

Dear parents/guardians

We have compiled this brief sign up guide for you to walk you through the setup process.

Please feel free to get in touch with our friendly support team via

support@squadintouch.co.uk if you have any questions.

Thank you for joining!

Squad In Touch team

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1. Signing up via the web platform

1.1 Go to <http://www.squadintouch.co.uk/>, for best results please use Google Chrome.

1.2 Click on the 'Sign up / Sign in' button or on the 'Try 30 days for FREE', both of these buttons will take you to the sign up page. Then click 'Join us for free'

The screenshot shows the Squad In Touch website header with navigation links: '3357 Events of 535 Schools', 'How it helps', 'How it works', 'Map&Testimonials', 'Ambassadors', and 'Sign up / Sign in'. Below the header is a banner image of a school sports team. A white box is overlaid on the banner with the text: 'Encouraging organisation and participation through one simple to use solution' and a blue button that says 'TRY 30 DAYS for FREE'. Below this is a testimonial from Ashley Jacobs, Head of PE at Lawnswood School, Leeds. To the right is a sign-up form with fields for 'E-mail' and 'Password', a 'Remember me' checkbox, a blue 'Continue' button, and a 'Forgot password?' link.

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

The screenshot shows the 'Personal Details' step of the sign-up process. It includes instructions: 'Enter your contact details and choose a password you wish to use for logging in to your account. We ask you to provide your valid mobile phone number and email address. We'll use your mobile phone number and email address to send you activation codes. You cannot work in the system unless you verify your email address and phone number using these codes. You will also use your email address for logging in to the system.' The form fields are: Name (Bertie), Surname (Hammond), Email (b.h@mymail.com), Mobile phone (+44 78123456789), Password (.....), and Confirm password (.....). There are checkboxes for 'I have read and agree to the Privacy Policy, Terms of Use and Acceptable Use Policy' and 'I confirm I am 13 years old or over...'. At the bottom are 'Cancel' and 'Continue' buttons.

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

1.5 If you don't receive one let a member of the Squad In Touch support team know. support@squadintouch.co.uk.

1.6 Choose your school role and select the school you are a part of - if you need to send multiple requests for different roles (i.e Teacher and Parent) or requests to multiple schools then this can be sorted, after your initial sign up is completed.

1.7 Then choose the school you would like your account to be linked to. Please note you can ignore the 'postcode box, this is if there are multiple schools with the same / similar name to your child's school.

1.8 Enter the details of your child, their house name, form group and their first and last name. Please ensure that if you have had a unique code for your child provided to you by their school, please enter this here, this will enable you to be automatically accepted onto the system for that child. Also, you can add as many children to your account on this screen

as you need. If you have more than one child attending the same school you can specify their details when signing up. If you have children attending different schools send the request for one and then you will be able to send further details once you click continue.

Personal Details User Verification Permissions Setup

Enter the details of your child/children

Please choose a role and the school you would like to join. If you wish to have more than one role linked to the same school (for instance a teacher and parental role) simply choose one role and you will be able to request more permissions once your account has been confirmed by the school.

First name
Dorothy

Surname
Hammond

Gender
girl

Date of birth
dd.mm.yyyy

Form
4B

House

If the school provided you with a unique code please enter it here
AM6792

Add new child

Back Finish

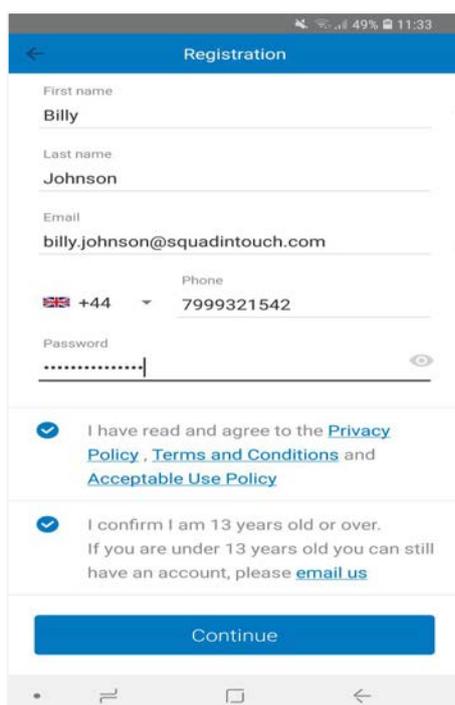
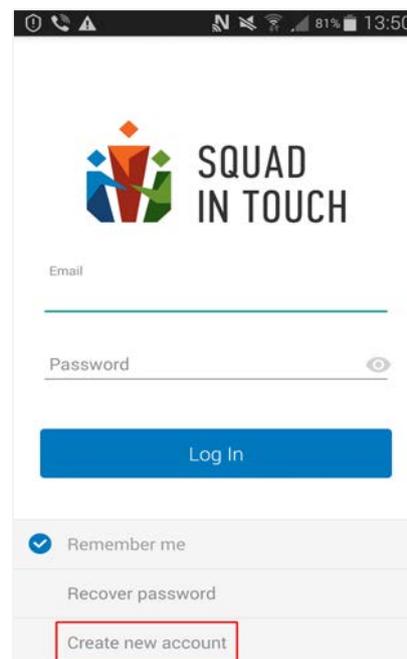
1.9 Then click 'Finish' and wait to be accepted. This could take a couple of days as it is up to the school to check your credentials and then accept you.

If you have left the Squad In Touch platform before registration is complete, you can continue at any time by logging in to your account, verify your email address and phone number. If they have not been verified before and selecting the 'Requests' tab. You will be able to send a role request from that tab. Please note that you cannot send a role request before both verification codes have been confirmed.

If you need any help during the registration process just get in touch with the support team email: support@squadintouch.co.uk or chat to us live (located at the bottom right of the screen when you are on Squad In Touch website).

2. Signing up via Android app

- 2.1. Squad In Touch mobile app for Android is available for installation from Google Play Store.
- 2.2. When you have installed the app click the **Create new account** link.

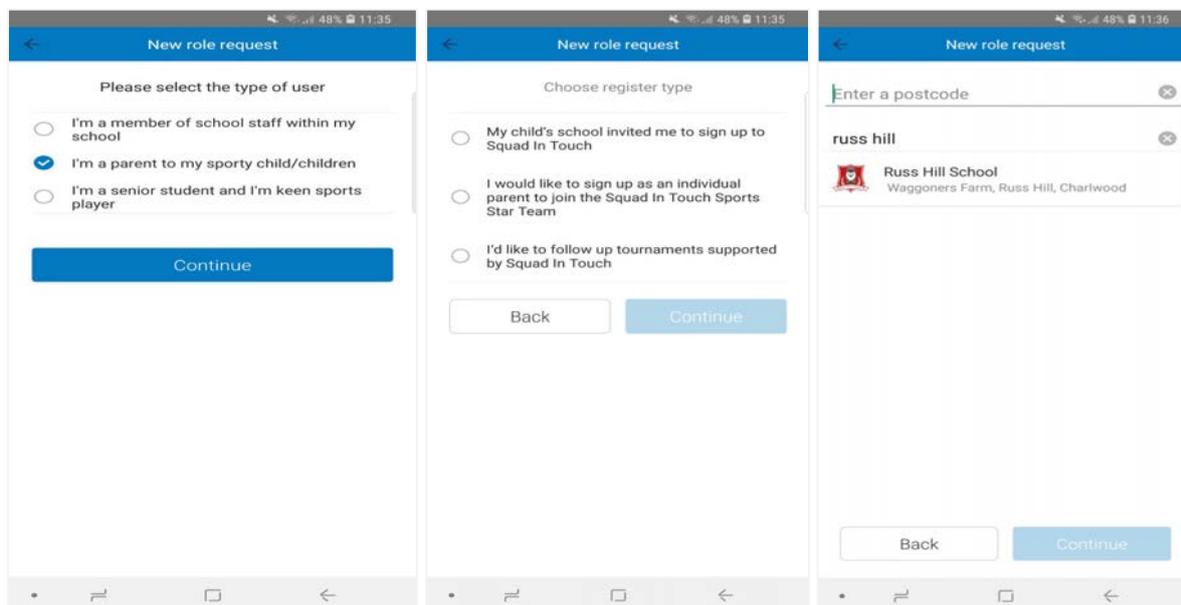


2.3. Then input your details and agree to the **Privacy Policy, Terms and Conditions** and **Acceptable Use Policy**.

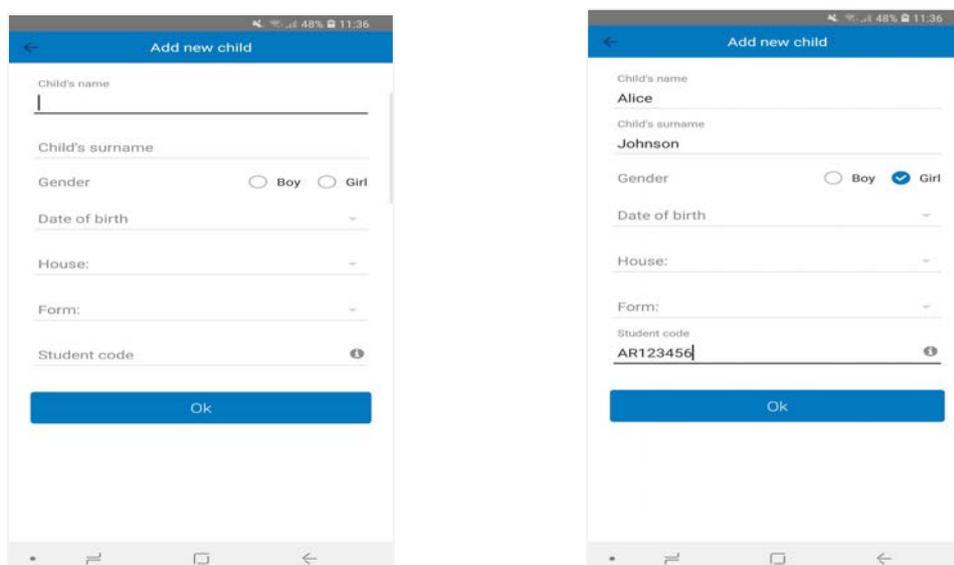
2.4. Once you have entered all of the correct information and clicked the Continue button, you will receive a text and email notification to verify your identity. Please enter the codes you get sent through to proceed to the next section.

2.5. If you don't receive one let a member of the Squad In Touch support team know. support@squadintouch.co.uk.

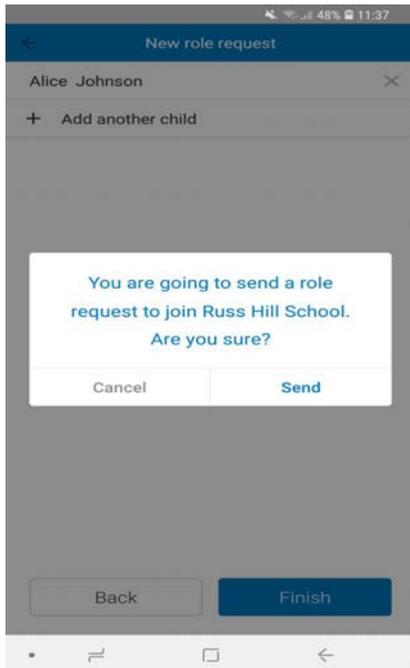
2.6. Choose your school role and select the school you are a part of, when selecting a school you can see available schools sorted by distance, as long as your location service is switched on. If you need to send multiple role requests you will have the option to add multiple children to your requests.



2.7. Then enter the details of your child. If you have more than one child attending the same school you can specify their details by clicking the 'add child' button. If you have children attending different schools, send the request for one child and then you will be able to send further requests after you send the initial student requests. Please remember to put in your child(ren)'s unique code into this section so you can be accepted automatically onto the system, please note auto accept can take up to 6 hours following your request.



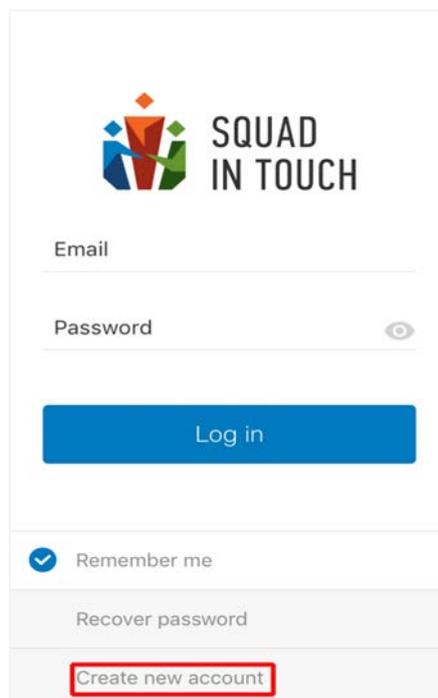
2.8. Then click 'Send' and wait to be accepted. This could take a couple of days, if you didn't input a unique code, as it is up to the school to check your credentials and then accept you. If you have quit the app before you have completed registration you can continue at any time by logging back in to your account, verify your email address and phone number, if they have not been verified already, by selecting the 'Requests' tab. You will be able to send a role request from that tab. Please note that you cannot send a role request before both verification codes have been confirmed.



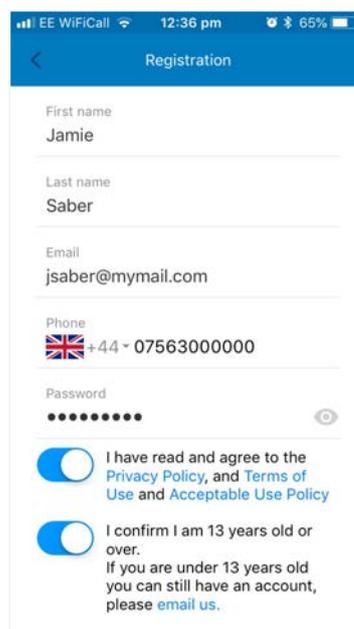
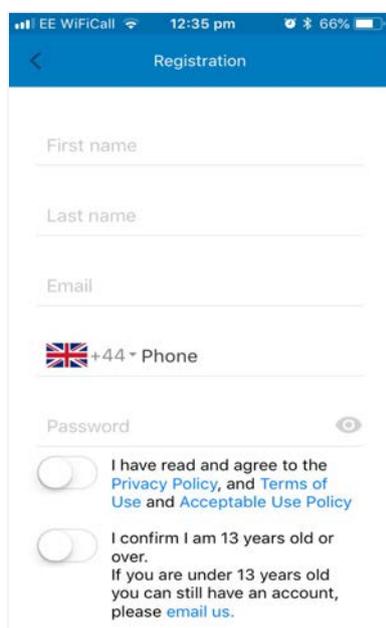
3. Signing up via iOS app

3.1. Squad In Touch mobile app for iOS is available for installation from the App Store.

3.2. When you have installed the app click the **Create new account** link.



3.3. Then input your details and agree to the **Privacy Policy, Terms and Conditions** and **Acceptable Use Policy**.

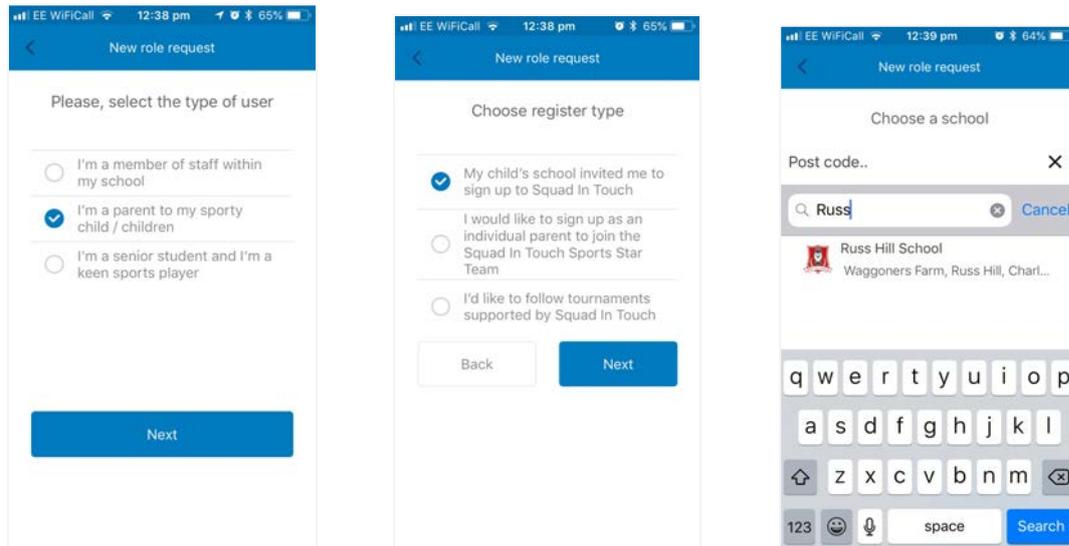


3.4. Once you have entered all of the correct information and clicked the **Continue** button, you will receive a text and email notification to verify your identity.

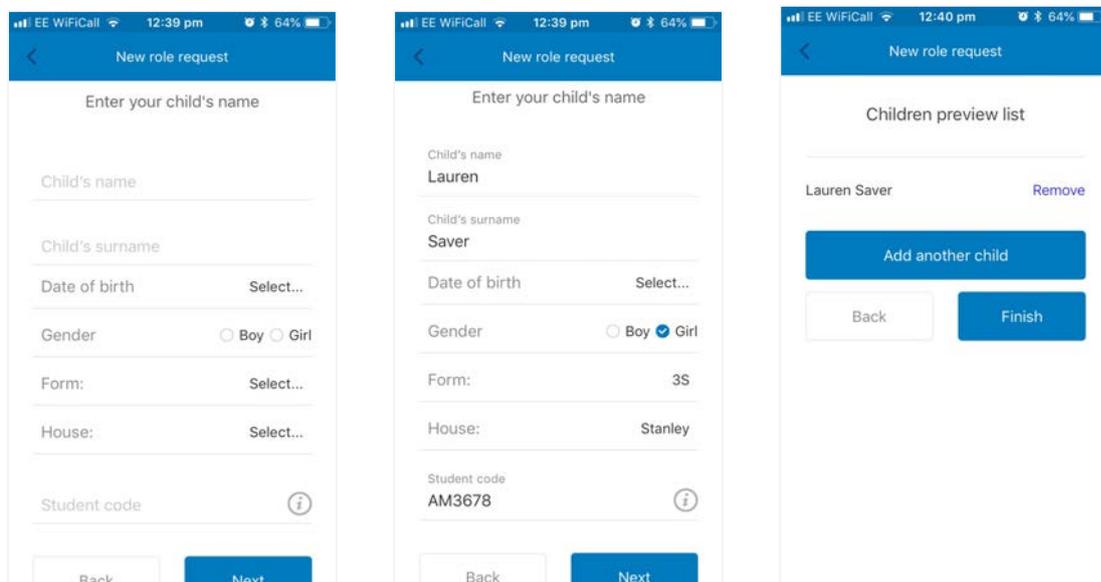
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school you can see available schools sorted by distance, as long as your location service is switched on. If you need to send multiple role requests you will have the option to add multiple children to your requests.



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