

*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](mailto: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**'

SQUAD IN TOUCH 8,357 Events of 535 Schools

How it helps How it works Map&Testimonials Ambassadors Sign up / Sign in

Encouraging organisation and participation through one simple to use solution

TRY 30 DAYS for FREE

"We have been using Squad In Touch for a couple of months and it has had a huge impact on the organisation of our extra curricular programme. We can add clubs and take registers for those clubs, add fixtures, assign roles, keep track of scorers and more."

Read more

Ashley Jacobs, Head of PE, Lawnswood School, Leeds

SQUAD IN TOUCH

Sign in or join us for free

E-mail

Password

☐ Remember me

Continue

Forgot password?

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.

Personal Details User Verification Permissions Setup

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

Name Bertie

Surname Hammond

Email b.h@mymail.com

Mobile phone +44 78123456789

Password .....

Confirm password .....

Having trouble signing up? Email us

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

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

Cancel Continue

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](mailto: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.

The screenshot shows a registration form titled "Enter the details of your child/children". At the top, there are three tabs: "Personal Details", "User Verification", and "Permissions Setup". The "Personal Details" tab is active, indicated by a blue underline and a blue dot. Below the tabs, a message reads: "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." The form fields on the right are: "First name" (Dorothy), "Surname" (Hammond), "Gender" (girl), "Date of birth" (dd.mm.yyyy), "Form" (4B), "House" (dropdown), and a field for a unique code (AM6792) which is highlighted with a red box. Below the fields are three buttons: "Add new child", "Back", and "Finish".

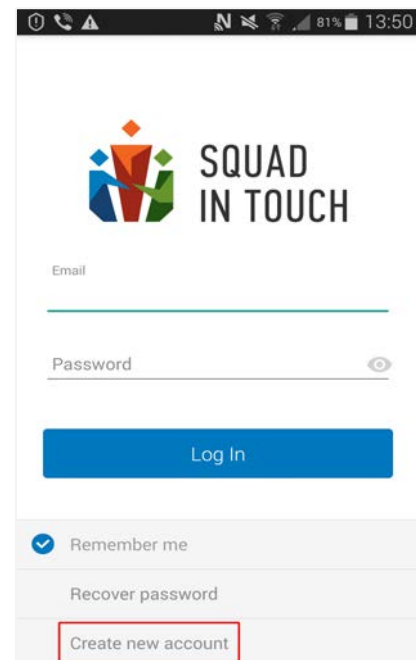
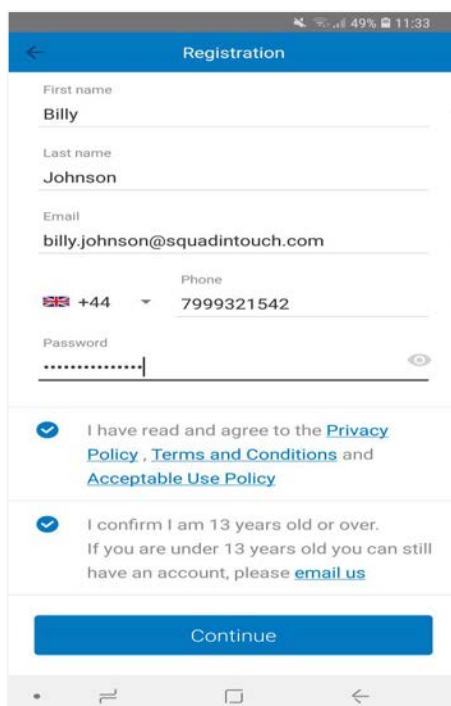
1.9 Then click 'Finish' and wait to be accepted. This could take a couple of days as it is up to the school to check your credentials and then accept you.

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](mailto: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](mailto: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.

The first screenshot shows the 'New role request' screen with the heading 'Please select the type of user'. It has three radio button options: 'I'm a member of school staff within my school', 'I'm a parent to my sporty child/children' (which is selected), and 'I'm a senior student and I'm keen sports player'. A blue 'Continue' button is at the bottom.

The second screenshot shows the 'New role request' screen with the heading 'Choose register type'. It has three radio button options: 'My child's school invited me to sign up to Squad In Touch', 'I would like to sign up as an individual parent to join the Squad In Touch Sports Star Team', and 'I'd like to follow up tournaments supported by Squad In Touch'. There are 'Back' and 'Continue' buttons at the bottom.

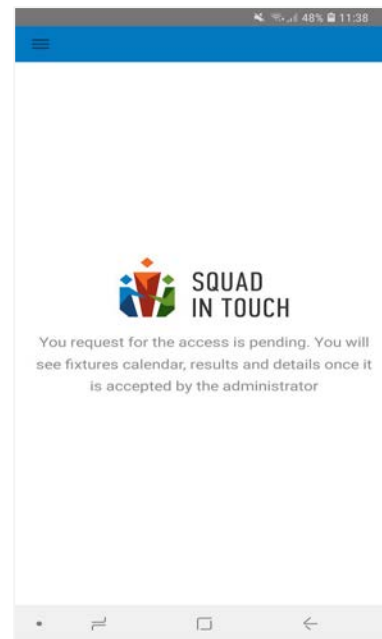
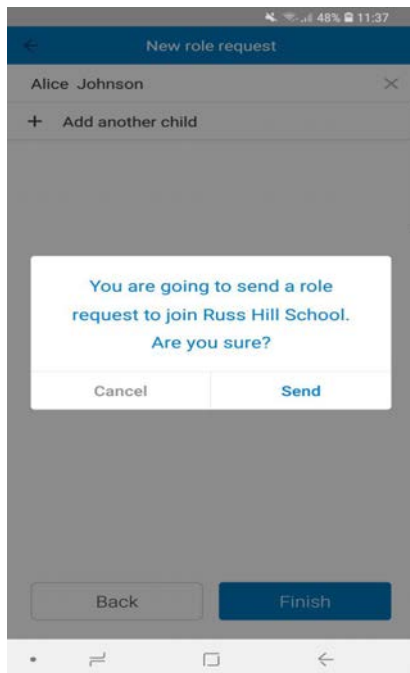
The third screenshot shows the 'New role request' screen with the heading 'Enter a postcode'. It has a text input field with 'russ hill' entered. Below the input field, there is a search result for 'Russ Hill School' with the address 'Waggoners Farm, Russ Hill, Charlwood'. There are 'Back' and 'Continue' buttons at the bottom.

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.

The first screenshot shows the 'Add new child' screen with the following fields: 'Child's name' (empty), 'Child's surname' (empty), 'Gender' (radio buttons for 'Boy' and 'Girl', with 'Girl' selected), 'Date of birth' (empty), 'House:' (empty), 'Form:' (empty), and 'Student code' (empty). A blue 'Ok' button is at the bottom.

The second screenshot shows the 'Add new child' screen with the following fields: 'Child's name' (filled with 'Alice'), 'Child's surname' (filled with 'Johnson'), 'Gender' (radio buttons for 'Boy' and 'Girl', with 'Girl' selected), 'Date of birth' (empty), 'House:' (empty), 'Form:' (empty), and 'Student code' (filled with 'AR123456'). A blue 'Ok' button is at the bottom.

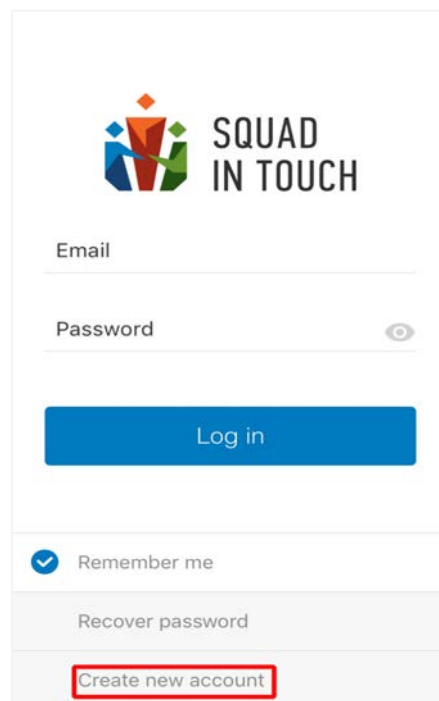
2.8. Then click 'Send' and wait to be accepted. This could take a couple of days, if you didn't input a unique code, as it is up to the school to check your credentials and then accept you. If you have quit the app before you have completed registration you can continue at any time by logging back in 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.



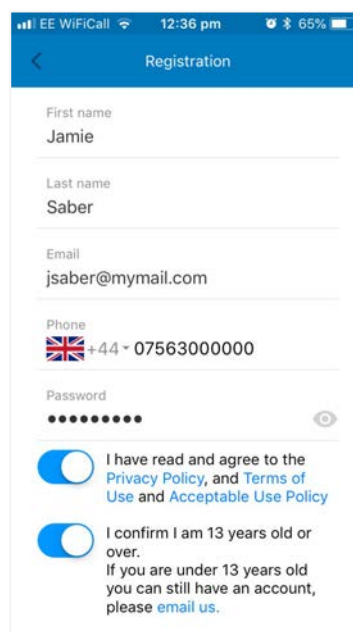
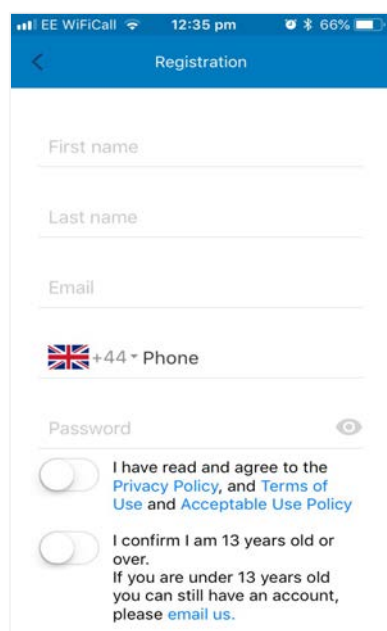
### 3. Signing up via iOS app

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.

3.5. If you don't receive one let a member of the Squad In Touch support team know. [support@squadintouch.co.uk](mailto:support@squadintouch.co.uk).

3.6. 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.

3.7. 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.

3.8. 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.

