_thedales_u16football_2021-2022.squadintouch.com</a>
Tournament details/booking page	<a href="https://thedales.squadintouch.com/#/tournament/60a37306e28f8a3f1072d157">https://thedales.squadintouch.com/#/tournament/60a37306e28f8a3f1072d157</a>

Once you have enabled the tournament TV functionality (**Public Bigscreen Site Access** is on) the relevant link becomes available for public access.



Results coming soon

To ensure the current events are shown via your tournament TV you need to edit the stages visibility settings. To do this click the **Tournament TV > MANAGE TOURNAMENT TV** button.

☰

ACTIONS ▾

Selected: 1 FILTER ▾ DOWNLOAD AS CSV

Name ↕	Season	Sport	Start ↕	End ↕	Publish on union website ↕	Highlighted ↕
<input type="checkbox"/> U16 Boys Football tournament	2021/2022	Football	24-10-2021 09:30	24-10-2021 16:00	Yes	No
<input type="checkbox"/> The Dales Athletics 2022	2021/2022	Athletics	23-02-2022 10:00	23-02-2022 16:30	No	Yes
<input type="checkbox"/> Athletics Summer 2021	2020/2021	Athletics	16-05-2021 00:00	19-06-2021 00:00	Yes	No
<input type="checkbox"/> Athletics tournament 2021	2020/2021	Athletics	15-07-2021 11:00	15-07-2021 21:00	Yes	No
<input checked="" type="checkbox"/> The Dales U16 football	2021/2022	Football	21-01-2022 08:30	21-01-2022 17:00	Yes	No
<input type="checkbox"/> 123 test	2021/2022	Football	24-09-2021 00:00	24-09-2021 16:00	Yes	No
<input type="checkbox"/> Y2 American Football Tournament 2021/2022	2021/2022	American football	12-01-2022 15:00	12-01-2022 16:00	No	No
<input type="checkbox"/> The Dales U13 Netball - Regional Cup	2021/2022	Netball	08-12-2021 11:00	08-12-2021 18:30	Yes	No
<input type="checkbox"/> The Dales National Swimming 2021/2022	2021/2022	Swimming	15-12-2021 11:00	15-12-2021 16:30	No	No

Summary Participants Eligible schools Confirmation Requests Tournament Events Auto enrollment Public site settings **Tournament TV** Enrollment log Admins Pitches Groups Teams

MANAGE TOURNAMENT TV

Group	No
Qualifier	No
Playoff	No
Final	No

Whilst the group stage is active you will need to turn on the **Group** switch. Do not forget to save changes for them to be applied.

Manage Tournament TV The Dales U16 football

- Group
- Qualifier
- Playoff
- Final

CANCEL SAVE

The tournament TV will show events, results as well as a ticker with the most recent results on the bottom of the screen based on the stages settings. It will switch between the screens automatically without the need to reload the link. If you are not happy with the speed it changes screens try to amend the scrolling delay value on the **Public Site Settings** tab.



Beare Green School v Funny Raccoons School 3 : 2

Ashview School and Sixth Form v Mid Holmwood School 21 January 08:45

Funny Raccoons School v Mid Holmwood School 21 January 09:00

Ashview School and Sixth Form v Beare Green School 21 January 09:15

Ashview School and Sixth Form v Funny Raccoons School 21 January 09:30

### 21.01.2022 08:30 / Football Beare Green School v Funny Raccoons S

As the tournament proceeds do not forget to turn off the stages that have been finished and turn on those that are currently running. The Tournament TV will then reflect changes according to the current settings.



The screenshot displays the following results for the Y8 CUP:

- Cup Semifinal 1:** King's High School, Warwick (2) vs Chafyn Grove School (0)
- Cup Final:** King's High School, Warwick (2) vs Stonar School (0)
- Cup Semifinal 2:** Langley Preparatory School at Taverham Hall (1) vs Stonar School (2)

King's High School, Warwick is shown as the winner of the Cup Final, accompanied by a trophy icon.

You do not need to change any stage settings for individual tournaments. Once Tournament TV is enabled it will show the event results as they come in with the top 8 positions for each event.

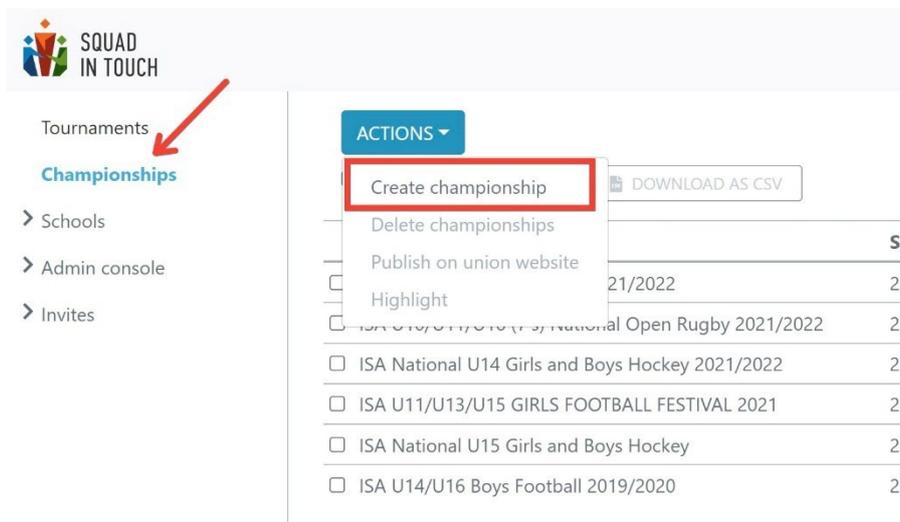
Name	School	Team	Result	Place
Victor F.	ACS International School Cobham	ACS International School Cobham	0:34.63 / Score 6	1 <sup>st</sup>
Thomas W.	Salesian College	Salesian College	0:37.89 / Score 5	2 <sup>nd</sup>
Owen C.	Reddam House Berkshire	Reddam House Berkshire	0:44.86 / Score 4	3 <sup>rd</sup>
Ethan W.	Sherfield School	Sherfield School	0:45.26 / Score 3	
William F.	Crosfields School	Crosfields School	0:48.57 / Score 2	
Toby C.	Claire's Court School	Claire's Court School	0:48.66 / Score 1	
James S.	Fulham School	Fulham School	0:52.97 / Score 0	
Kieran M.	Holme Grange School	Holme Grange School	0:55.11 / Score 0	

If you are using **Tournament TV** on the day do not forget to let your schools know the link so that they can share it with their parents. We also recommend that you disable the **Tournament TV** once a tournament has been finished.

### Championship settings

Championships are normally used to combine several team tournaments that are held on the same day and venue. For instance, when you have a football festival for U11, U13 and U15 age groups you will need to set these tournaments separately for the booking process to be streamlined and work correctly. Although, it is definitely more convenient to have a single dedicated tournament website and tournament TV so that the visitors don't need to switch between multiple weblinks.

To combine the tournaments into the championship you need to create the championship first. Go to the **Championships** section of your admin console and click the **ACTIONS > Create championship** button.



The new Championship form is very similar to the new Tournament form although contains fewer fields. You can follow the instructions provided in the **TOURNAMENT FORM – ESSENTIAL DETAILS** when filling out the Championship details.

Name championship

Enter name championship

Sport

Gender

Select game

Mixed teams

No

Ages

Reception  
Y1  
Y2  
Y3

Start time

24-01-2022 10:25:AM

End time

24-01-2022 10:25 AM

Show age groups on website

No

Type of tournament

Team tournament

Sub Type of tournament

Football

Show twitter feed on public site (individual tournament)

No

Organisers

Enter organisers

Organisers email

Enter organisers email

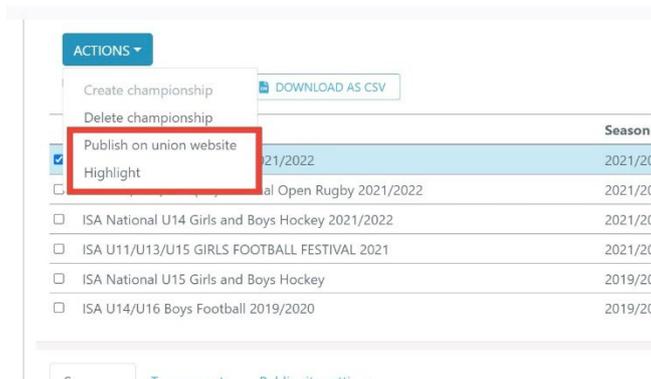
Photos

Choose file No file chosen

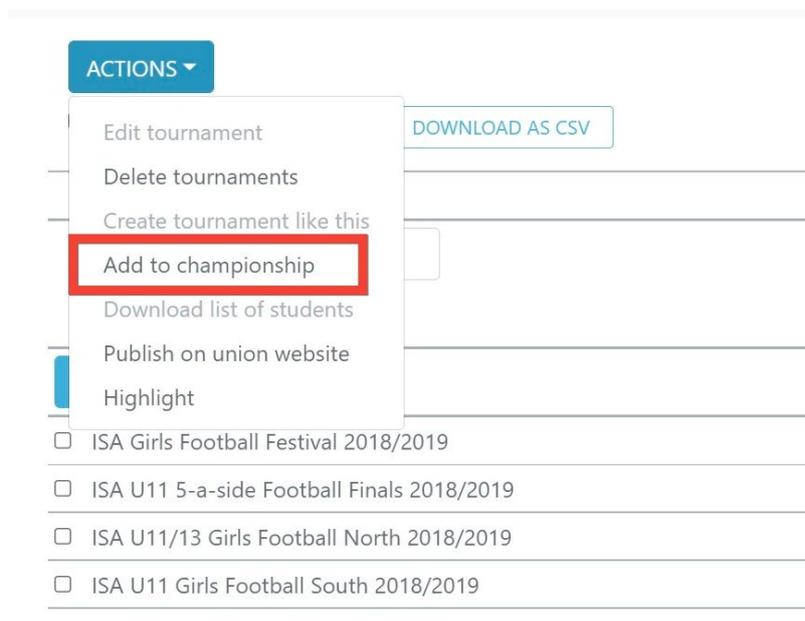
CANCEL CREATE CHAMPIONSHIP

**You need to be careful when selecting sport on the championship settings as it needs to match sport selected on all of the tournaments you are going to add to this championship. For instance, if you have a championship with Rugby selected as sport, you won't be able to include a tournament with Rugby Sevens specified as sport on their settings.**

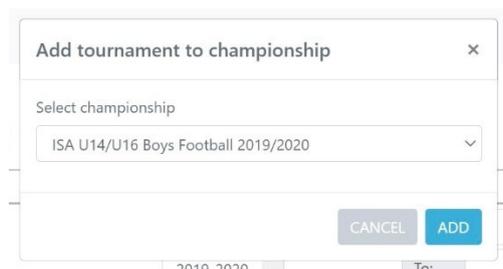
For the championship you are able to specify similar settings as with the tournament, like publishing it on the union website, highlighting and unhighlighting, etc. You can see more details regarding these settings and how they work for tournaments in the [ADDING TOURNAMENT TO BOOKING WEBSITE](#) and [MANAGING TOURNAMENTS HIGHLIGHTED ON YOUR UNION WEBSITE](#) sections of this Guide.



You are able to add tournaments to the championship from the tournament list. Select the tournaments on the list (make sure they all contain the same sports on their settings) and click the **ACTIONS > Add to championship** button.



You will be able to select from the list of matching championships.



Once you have selected a championship the tournament(s) will be added to it. The weblinks to the championship website and TV will be available on the championship card, do not forget to let your schools know them.

ACTIONS « < 1 to 6 of 6 > »

Selected: 1 ▼ FILTER 📄 DOWNLOAD AS CSV

Name ↕	Season	Start ↕	End ↕	Publish on union website ↕	Highlighted ↕
<input checked="" type="checkbox"/> ISA U14/U16 Boys Football 2021/2022	2021/2022	25-01-2022 10:00	25-01-2022 15:00	Yes	Yes

Summary Tournaments Public site settings

**EDIT CHAMPIONSHIP WEBSITE SETTINGS**

Publish championship on school union's website	yes
Highlight championship	yes
Championship's public website access	Enabled
Championship's public website access password	
Allowed for following on the mobile app	no
Championship's public website domain name	isaboysfootball-u14-u16-2021-2022
Highlight schools list on top	no
Championship's public website external link	
Photos available on championship's website	no
Photos promotion on championship's website	no
Text of disclaimer on championship's website	
Csv result availability	no
Public Bigscreen Site Access	Enabled
Championship's public bigscreen website access	
Scrolling delay (in seconds)	6
Championship public website link	<a href="https://isaboysfootball-u14-u16-2021-2022.preprod.squadintouch.com">https://isaboysfootball-u14-u16-2021-2022.preprod.squadintouch.com</a>
Championship TV link	<a href="https://tv_isaboysfootball-u14-u16-2021-2022.preprod.squadintouch.com">https://tv_isaboysfootball-u14-u16-2021-2022.preprod.squadintouch.com</a>

**Once you have enabled the Championship TV you are able to manage what is displayed via the separate tournaments settings. This will allow you to turn on different stages for different age/gender groups on the TV. For instance if the group stage is over and qualifiers are known for U11 but there are still some group games for U13, you can turn off group games and turn on qualifier stage for U11 whilst keeping the Group stage on for U13.**

## Adding Scores

### Before adding scores

Prior to adding scores you will need to double check your tournament settings to ensure that your scoring format is correct.

Show age groups on website	No
Type of tournament	Individual tournament
Sub Type of tournament	National cross-country
Scoring (ex. 8, 6, 5, 4, 3, 2, 1 for individual tournament or 5, 2, 1, 0 for team tournament)	0
Show twitter feed on public site (individual tournament)	No
Schools can submit results	No
Organisers	

ADD CUSTOM SECTION

ADD NATIONAL GOVERNING BODIES

**You can change scoring settings at any time and it will automatically update the team tables on the team tournament website although you will need to manually update all events for the individual tournament to make them show correctly.**

### Team tournament scoring

If you would like to have draws shown and scored within your team tournament then you can set it out as the following:

5, 2, 2, 1

This means

Win = 5 points

Draw = 2 points

Loss = 1 point

### Individual tournament scoring

For individual scoring input a sequence of numbers, the winner of the event will get the highest number for points i.e 8, 6, 5, 4, 3, 2, 1, 0. You can use any settings, for instance, if you would not like anyone to miss out on points you can add 4,3,2 (for the first four results) and then a hundred of “1” separated by commas. This will ensure the first result will get 4 points, the second one – 2 points, the third one – 2 points and then 100 others will all get 1 point.

Adding scores for team tournament events

In the **Tournament events** section click the **EDIT EVENTS** button.

Sport	Event	Age	Gender	Group name	Start time	Status
1	Football Beare Green School v Betchworth College	U14	Male	Group A	28-01-2020 10:00	Accepted
2	Football Busy Bees School v Funny Raccoons School	U14	Male	Group B	28-01-2020 10:01	Accepted
3	Football Brave Owlets School v Crown Hall School	U14	Male	Group A	28-01-2020 10:07	Accepted

← BACK U14 Boys Football 2019/2020 / Events

ACTIONS ▾

Selected: 0 FILTER ▾ DOWNLOAD AS CSV

Sport	Event	Age	Gender	Group name	Start time	Status	Pitch
Football		U14	Male Female Mixed		From: <input type="text"/> To: <input type="text"/>	Accepted Finished Rejected	

APPLY FILTER CLEAR FILTER

<input type="checkbox"/>	Football	<a href="#">Football Beare Green School v Betchworth College</a>	U14	Male	Group A	28-01-2020 10:00	Accepted
<input type="checkbox"/>	Football	<a href="#">Football Busy Bees School v Funny Raccoons School</a>	U14	Male	Group B	28-01-2020 10:01	Accepted
<input type="checkbox"/>	Football	<a href="#">Football Brave Owlets School v Crown Hall School</a>	U14	Male	Group A	28-01-2020 10:07	Accepted
<input type="checkbox"/>	Football	<a href="#">Football Mid Holmwood School v Russ Hill School</a>	U14	Male	Group B	28-01-2020 10:08	Accepted
<input type="checkbox"/>	Football	<a href="#">Football Beare Green School v Brave Owlets School</a>	U14	Male	Group A	28-01-2020 10:14	Accepted

When clicking into the event select **ACTIONS > Close event** button.

☰

ACTIONS ▾

- Edit
- Remove schools
- Send event notification
- Create Event Like This
- Close Event**
- Cancel Event
- Cancel Event And Edit Notification List

Football v Mid Holmwood School

Venue: TBD  
Students can submit results: Off

TWEET

Participants Details Positions Jobs Discipline Gallery Performance Match report Feed

U16 / Funny Raccoons School			
1	Bryant	Berry	goalkeeper (C)
2	Clinton	Brady	centre-back
3	Bradley	Freeman	left-back
4	Archie	Green	right-back
5	Caleb	Mckinney	centre midfield
6	Arthur	Norris	left midfield
7	Bradford	Patterson	right midfield
8	Cody	Rice	centre forward
9	Alexander	Scott	centre forward
10	Brett	Soto	centre-back
11	Clyde	Underwood	centre forward

U16 / Mid Holmwood School			
1	Paul	Boswell	goalkeeper
2	Richard	Handley	centre-back
3	David	Longmuir	left-back
4	David	Lovelock	right-back
5	Jasper	Morgan	centre midfield
6	Daniel	Mort	left midfield
7	Shaun	Salt	right midfield
8	Robin	Shaplанд	centre forward (C)
9	Richard	Wadhams	centre-back
10	John	Walker	centre forward
11	Alan	Walton	centre forward

You are now able to add total scores or provided schools have added their team members you can add individual scores (goals etc.). To add individual scores turn on the **Individual score available** checkbox for the relevant school.

**Results input mode**

- Results (default)
- Places (the team placed first is the winner)
- Points (the team with the highest number of points is the winner)

**U16 / Funny Raccoons School**

Total:

Individual score available

**U16 / Mid Holmwood School**

Total:

Individual score available

**Results input mode**

- Results (default)
- Places (the team placed first is the winner)
- Points (the team with the highest number of points is the winner)

**U16 / Funny Raccoons School**

Total:

Individual score available

1. Bryant Berry
2. Bradley Freeman
3. Caleb Mckinney
4. Arthur Norris
5. Alexander Scott
6. Brett Soto
7. Cody Rice
8. Bradford Patterson
9. Archie Green
10. Clinton Brady
11. Clyde Underwood

**U16 / Mid Holmwood School**

Total:

Individual score available

4 David Lovelock right-back

Specify scores and click the **SAVE RESULTS** button. You can amend scores by selecting the **ACTIONS > Update scores** button.

U16 / Funny Raccoons School 2

1	Bryant	Berry	1	goalkeeper	(C)
2	Clinton	Brady	0	centre-back	
3	Bradley	Freeman	0	left-back	
4	Archie	Green	0	right-back	
5	Caleb	Mckinney	0	centre midfield	
6	Arthur	Norris	0	left midfield	

U16 / Mid Holmwood School 3

1	Paul	Boswell		goalkeeper	
2	Richard	Handley		centre-back	
3	David	Longmuir		left-back	
4	David	Lovelock		right-back	
5	Jasper	Morgan		centre midfield	
6	Daniel	Mort		left midfield	

You can move between events using the **PREV** and **NEXT** buttons in the top right corner of the event screen.

### Adding scores for individual tournament events

The process of adding results to the individual tournament events is the same as adding scores to the team tournament described in the **Adding scores for team tournament events** section above. The only difference is that you always need to add individual results based on result mask set up for this particular sport (for instance, it will be s.cc or ss.cc for sprint events, mm.ss for cross-country, m.cc for high jumping etc.).

<b>Betchworth College</b>	
1. Sohail Akram	16.65
2. James Bone	15.55
3. David Carey	18.88
4. Kevin Coyne	18.89
5. Anthony Gair	11.44
6. Barrie Hinson	09.07
7. Paul Johnstone	17.84
8. David Machin	18.90
9. George Murphy	18.76
10. Benjamin Paxton	11.54
11. David Roberts	11.22
12. Ranbir Sodhi	16.58
13. Kes Travers	13.33
14. Gareth Williams	17.22
<b>Funny Raccoons School</b>	
1. Ellis Wallace	17.58
<b>Russ Hill School</b>	
1. Gene Anderson	15.64
2. Billy Baxter	17.65
3. Derek Christie	16.55

When saving the results you will be asked if you would like the extra scores to be assigned. When confirmed, the participants will get extra points based on the scoring settings of the tournament. These points will then add to the school points reflected on the public tournament website.



## Team Scores

Overall results

#		Year 4 Girls	Year 4 Boys	Year 5 Girls	Year 5 Boys	Year 6 Girls	Year 6 Boys	Year 7 Girls	Year 7 Boys	Year 8 Girls	Year 8 Boys	Total
1	ACS International School Cobham	12	13	17	23	9	12	4	8	10	15	123
2	Eaton Square Preparatory School	5	12	10	19	22	30	0	0	0	0	98
3	Holme Grange School	14	10	0	3	3	21	2	0	12	6	71
4	Reddam House Berkshire	3	4	15	12	12	0	0	7	5	8	66
5	St Catherine's School Twickenham	7	0	6	0	17	0	14	0	13	0	57
6	Ibstock Place School	13	4	18	3	8	9	0	0	0	0	55
7	Claire's Court School	6	9	0	1	8	9	5	12	2	0	52
8	Sherfield School	0	1	4	12	11	2	3	5	6	4	48
9	LVS Ascot	5	7	0	3	0	7	7	7	0	3	39

If you have a record database on your Squad In Touch area account the broken records will be shown on the winners table.



## The Winners Table

#	Event	Group	Athlete	Team	Result	Current record	
1	Sprint 100m	Year 4 Boys	Barrie H.	Betchworth College	14.99	15.02 Marcus B. () 2019	NR

## Schools

Search school by name...

<

Ashview School and Sixth Form

Beare Green School

Betchworth College

Brave Owlets School

>

## Adding Final events – Team Tournaments

Before the tournament takes place you can only add the initial group stages of your tournament as you are unsure yet who will be participating in the finals / who each school will be playing against, you therefore will need to create events during the tournament based on group stage positioning. From the tournament if you

go to the **Groups** section and then click **ADD DEFAULT GROUPS**; this will enable you to turn on all the groups you would like to use during your next stage. If the stage type you want to use is not there click **EDIT CUSTOM GROUPS** and you can add / name your own stages.

Once you have selected the stages that will be used in your next round you can then start adding events in the same way you would a normal event, from the **Tournament Events** tab. In this case you will need to manually add each individual event and ensure that you select the correct stage.

Name	Season	Sport	Start	End	Publish on union website	Highlighted
<input checked="" type="checkbox"/> U16 Boys Football tournament	2021/2022	Football	24-10-2021 09:30	24-10-2021 16:00	Yes	No
<input type="checkbox"/> The Dales Athletics 2022	2021/2022	Athletics	23-02-2022 10:00	23-02-2022 16:30	No	Yes
<input type="checkbox"/> Athletics Summer 2021	2020/2021	Athletics	16-05-2021 00:00	19-06-2021 00:00	Yes	No
<input type="checkbox"/> Athletics tournament 2021	2020/2021	Athletics	15-07-2021 11:00	15-07-2021 21:00	Yes	No

Sport	Event	Age	Gender	Group name	Start time	Status
1	Football Beare Green School v Yorkshire Hills High School	U15	Male	Group A	24-10-2021 09:30	Finished
2	Football Busy Bees School v Mid Holmwood School	U15	Male	Group B	24-10-2021 09:40	Finished
3	Football Ashview School and Sixth Form v Betchworth College	U15	Male	Group A	24-10-2021 09:50	Finished
4	Football Brave Owlets School v Russ Hill School	U15	Male	Group B	24-10-2021 10:00	Finished
5	Football Crown Hall School v Funny Raccoons School	U15	Male	Group A	24-10-2021 10:10	Finished
6	Football Green Alton Academy v Shorebank School	U15	Male	Group B	24-10-2021 10:20	Finished
7	Football Ashview School and Sixth Form v Yorkshire Hills High School	U15	Male	Group A	24-10-2021 10:30	Finished
8	Football Brave Owlets School v Busy Bees School	U15	Male	Group B	24-10-2021 10:40	Finished
9	Football Beare Green School v Crown Hall School	U15	Male	Group A	24-10-2021 10:50	Finished
10	Football Green Alton Academy v Mid Holmwood School	U15	Male	Group B	24-10-2021 11:00	Finished

Go to the **Tournament Events** tab and then select **ADD EVENTS** button. This will enable you to select the time, and stage your event is taking place as well as who will be participating.

Start time: 24-10-2021 14:30

Finish/Collection time: 24-10-2021 14:50

Game: Football

Gender: Male

Ages: Y10

Group name: Cup semifinal

End	Publish
09:30 24-10-2021 16:00	Yes
10:00 23-02-2022 16:30	No
00:00 19-06-2021 00:00	Yes
11:00 15-07-2021 21:00	Yes
08:30 01-06-2021 16:45	Yes
00:00 24-09-2021 16:00	Yes
15:00 12-01-2022 16:00	No
11:00 08-12-2021 18:30	Yes
11:00 15-12-2021 16:30	No

Once you have added the events, ensure that you go to the **tournament TV** tab and turn on the relevant stages). See more details in the **TOURNAMENT TV SETTINGS** section of this Guide.

Name	Season	Sport	Start	End	Publish on union website	Highlighted
U16 Boys Football tournament	2021/2022	Football	24-10-2021 09:30	24-10-2021 16:00	Yes	No
The Dales Athletics 2022	2021/2022	Athletics	23-02-2022 10:00	23-02-2022 16:30	No	Yes
Athletics Summer 2021	2020/2021	Athletics	16-05-2021 00:00	19-06-2021 00:00	Yes	No
Athletics tournament 2021	2020/2021	Athletics	15-07-2021 11:00	15-07-2021 21:00	Yes	No

MANAGE TOURNAMENT TV

Group	No
Qualifier	No
Playoff	Yes
Final	Yes

This will mean that the tournament TV will show the latest stage of your tournament.

### Tweeting from the events

Provided your Squad In Touch account has been linked to your Twitter account you can send tweets directly from the event form.

Click the TWEET button on the event form.

☰

ACTIONS ▾

### Football Funny Raccoons School v Mid Holmwood School

**Finished**  
 Football  
 Start time: 21 January 2022 09:00  
 Finish/Collection time: 21 January 2022 10:00  
 Tournament name: The Dales U16 football  
 Group: Group A  
 Years: Y11  
 Gender: Male  
 Venue: TBD  
 Students can submit results: Off

TWEET

Participants Details Positions Jobs Discipline Gallery Performance Match report Feed



U16 / Funny Raccoons School



U16 / Mid Holmwood School

The tweet content will be generated automatically, although you can amend it before sending.

**Create tweet**

RussHillPE ▾

Football Funny Raccoons School v Mid Holmwood School  
 21-01-2022 09:00 Years: Y11  
<https://thedales.squadintouch.com/#event/61eaabbd6856a02c7431ed0b>

Number of characters: 81

CANCEL TWEET

**Feel free to get in touch if you would like to integrate with your area Twitter account and we will be more than happy to help you with it.**

#### Adding photos and videos

You can add media files to the tournament events and share them with your community.

Select the Gallery tab on the event form.



ACTIONS ▾

## Football Funny Raccoons School v Mid Holmwood School

**Finished**

Football

Start time: 21 January 2022 09:00

Finish/Collection time: 21 January 2022 10:00

Tournament name: The Dales U16 football

Group: Group A

Years: Y11

Gender: Male

Venue: TBD

Students can submit results: Off

TWEET

Participants

Details

Positions

Jobs

Discipline

Gallery

Performance

Match report

Feed

ADD PHOTO

ADD VIDEO

Click **ADD PHOTO** or **ADD VIDEO** button and you will be able to select a file.

Once a media file has been added it is shown on the event **Gallery** tab.



ACTIONS ▾

## Football Funny Raccoons School v Mid Holmwood School

**Finished**

Football

Start time: 21 January 2022 09:00

Finish/Collection time: 21 January 2022 10:00

Tournament name: The Dales U16 football

Group: Group A

Years: Y11

Gender: Male

Venue: TBD

Students can submit results: Off

TWEET

Participants

Details

Positions

Jobs

Discipline

Gallery

Performance

Match report

Feed

ADD PHOTO

ADD VIDEO

### Photos



## Following the tournament

Once your tournament is over you can keep the tournament public website on, this will then enable schools to go back and review scores and any photos whenever they like. The public website can be accessed via your booking website by users clicking the 'show results' option.

We do however suggest turning off your tournament TV as use of this is only for during the tournament as you turn off sections once a stage of the tournament has passed.

## Tournament Timeline example

### Team Tournament

#### Day 1:

Create the tournament and choose when you would like it to be sent live for booking

Ensure that you add Auto-enrolment if you are wanting schools to automatically be added to your tournament

Add the tournament to your booking website

#### Booking sent live – term before your tournament:

Schools can book on, send an email notification out to all schools letting them know and send your tournament website link

OR

Send out an invite to all schools who fit the tournament criteria

#### Week before booking closes – 3 weeks before the tournament:

Send an email notification out to schools letting them know that booking is closing soon

#### After booking closes – 2 weeks before the tournament:

Send a notification out to schools requesting that they add all their students to their teams

#### After schools have added students to their teams – 1 week before the tournament:

Add tournament events and let schools know they can now see the tournament programme

#### Day of the tournament:

Add scores to the tournament, tweet the links so schools can view the live results

### Individual Tournament

#### Day 1:

Create the tournament and choose when you would like it to be sent live for booking

Ensure that you add Auto-enrolment if you are wanting schools to automatically be added to your tournament

Add the tournament to your booking website

#### Booking sent live – term before your tournament:

Schools can book on, send an email notification out to all schools letting them know and send your tournament website link

OR

Send out an invite to all schools who fit the tournament criteria

#### Week before booking closes – 3 weeks before the tournament:

Send an email notification out to schools letting them know that booking is closing soon

#### After booking closes – 2 weeks before the tournament:

Add tournament events and let schools know via notification that they can now add students to the tournament events

Day of the tournament:

Add scores to the tournament, tweet the links so schools can view the live results.

## Upcoming features

We are constantly developing our platform to help schools, parents and students keep connected around school sports and activities. We are also aiming to make your life as easy as possible when being in charge of organising your area tournaments. Our scope of future improvements to the platform includes some new features to make the process clearer and more streamlined for both area coordinators and your schools:

- Moving settings that now require help from Squad In Touch support team (integration with your area twitter account, video streaming etc.) to your admin console so that you can manage them yourself;
- Improving area public websites and tournament public websites and TV;
- Implementing improved payment options so that you can charge your schools with payments sent straight to the hosting schools accounts;
- Adding more notifications to help you and your schools be aware of everything that is happening around the tournaments;
- Adding texts as a communication channel so that you can notify your schools in case of emergency using this extra channel;
- Moving tournament management features for both tournament organisers and participating schools to our mobile apps to give you more flexibility on the go.

We will keep you in the loop as the changes are implemented and will also update this Guide so that you can always find the latest features and their description.



## About Squad In Touch

Squad In Touch is the leading UK web and mobile based platform helping schools manage sports, activities and communication across their community. Except for the tournament management module our products include:

### SQUAD IN TOUCH SPORT

- Any sports, types of events and result masks are supported: team matches and individual competitions; inter-school games, house competitions and internal events;
- Invite other schools and accept their match invitations;
- Maintain your teams database and select your teams for particular events or add participants from scratch;
- Send parental consent requests with your own questions and get their responses;
- Collect availability reports from parents or students;
- Communicate any changes or cancellations via notifications sent automatically to everyone involved;
- Send custom messages to parents and students;
- Specify pitch positions and results, mark attendance, add jobs and tasks, include performance and discipline marks;
- Add photos, videos, match reports, send tweets directly from the events;
- Share your students' achievements and success via sports public website and big screen;
- Get comprehensive reports and statistics.

### SQUAD IN TOUCH CLUBS AND EXTRACURRICULAR ACTIVITIES

- Any activities are supported;
- Create clubs with weekly or different recurrence;
- Send booking forms with your own questions to parents or students;
- Manage club enrolment based on booking forms and responses
- Accept payments;
- Communicate any changes or cancellations via notifications sent automatically to everyone involved;
- Send custom messages to parents and students;
- Send parental consent requests with your own questions and get their responses;
- Mark attendance, add jobs and tasks;
- Add photos, videos, comments, send tweets directly from the events;
- Get statistics and reports on students' participation.

## SQUAD IN TOUCH CHALLENGES

- Any activities and result types supported;
- Full competition details, text and video instructions;
- Arrange sports days and individual real and virtual competitions;
- Run virtual challenges when students can add their own results, photos and videos;
- Share excitement via a dedicated public website with automatically generated leaderboards;
- Limit the number of leaderboard positions to avoid students becoming discouraged;
- Control over access to media files uploaded by students.

## SQUAD IN TOUCH LEAGUES & COMPETITIONS

- Add house, team, or individual competitions to your school schedule;
- League tables and leaderboards are generated automatically;
- Separate leagues for particular sports and aggregated house leagues;
- Instant notifications;
- Dedicated league websites;
- Communicate news and updates to the participants.

## SQUAD IN TOUCH WHOLE SCHOOL COMMUNICATIONS

- School news, announcements and urgent updates;
- Group and personalised messages;
- Communicate to parents, students, members of staff and trustees/governors;
- Emails, SMS and instant mobile notifications;
- Detailed delivery reports;
- Scheduled messages;
- Absence requests management.

**Free mobile app for school staff, parents and students**



**Get Squad In Touch Challenges and Leagues & Competitions modules  
for FREE for your first subscription year  
with your Squad In Touch Sports subscription!**

