

Dear ISA schools,

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

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## About Squad In Touch in partnership with ISA

Since 2017, Squad In Touch has been partnering with ISA to provide a dedicated sporting platform for all ISA tournaments and regional competitions. This guide will help you create your account and register for National and Area events seamlessly. As part of our partnership with ISA, the tournament management features are offered free of charge to all ISA member schools. With Squad In Touch, you can easily track competition details, receive notifications of any changes or cancellations, and enter your teams and participants.

Should your school wish to upgrade to the full version of Squad In Touch, further details are provided later in this guide.

If you need any help or support, please feel free to contact our support team directly at [support@squadintouch.com](mailto:support@squadintouch.com).

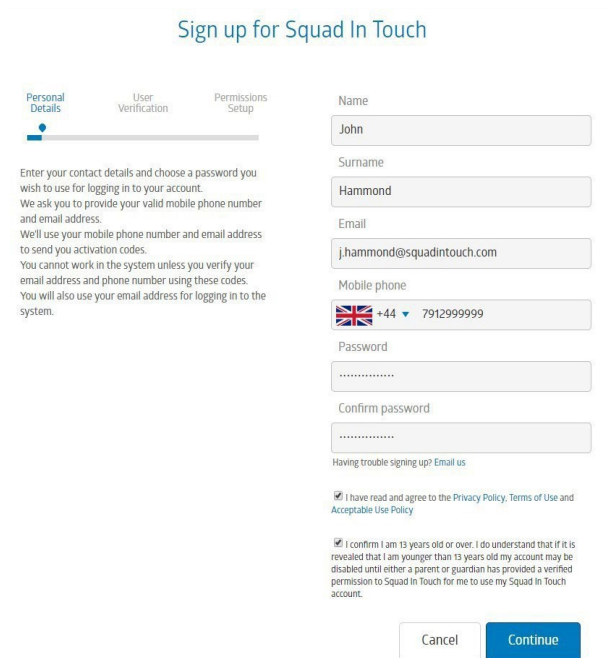
## Signing up for an account

Your school can create multiple staff accounts to manage ISA entries. If your school is already using Squad In Touch for managing sports events and extracurricular activities, there is no need to create separate accounts for ISA entries—simply use your existing accounts.

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

## Signing up via the web platform

1. **Visit the Registration Page:** Go to <https://console.squadintouch.com/registration>. For the best experience, we recommend using Google Chrome.
2. **Complete the Sign-Up Form:** Fill in all the required information. Ensure that you provide a valid mobile phone number and email address to receive verification codes.



Sign up for Squad In Touch

Personal Details    User Verification    Permissions Setup

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

Name  
John

Surname  
Hammond

Email  
j.hammond@squadintouch.com

Mobile phone  
+44 7912999999

Password  
.....

Confirm password  
.....

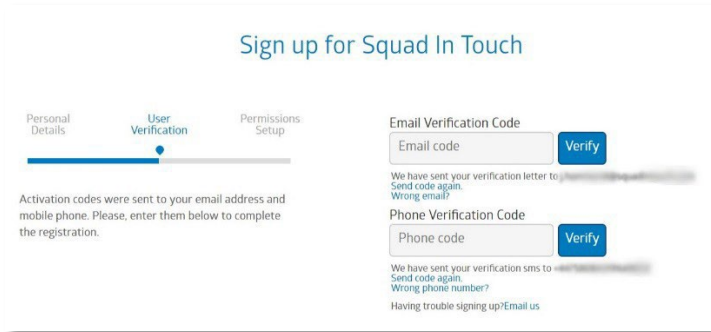
Having trouble signing up? Email us

I have read and agree to the [Privacy Policy](#), [Terms of Use](#) and [Acceptable Use Policy](#)

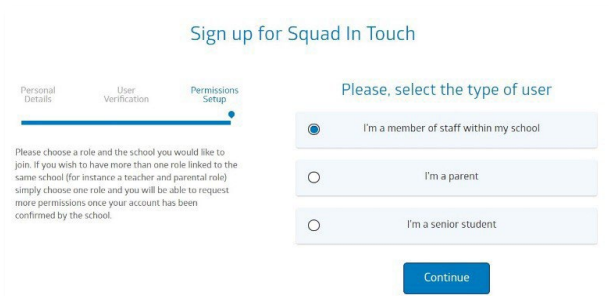
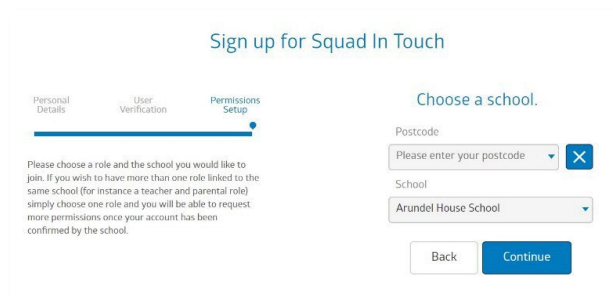
I confirm I am 13 years old or over. I do understand that if it is revealed that I am younger than 13 years old my account may be disabled until either a parent or guardian has provided a verified permission to Squad In Touch for me to use my Squad In Touch account.

Cancel    Continue

- Verify Your Identity:** Once you've submitted the form, you will receive a text and email with verification codes to confirm your identity.



- Troubleshooting Verification Issues:** If you do not receive a verification code, you can request it to be resent. Make sure your email address and phone number are correct; you can update them if there are any errors. If the issue persists, please contact our support team at [support@squadintouch.com](mailto:support@squadintouch.com).
- Select Your User Type and School:** Choose your user type and locate your school from the list.

## 6. First Staff Member Sign-Up:

- If there are no existing staff accounts associated with your school, you will see a message indicating you are the first staff member to sign up. Select the first option ('I'm {School name} official and I would like to sign up my school for a 30-day free trial subscription for the sports and extracurricular management platform') and click the 'Finish' button.
- *Please note that the 30-day trial comes with no obligations. After the trial period, you will still have access to manage your entries for ISA competitions and events. During the trial, you can explore all of Squad In Touch's features.*

## 7. Account Approval and Access:

- If you are the first staff member signing up from your school, you will be automatically

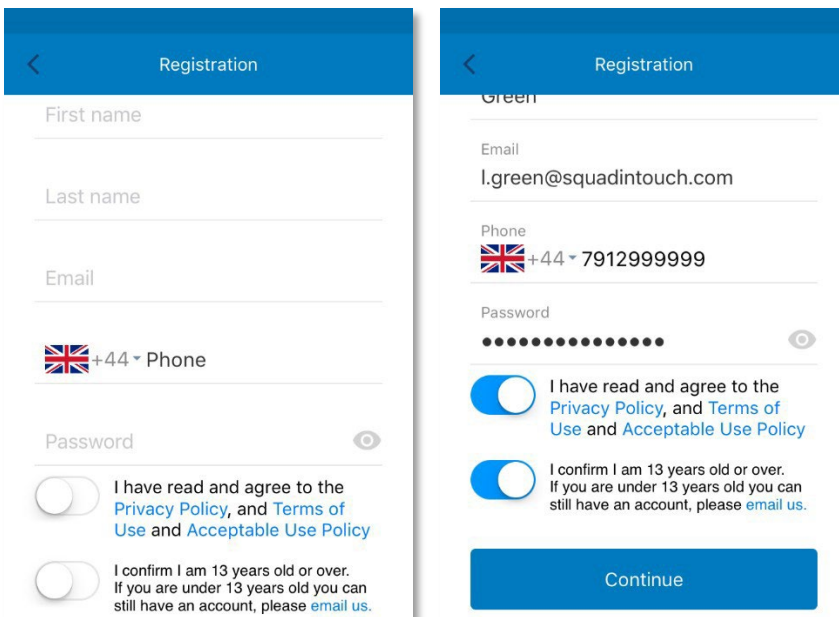
accepted and redirected to your school dashboard. However, for security reasons, this automatic approval is disabled for ISA schools with student records in the system (if your students have previously participated in any National or Area events supported by the Squad In Touch sports results platform). In such cases, linking your account to your school may take up to one working day.

- If there are already staff accounts linked to your school, they will be notified of your role request and can approve your access to the school account.
- Once your role request is accepted, you will also receive a welcome email with details and links to help you register for National and Area events.

Once your role request is accepted, you will be able to manage your school's entries for ISA National and Area competitions and events. Detailed guides on submitting entries for specific events will be attached to the event descriptions on the ISA Sports website.

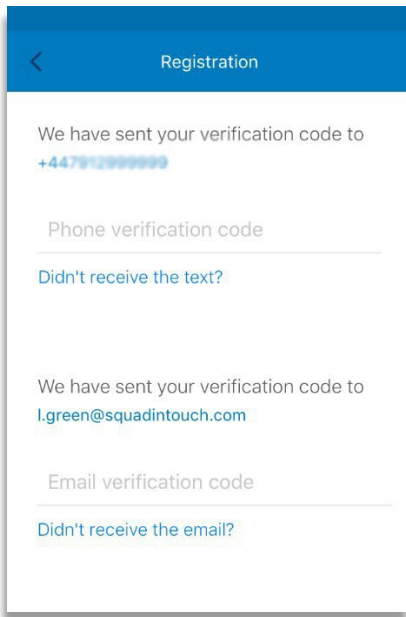
## Signing up via mobile app

1. **Download the Mobile App:** The Squad In Touch mobile app is available for download on the App Store and Google Play.
2. **Create a New Account:** After installing the app, click on the 'Create new account' link.
3. **Enter Your Details:** Fill in your information and agree to the Privacy Policy and Terms and Conditions. Make sure to provide a valid mobile phone number and email address to receive your verification codes.



The image displays two sequential screenshots of the mobile app's registration process. The left screenshot shows the registration form with the following fields: First name, Last name, Email, Phone (with a UK flag icon and '+44' prefix), and Password. Below the fields are two toggle switches for agreeing to the Privacy Policy and Terms of Use, and confirming the user is 13 years old or over. The right screenshot shows the same form with the 'Continue' button highlighted in blue.

4. **Verify Your Identity:** Once you have entered all the required information and clicked the 'Continue' button, you will receive a text and email with verification codes. Enter these codes to proceed to the next step.



Registration

We have sent your verification code to  
[+447912999999](tel:+447912999999)

Phone verification code

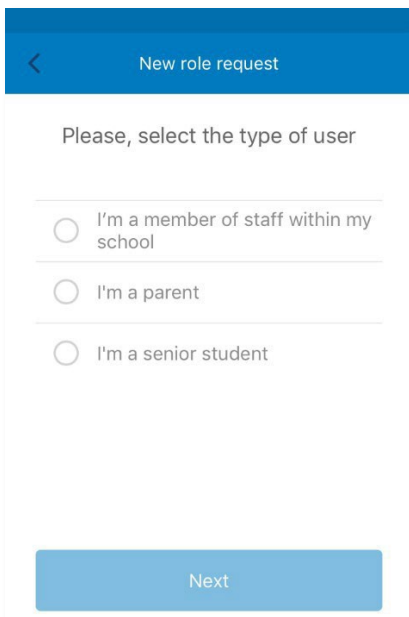
[Didn't receive the text?](#)

We have sent your verification code to  
[l.green@squadintouch.com](mailto:l.green@squadintouch.com)

Email verification code

[Didn't receive the email?](#)

- Troubleshooting Verification Issues:** If you do not receive a verification code, you can request it to be resent. Make sure your email address and phone number are correct; you can update them if there are any errors. If the issue persists, please contact our support team at [support@squadintouch.com](mailto:support@squadintouch.com).
- Select Your School Role and Location:** Choose your role at the school and select your school from the list. Schools are sorted by distance if your location services are enabled.



New role request

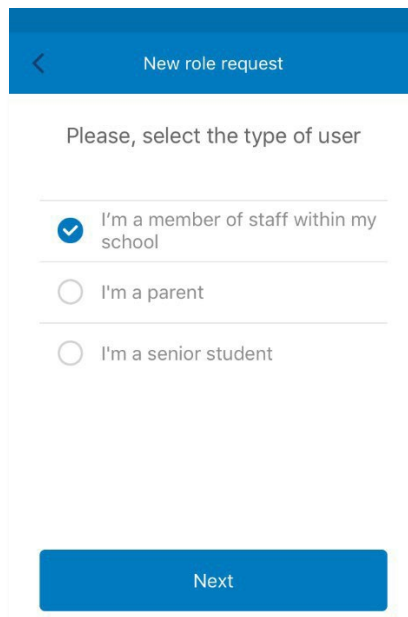
Please, select the type of user

I'm a member of staff within my school

I'm a parent

I'm a senior student

Next



New role request

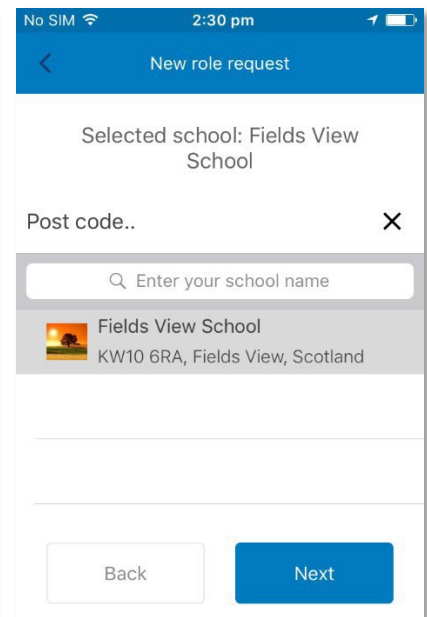
Please, select the type of user

I'm a member of staff within my school

I'm a parent

I'm a senior student


Next



New role request

Selected school: Fields View School

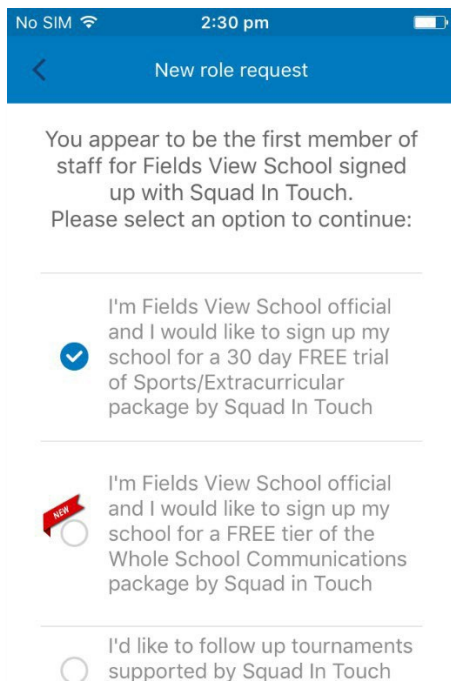
Post code..

 Fields View School  
KW10 6RA, Fields View, Scotland

Back Next

## 7. First Staff Member Sign-Up:

- If there are no existing staff accounts associated with your school, you will see a message indicating you are the first member of staff. Select the first option ('I'm {School name} official and I would like to sign up my school for a 30-day free trial subscription for the sports and extracurricular management platform') and click the 'Finish' button.
- *The 30-day trial is completely obligation-free. After this period, you can still manage your entries for ISA competitions and events. During the trial, you'll have full access to all Squad In Touch features.*



## 8. Account Approval and Access:

- If you are the first staff member signing up from your school, you will be automatically accepted and redirected to your school dashboard. However, for security reasons, this automatic approval is disabled for ISA schools with student records in the system (if your students have previously participated in any National or Area events supported by the Squad In Touch sports results platform). In such cases, linking your account to your school may take up to one working day.
- If there are already staff accounts linked to your school, they will be notified of your role request and can approve your access to the school account.
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Once your role request is accepted, you will be able to manage your school's entries for ISA National and Area competitions and events. Detailed guides on submitting entries for specific events will be attached to the event descriptions on the ISA Sports website.

**Please Note:** You will not be able to book onto tournaments using the Squad In Touch mobile

app. To register for tournaments, please use your web browser.

## What role should I request?

When signing up for Squad In Touch, if your school already uses the platform for day-to-day sports fixtures and extracurricular activities, you will have several role options to choose from. If you plan to use your Squad In Touch account to manage ISA events and tournaments, we recommend signing up as an Admin.

Please note that if your school only uses Squad In Touch to manage ISA events, the Admin role is the only option available for school staff.

You can find all the details related to booking your spaces in ISA sports events and managing your tournament participation in our dedicated [Tournament Handbook for ISA Schools](#).

## Contact Details

If you have any questions or would like to book a demo for your school to use Squad in Touch on a daily basis for all of your sporting and whole school extra curricular needs, then please don't hesitate to get in touch with our support team at [support@squadintouch.com](mailto:support@squadintouch.com).