



Your tournament handbook

For ISA member schools

We have created this Guide to help you manage all your participation in ISA national and area events. This Guide covers all the features you need to be aware of – from booking onto the tournaments to adding your athletes to the events and sharing the results and media with your school community.

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 schools into this Guide so that you can find an answer to yours; although if you are still unsure about any bits in managing your school participation in tournaments via Squad In Touch please feel free to get in touch using the following contact details:

Laura Raybould, The Head of Customer

Support Email: support@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 participation process including booking, adding students, etc. Security points are also shown like this.

This markup is used for highlighting the points you need to consider when managing your participation. For instance, we have used it for showing the difference between individual and team tournaments in terms of how you manage your participants.

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Your roles and permissions

If you have received this Guide that means that you have a **School Admin** role for your school that allows 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 Squad In Touch subscription level. If you are also 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.

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



Your area has a dedicated sports union website you 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>

Squad In Touch allows to add multiple **School Admin** users within your school. If you need your colleagues to have their own **School Admin account** they will need to sign up for one via <https://app2.squadintouch.com/registration> or through the Squad In Touch mobile app available from the App Store and Google Play Store. Once their role request has been sent either you will be able to accept them or they will be accepted by Squad In Support team (based on your subscription level).

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.

Quick FAQ Guide

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

1. *I cannot find the tournament I would like to book onto on the union website?*

Try searching the tournament via the **Events Calendar** section on **ISA National or Area sports website**. If you still cannot find it, it is worth checking if you have an invitation for this tournament on your **Invites > Inbox** tab, as sometimes tournament organisers prefer to arrange bookings via sending invitations rather than enabling online booking via public websites. Please see more in the [BOOKING ONTO THE TOURNAMENT VIA ACCEPTING A TOURNAMENT INVITATION](#).

If you still cannot find the tournament, you might need to get in touch with your area coordinators.

2. *I have an email (or push notification on my mobile app) saying our school is invited to the tournament. What do I need to do?*

You can find all incoming invitations, should it be fixture invitations or tournament invitations on the **Invites > Inbox** tab of your school workspace. You can find more details in the [BOOKING ONTO THE TOURNAMENT VIA ACCEPTING A TOURNAMENT INVITATION](#).

3. *Why don't I have any invitations for tournaments at all or only receive invitations for some of them?*

It is up to the tournament organisers whether to send invitations or not. Sometimes they prefer to open online booking without sending tournament invites. Also, normally, there are many different people from different schools involved in organising tournaments, so they may choose different ways of managing them. Normally, you can find ISA National and Area event calendars on their sports public websites, please refer for the links to the [YOUR ROLES AND PERMISSIONS](#) section of this Guide.

4. *Where can I book onto the tournaments?*

Please refer to the [YOUR ROLES AND PERMISSIONS](#) section of this Guide to find the links for the National and Areas sports public websites.

5. *Why can I see the tournament on ISA/Area website although the Book now button is not available?*

If the **Book Now** button is not shown on the tournament card on ISA National or Area booking website, this may mean that either booking has not been opened yet or has already closed. Please, check with the tournament organisers and follow their instructions in this case.

6. *Why do I just get a calendar page when trying to book onto the tournament?*

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. If you think your school needs to be included in the area you are trying to book a tournament with, [please let us know](#) and we will sort this out.

7. *Why is my school not added to the tournament once I have booked onto it?*

It depends upon the tournament settings specified by the organisers whether schools are automatically added to the tournament as participants or not. In some cases they collect bookings first and add schools as participants afterwards based on their bookings. Although, if you have concerns regarding your booking it is worth to get in touch with the tournament organisers or [Squad In Touch Support Team](#) requesting them to check your entry.

8. *Where can I find the list of the tournaments I have booked onto?*

All the tournaments your school has ever booked into and added as a participant to – both past and future tournaments are listed on the **Tournaments** tab of your school workspace. Please refer to the **TOURNAMENTS** and **MANAGING YOUR TOURNAMENTS** sections of this Guide.

Please be aware that tournaments that you have booked onto but have not been added as a participant to are not shown on that list. To view them you need to go to the **Waiting list** tab on your school workspace.

9. *What does the waiting list mean?*

Your school is added to the waiting list for the tournament if you have booked onto it (either via public website or through accepting a tournament invitation) although your school has not been added to the participant list. It may be due to the lack of available spaces or because the tournament organisers have not turned on auto-enrollment for some reasons. You can find such tournaments in the Waiting list tab on your school workspace.

Please be aware that only future tournaments are shown on the **Waiting list** tab; you won't be able to find any of the past tournaments you had been added to the waiting list for there.

10. *Do I need to add my teams / athletes to the tournaments?*

Adding students to the events is essential in a number of cases. First, individual tournaments cannot be run without students 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, get parents involved as well as to continue keeping 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.

11. *What information do we 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.

You can find more details about keeping your student database up to date in the **KEEPING YOUR STUDENT LIST UP TO DATE** section of this Guide.

12. *Why can I not see any students on my school account?*

If there are no students on your account it means they have not been added yet. We are happy to help with your students list initial upload for free. You will need to send over a password protected spreadsheet and the data should contain:

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

You can find more details about keeping your student database up to date in the [KEEPING YOUR STUDENT LIST UP TO DATE](#) section of this Guide.

13. *Why aren't my students up to date on my school account?*

If your student details are not up to date (linked to the wrong forms/year groups, some students are missing and some who left school are still there etc.) that means your student list has not been updated for a while.

You can find more details about keeping your student database up to date in the [KEEPING YOUR STUDENT LIST UP TO DATE](#) section of this Guide.

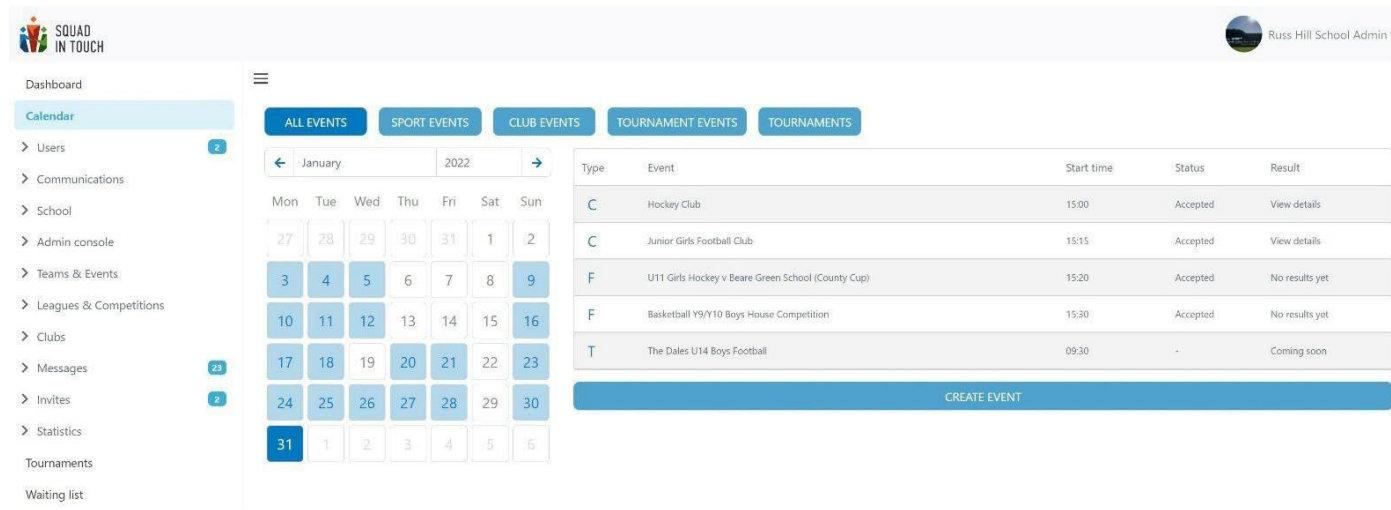
14. *How can parents see their child(ren)'s participation in the events?*

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.

Your school workspace

Your school workspace enables you to manage your events in a flexible way. Please find below the quick description of the platform features.

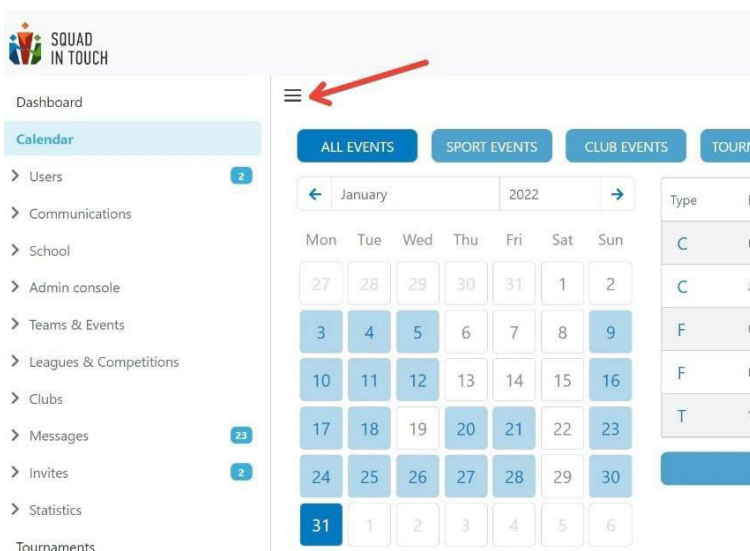
Once you have logged into your account you will see a **Calendar** page with a left-hand menu allowing you to access all the features of your workspace.



The screenshot shows the SQUAD IN TOUCH school workspace interface. On the left is a navigation menu with items like Users, Communications, School, Admin console, Teams & Events, Leagues & Competitions, Clubs, Messages, Invites, Statistics, Tournaments, and Waiting list. Some items have dynamic counters (e.g., 2, 23, 2). The main area displays a calendar for January 2022 and a table of events.

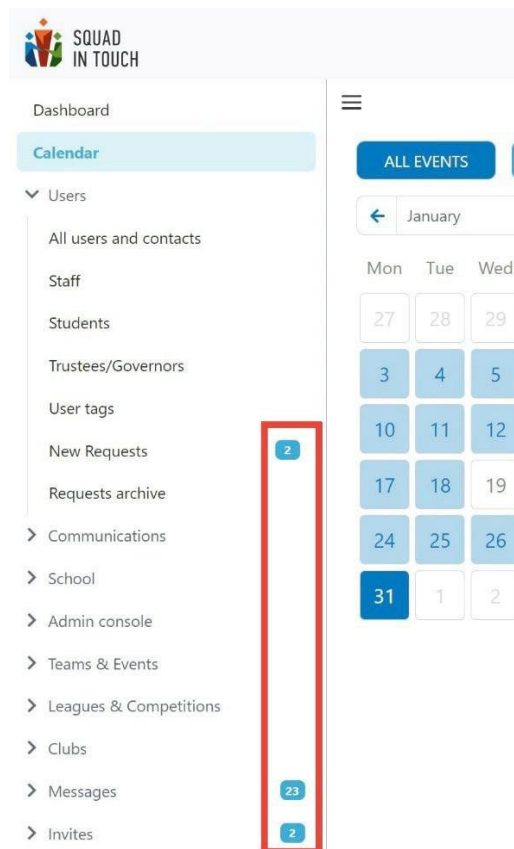
Type	Event	Start time	Status	Result
C	Hockey Club	15:00	Accepted	View details
C	Junior Girls Football Club	15:15	Accepted	View details
F	U11 Girls Hockey v Beare Green School (County Cup)	15:20	Accepted	No results yet
F	Basketball Y9/Y10 Boys House Competition	15:30	Accepted	No results yet
T	The Dales U14 Boys Football	09:30	-	Coming soon

You can manage the menu visibility using the “**burger**” button right to the menu.



This screenshot is similar to the previous one but includes a red arrow pointing to the “burger” button (three horizontal lines) located to the right of the navigation menu, used for managing menu visibility.

Some of the menu items may contain dynamic counters that show there are system events requiring your attention (new user role requests, messages from parents or students, fixture invitations from other schools or tournament invitations from ISA Sport or your area (or any other association / SSP etc. your school may a member of).



Calendar

The **Calendar** view enables you to see your school full events schedule provided they had been added to Squad In Touch. The events are marked so that you can easily identify their type:

- **F** – fixtures – include inter-school events your school takes part in as well as house competitions and intra-school fixtures you have added to the calendar;
- **C** – after school club / extracurricular activities sessions;
- **T** – tournaments and tournament events.

You can filter by event type using the quick filter buttons above the Calendar. By default, all the events are displayed for the current date. You can move between the date via selecting the day you need and use the month and year selector for accessing events in the past or future.

You can see all the tournaments your school has been added as a participant to on your school **Calendar**. Once tournament organisers have added tournament events they will also be visible on your calendar (only events your school has been added to. So, if your school is taking part in a Cross-Country competition and you are only participating in Y4-Y6 girls events it will normally be taken into account by the organisers when adding events and you will only see the relevant events on your **Calendar**).

Please be aware that only tournaments your school has been added to as a participant are shown on your Calendar view. You won't be able to see the tournaments you have been added to the waiting list for from there. To access the list of the tournaments you have been added to the waiting list for, you will need to use the Waiting list menu item.

Also, you will not be able to see events you have been invited to take part in by other school unless you have accepted their invitation.

You will find more details in the further sections of this Guide below.

Users

The **Users** menu item is used for accessing the list of all **Staff members**, **Parents** and **Students** added to your school account.

The screenshot shows the 'Users' menu on the left, with 'Students' highlighted. The main area displays a table of users with the following columns: Name, Surname, Form, Age, House, Gender, and Birthday. The table contains 8 rows of student data.

Name	Surname	Form	Age	House	Gender	Birthday
John	Atherton	Year 6	Y6	Platinum	Male	10-09-2007
David	Bailey	5A	Y5	Stanley	Male	10-09-2006
Christopher	Beedle	A5	Y5	Hawkins	Male	10-09-2004
John	Butterworth	Year 8	Y8	Platinum	Male	10-09-2003
Bryan	Cheshire	3G	Y3	Stanley	Male	10-09-2008
Julian	Coghlan	5D	Y5	Willfrieds	Male	10-09-2006
Darren	Cornforth	6T	Y6	Willfrieds	Male	10-09-2005

You can find the description of all items in the Users section below. Please be aware that the set of actions available for you is based on your school subscription level.

- All users and contacts** – from here you are able to view all users on your school account, as well as search them by a number of criteria (name, surname, email, role, etc.). You can use this section for selecting users to send them a message via email, texts or instant notifications.

The screenshot shows the 'All users and contacts' section. It features a search bar and a table with columns: Name, Surname, Email, Phone, Role, Status, and Tag. The 'Role' column has a dropdown menu with options: Admin, Manager, Teacher. The 'Status' column has a dropdown menu with options: Active, Inactive, Removed. The 'Tag' column has a dropdown menu with options: Extended school, French trip 2020, Hosting Foreign Exchange Students. There are also 'APPLY FILTER' and 'CLEAR FILTER' buttons at the bottom.

You can also use the list of all users to assign and remove user tags and grant and revoke their access. All the actions available to perform with a selected user record can be accessed via the **ACTIONS** button.



- **Staff** – this list contains all the users that have a School Admin, Manager, Teacher or Coach role within your school. By selecting a user you can view their details as well as perform a number of actions including sending a message, assigning / deleting form/house, adding / removing tags and managing their access.



Summary		Roles
Name	Hannah	
Surname	Cluttons	
Gender	Female	
Date of birth	1978-12-21	
Email	info@squadintouch.com	
Phone	+44999999998	
Roles	Parent Teacher Manager Coach Admin	

- **Students** – this list contains all the students added to your school account. By selecting a student you can view their details as well as perform a number of actions including changing their details, sending a message, adding / removing user tags, etc. You will find more details about maintaining your student list up to date in the [KEEPING YOUR STUDENT LIST UP TO DATE](#) section of this Guide.

	Surname	Form	Age	House	Gender	Birthday	Tag
<input type="checkbox"/>	Atherton	Year 6	Y6	Platinum	Male	10-09-2007	
<input type="checkbox"/>	David Bailey	5A	Y5	Stanley	Male	10-09-2006	
<input type="checkbox"/>	Christopher Beedle	A5	Y5	Hawkins	Male	10-09-2004	
<input type="checkbox"/>	John Butterworth	Year 8	Y8	Platinum	Male	10-09-2003	
<input type="checkbox"/>	Brian Cheshire	2C	Y3	Stanley	Male	10-09-2008	

Summary Next of kin

EDIT

Name	John
Surname	Atherton
Gender	Male
Date of birth	10-09-2007
Form	Year 6
House	Platinum

- **Trustees/Governors** – this list allows you to manage your school users that have a **Trustee / Governor** role, select them for sending messages and notifications, assign and remove tags, etc.
- **User tags** – you can use custom tags to add extra filtering criteria to your school user lists.
- **New requests** – this is the list of new user role requests. Any incoming role requests that are sent to your school by your colleagues or parents/students will come into this folder.

Date	Name	Surname	Phone	Email	Role	Comment	Sports
<input type="checkbox"/>	31-01-2022	Hannah Cluttons	+44999999998	info@squadintouch.com	Coach		Football
<input type="checkbox"/>	31-01-2022	Samuel Clutton	+447580999999	s.clutton1967@gmail.com	Parent	Request to be parent of [Joshua Clutton]	

ACTIONS

- Accept request
- Accept and merge request
- Reject request

You can manage incoming role requests by selecting a particular request and clicking the **ACTIONS** button.

	Surname	Phone	Email
<input type="checkbox"/>	Cluttons	+44999999998	info@squadintouch.com
<input checked="" type="checkbox"/>	31-01-2022 Samuel Clutton	+447580999999	s.clutton1967@gmail.com

ACTIONS

- Accept request
- Accept and merge request
- Reject request

- **Requests archive** – this is the list of all processed role requests, both accepted and rejected.

Communications

The **Communications** section allows you to manage school newsletters, group and individual messages, notifications and school news that are displayed on your school Squad In Touch website and on users' mobile app.

School

The **School** tab allows you to manage your school forms, houses and venues lists.

Forms

Your school forms need to be added to the platform as your students are linked to age groups through them. You can use a single form for a whole group with a relevant name (for instance, Year 6, Year 7 etc.) if you would like although this will not allow you to filter your students by their exact form when selecting them for taking part in tournaments or fixtures/clubs. See more details in the [KEEPING YOUR STUDENT LIST UP TO DATE](#) section of this Guide.

	Name	Age Group
<input type="checkbox"/>	3A	Y3
<input type="checkbox"/>	3J	Y3
<input type="checkbox"/>	3S	Y3
<input type="checkbox"/>	4B	Y4
<input type="checkbox"/>	4M	Y4
<input type="checkbox"/>	4W	Y4
<input type="checkbox"/>	5A	Y5
<input type="checkbox"/>	5D	Y5
<input type="checkbox"/>	5F	Y5
<input type="checkbox"/>	6A	Y6

You do not need to manually keep your forms up to date if you have MIS integration included in your subscription. Your forms will be updated automatically on daily basis.

Houses

Houses are not mandatory although if your school has a house system we recommend they are added onto the platform. Houses are used for arranging inter-house competitions and can also serve as an extra filtering criteria when searching students for selecting them to take part in the tournaments and fixtures/clubs.

The screenshot displays the 'Houses' management interface. On the left is a navigation menu with 'Houses' highlighted under the 'School' section. The main area features a table with the following data:

	Name	Description	Colours
<input checked="" type="checkbox"/>	Hawkins		Red, Pink
<input type="checkbox"/>	Platinum		Blue, Purple
<input type="checkbox"/>	Stanley		Yellow, Orange
<input type="checkbox"/>	Willfrieds		Green, Grey

Below the table is an 'EDIT' section for the selected 'Hawkins' house, with fields for Name, Description, and Colours.

You do not need to manually keep your houses up to date if you have MIS integration included in your subscription. Your forms will be updated automatically on daily basis.

Venues

The **Venues** tab contains the list of places your sports fixtures and club / extracurricular activities sessions may take place at. You can add as many venues as you need; you then will be able to select them when creating your events, fixtures and clubs.

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

The screenshot shows the 'Create venue' button highlighted in a red box within the 'ACTIONS' dropdown menu. Below the menu is a table of existing venues:

<input type="checkbox"/>	The Dales Swimming Pool
<input type="checkbox"/>	The Dales Arena
<input type="checkbox"/>	Virtually

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.

You can tick a **Home venue** box: if such a venue is selected in the event then auto-generated event name will be marked as a **Home event**.

New venue

Name ?

Home venue ?

Postcode ?

BD23 0AB

Admin console

The Admin console tab is intended for managing your school basic settings, including address, description, main school gallery, list of favourite sports, notification settings, payment accounts, etc.

SQUAD IN TOUCH

Dashboard

Calendar

- > Users 34
- > Communications
- > School
- Admin console**
 - School settings
 - Activities/Sports
 - Subscriptions
 - Notification settings
 - Payment accounts
 - Integrations
- > Teams & Events
- > Leagues & Competitions

ALL EVENTS | SPORT EVENTS | CLUB EVENTS | TOURNAMENT EVENTS | TOURNAMENTS

February 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

Type	Event
C	Notification test 3 (2022)
C	Notification test 4 (2022)

Teams & Events

The **Teams** tab contains the list of all your pre-set teams as well as tools for managing them.

Sport	Name	Description	Age	
<input type="checkbox"/>	Rounders	U10C	Y5 Rounders Team (C5)-1	Y3
<input type="checkbox"/>	Rounders	U11A	Y6 Rounders Team (A5)	Y4
<input type="checkbox"/>	Rounders	U11B	Y6 Rounders Team (B5)	Y6
<input type="checkbox"/>	Rounders	U11C	Y6 Rounders Team (C5)	Y6
<input type="checkbox"/>	Rounders	U12A	Y7 Rounders Team (A5)	Y7
<input type="checkbox"/>	Rounders	U12B	Y7 Rounders Team (B5)	Y7
<input type="checkbox"/>	Rounders	U12C	Y7 Rounders Team (C5)	Y7
<input type="checkbox"/>	Rounders	U13A	Y8 Rounders Team (A5)	Y8

The **All events** tab displays a list view of all events existing on your school account. There is a vast number of filtering criteria to help you find any event quickly and easily.

Event	Start time	Finish time	Type	Kind	Status
<input type="checkbox"/> Football U10A v Beare Green School (A)	19-10-2016 14:30	19-10-2016 14:30	Fixture	Inter-schools	Accepted
<input type="checkbox"/> Football U11A v Beare Green School (H)	19-10-2016 14:30	19-10-2016 14:30	Fixture	House	Finished
<input type="checkbox"/> Football U11B v Beare Green School (H)	19-10-2016 14:30	19-10-2016 14:30	Fixture	Internal	Rejected

Leagues & Competitions

The **Leagues and Competitions** tab is used for setting up house and team leagues, arranging sports days, organising virtual challenges across your school, etc.

Clubs

The **Clubs** tab is used for managing your after-school clubs and activities, enabling online booking for parents and students, setting up registers and much more.

Messages

The **Messages** tab contains all the messages received and sent by your school including parental consent, availability reports, absence requests etc.

Tournament participation confirmation requests are also shown there, you can find more about them in the [MANAGING TOURNAMENT PARTICIPATION CONFIRMATION REQUESTS](#) section of this Guide.

Invites

The **Invites** tab contains all the invitations your school receives from other schools and tournament organisers as well as those you are sending to other schools inviting them for fixtures.

You can learn more about the tournament invites and managing them in the [BOOKING ONTO THE TOURNAMENT VIA ACCEPTING A TOURNAMENT INVITATION](#) section of this Guide.

Statistics

The **Statistics** tab contains a number of reports you can generate from the platform.

Tournaments

The **Tournaments** tab contains the full list of all tournaments your schools has been added to as a participant. Please refer to the [MANAGING YOUR TOURNAMENTS](#) section of this Guide.

Waiting list

The **Waiting list** tab contains all of the future tournaments your school has been added to the waiting list for. Please be aware that only future tournaments are shown on the **Waiting list** tab; you won't be able to find any of the past tournaments you had been added to the waiting list for there.

The screenshot shows the 'Waiting list' tab in the SQUAD IN TOUCH application. The sidebar on the left contains navigation options: Dashboard, Calendar, Users (2), Communications, School, Admin console, Teams & Events, Leagues & Competitions, Clubs, Messages (24), Invites (1), Statistics, and Tournaments. The 'Waiting list' option is highlighted. The main content area shows a table with the following data:

Name	Season	Sport	Venue	Start	End
<input type="checkbox"/> Dales North Cross-Country 2021/2022	2021/2022	Cross-Country	AB10 1AP, Ashville College	09-02-2022 09:30	09-02-2022 17:00

Once your school has been moved to the participants list by the tournament organisers, the relevant tournament will be removed from the **Waiting list** tab and will be shown on the **Tournaments** tab of your school workspace instead.

Booking onto the tournament

Being a member of ISA your school should normally be eligible for taking part in ISA National and Area competitions. Please be aware that availability of tournaments may be limited depending on your ISA membership level; please, if you have any questions regarding these limitations, discuss it with ISA Headquarters.

You can book onto the tournament either via the relevant booking website or by accepting a tournament invitation received from ISA Sport or your area sports coordinators.

Booking onto the event via booking website

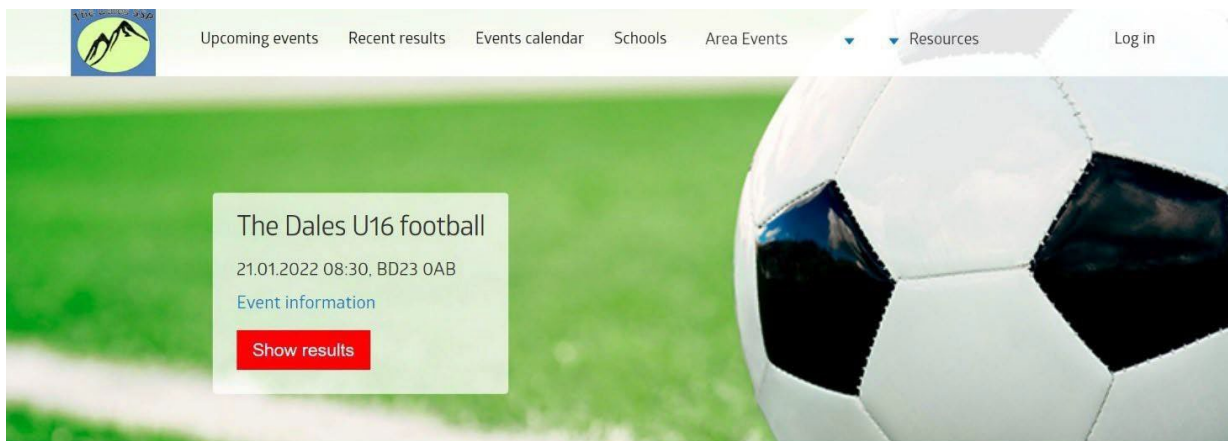
Once tournament organisers have enabled online entries the tournament becomes available for booking onto through the National/Area booking website.

Booking onto National events usually open in three stages:

- **Autumn term competitions** – bookings open in May;
- **Spring term competitions** – booking open in September;
- **Summer term competitions** – bookings open in January.

Areas normally have their own schedule of opening entries. Please check your area websites regularly so that you school does not miss out for any events.

You can find the links to the booking websites both for National and area events in the **YOUR ROLES AND PERMISSIONS** section of this Guide.



Upcoming events

 <p>The Dales U13 Netball - Regional Cup</p> <p>Wednesday 16 February 2022, 09:30 am - 05:30 pm</p> <p>Event information</p>	 <p>BOOK ONLINE</p> <p>U12 Girls Hockey Tournament 2021/2022</p> <p>Monday 21 February 2022, 08:00 am - 05:00 pm</p> <p>Event information</p>	 <p>The Dales National Swimming 2021/2022</p> <p>Thursday 24 March 2022, 11:00 am - 04:30 pm</p> <p>Event information</p>
---	---	---

If a tournament is open for booking you will see a clear **BOOK ONLINE** button on the tournament card. If the **BOOK ONLINE** button is not shown it means that entries either have not started yet, or booking has been closed by the organisers. It may also mean that the organisers decided not to use online booking option for this tournament (for instance, if it is an event requiring qualification rather than being an open competition).

Before booking we recommend that you click the **Event information** link as it may contain a lot of useful details and documents. The **Event information** form also displays how many spaces are still available (if any). If all spaces are already taken you will still be able to book onto the tournament but will get onto the waiting list.

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

The screenshot shows a tournament details form for 'ISA U15 Girls Hockey 2021/2022'. The form includes the following information:

- Date:** Wednesday 9 February 2022 10:30 am - 04:00 pm
- Venue:** Lee Valley, London Olympic Park Pitch 01 (E20 3AD) View map
- Gender:** Girls
- Age groups:** U15
- Organizers:** ISA Sport
- Email:** isasport@isaschools.org.uk
- National Governing Bodies:** (Click on logo for website and further information) ENGLAND HOCKEY
- BOOK ONLINE** button
- Spaces Remaining:** 0
- Entries close:** Wednesday 2 February 2022
- Information Documents:** Attachments: [U15 Girls 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

When you click the **BOOK ONLINE** button you are forwarded to the log in page. You may be required to enter your email address and password. Once you have passed authentication you will be able to select a role (if you have several roles on Squad in Touch).

The screenshot shows the 'SQUAD IN TOUCH' login page. It features the 'SQUAD IN TOUCH' logo and a 'Select role:' dropdown menu. The dropdown menu is open, showing three options: 'ADMIN RUSS HILL SCHOOL', 'ADMIN THE DALES SSP - NORTH', and 'PARENT'.

It is important to select your **School Admin role** so that you can book your school onto the chosen tournament. If you occasionally select a wrong role you will see an error message.

Calendar

Children

> Messages

5



The role you are currently logged in with Squad In Touch does not allow you to book a space in the event you requested. Please select an appropriate role to continue.

SELECT ROLE

Once logged in using a correct role you are forwarded to the booking form. The booking form view depends upon the type of the tournament and also on whether the spaces are still available or not. You can find more details about booking in the [TEAM TOURNAMENT BOOKING FORM](#) and [INDIVIDUAL TOURNAMENT BOOKING FORM](#) sections below.

Booking onto the tournament via accepting a tournament invitation

You can find pending invitations for the tournaments in the **Invites > Inbox** section among other invitations.

School	Event	Start time	Venue	Status
<input type="checkbox"/> The Dales SSP	U12 Girls Hockey Tournament 2021/2022 / Hockey	21-02-2022 08:00	Away, BD23 0AB	Waiting for school response
<input type="checkbox"/> The Dales SSP	The Dales U13 Netball - Regional Cup / Netball	16-02-2022 09:30	Away, AB10 1AF, The Dales Arena	Waiting for school response
<input type="checkbox"/> The Dales SSP - North	Dales North Cross-Country 2021/2022 / Cross-Country	09-02-2022 09:30	Away, AB10 1AP, Ashville College	Waiting for school response

To accept an invitation select it on the list and click the **ACTIONS > Accept** button.

Event	Start time
<input checked="" type="checkbox"/> The Dales SSP U12 Girls Hockey Tournament 2021/2022 / Hockey	21-02-2022 08:00
<input type="checkbox"/> The Dales SSP The Dales U13 Netball - Regional Cup / Netball	16-02-2022 09:30
<input type="checkbox"/> The Dales SSP - North Dales North Cross-Country 2021/2022 / Cross-Country	09-02-2022 09:30

Summary	
School	The Dales SSP
Event	U12 Girls Hockey Tournament 2021/2022 / Hockey
Start time	21.02.2022 08:00
Venue	Away, BD23 0AB
Status	Waiting for school response

On clicking the Accept button you will be forwarded to the booking form. The booking form view depends upon the type of the tournament and also on whether the spaces are still available or not. You can find more details about booking in the [TEAM TOURNAMENT BOOKING FORM](#) and [INDIVIDUAL TOURNAMENT BOOKING FORM](#) sections below..

You can also decline the invitation if you would not like to take part in the tournament by selecting a tournament and clicking **ACTIONS > Decline**. You will be asked to confirm your action and once confirmed the invitation will be marked as **Declined** and moved to the **Archive** tab.



Any expired invitations will also go to the **Archive** tab marked as **Outdated**.

If you cannot see any of the menu items described above (for instance, the Tournaments or Invites menu items) that means you are using a role different from a School Admin role, please switch to the Admin role for your school or if you don't have one, send a role request from your profile.

Team tournament booking form

When you are booking onto a team tournament (like football, netball, hockey etc.) you are asked to specify the number of teams you are going to bring on the day.

You are about to book spaces in the tournament
U12 Girls Hockey Tournament 2021/2022

Organizer: The Dales SSP
Sport: Hockey
Start time: 21.02.2022 / 08:00
Venue: Away, BD23 0AB

Please specify the teams:
U12, Girls, 10 spaces left

0

CANCEL
BOOK SPACES

Once you have specified a number of teams you will be forwarded to the Teams tab of the tournament. When you specify one team per age it will be automatically named (for instance, U11, U14 etc.). When you specify two or more teams they will also be named automatically with the age group followed by a letter (U11A, U11B, U11C etc.). You will be able to change your team names, please see details in the [MANAGING YOUR TEAMS FOR A TEAM TOURNAMENT](#) section of this Guide below.

U12 Girls Hockey Tournament 2021/2022 / Teams

Selected: 0 FILTER DOWNLOAD AS CSV

	Name	Gender	Age
<input type="checkbox"/>	U12 A	Female	U12
<input type="checkbox"/>	U12 B	Female	U12

Tournament organisers can limit the number of teams each school can supply and normally national team competitions allow just one team per school. In this case you will see a relevant note on the booking form.

You are about to book spaces in the tournament
The Dales U13 Netball - Regional Cup

Organizer: The Dales SSP
Sport: Netball
Start time: 16.02.2022 / 09:30
Venue: Away, AB10 1AF, The Dales Arena

Please specify the teams:
U13, Girls, 8 spaces left maximum - 1 teams

0

CANCEL
BOOK SPACES

If you try to specify more teams than allowed you will see an error message and need to amend the number.

You are about to book spaces in the tournament
The Dales U13 Netball - Regional Cup
Organizer: The Dales SSP
Sport: Netball
Start time: 16.02.2022 / 09:30
Venue: Away, AB10 1AF, The Dales Arena

Please specify the teams:
U13, Girls, 8 spaces left, maximum - 1 teams

Limit exceeded

CANCEL BOOK SPACES

When all spaces are taken you can still book onto the tournament although you will be added to the waiting list. You can see more details about waiting lists in the [WAITING LIST](#) section of this guide.

You are about to book spaces in the tournament
The Dales U13 Netball - Regional Cup
Organizer: The Dales SSP
Sport: Netball
Start time: 21.02.2022 / 09:00
Venue: Away, BD23 0AB

Unfortunately, the The Dales U13 Netball - Regional Cup is completely booked. You can accept the invitation and put your school on waiting list

CANCEL ACCEPT (WAITING LIST)

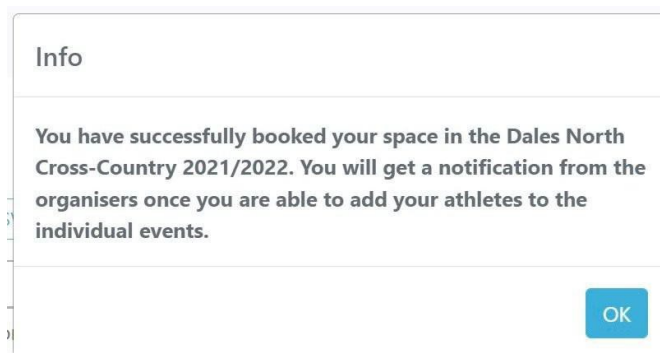
Individual tournament booking form

When you are booking onto an individual tournament (like athletics, swimming, cross-country etc.) you don't need to specify the number of teams you are going to bring on the day. Every participating school only has one team for this tournament type.

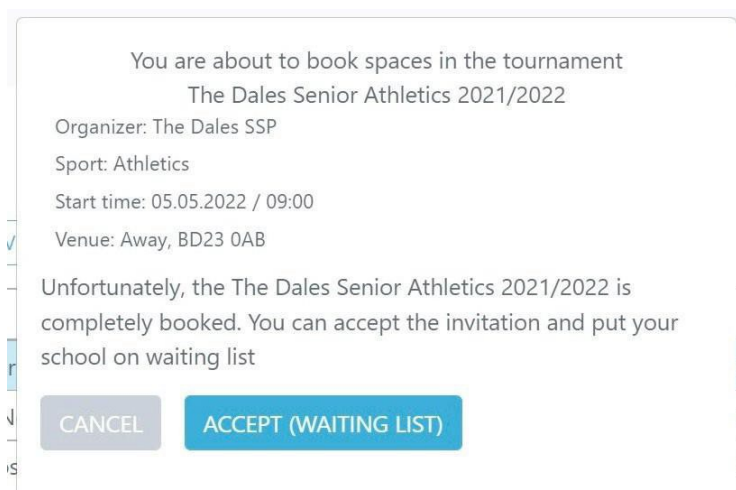
You are about to book spaces in the tournament
Dales North Cross-Country 2021/2022
Organizer: The Dales SSP - North
Sport: Cross-Country
Start time: 09.02.2022 / 09:30
Venue: Away, AB10 1AP, Ashville College

CANCEL BOOK SPACES

Once booked you will get a confirmation of having been added to the tournament. Your empty team will be created automatically at the same time.



When all spaces are taken you can still book onto the tournament although you will be added to the waiting list. You can see more details about waiting lists in the [WAITING LIST](#) section of this guide.



Managing your tournaments

You can find all the tournaments your school was added as a participant to via the **Tournaments** menu item.

The screenshot shows the SQUAD IN TOUCH interface. On the left, a navigation menu lists various options, with 'Tournaments' highlighted and a red arrow pointing to it. The main content area displays a table of tournaments. At the top of the table, there are controls for 'ACTIONS', 'Selected: 0', 'FILTER', and 'DOWNLOAD AS CSV'. The table has columns for Name, Season, Sport, Venue, Start, and End. The following table represents the data shown in the screenshot:

Name	Season	Sport	Venue	Start	End
Tournament	2017/2018	Athletics		31-05-2018 09:00	31-05-2018 18:00
Athletics 2018	2017/2018	Athletics		21-07-2018 10:00	21-07-2018 18:00
Hockey 08-08-2018	2017/2018	Hockey		08-08-2018 09:00	08-08-2018 18:00
Junior Athletics 08-08-2018	2017/2018	Athletics		08-08-2018 09:00	08-08-2018 18:00
Middle Earth Area Swimming	2018/2019	Swimming	SL4 6HN, Thames Valley Athletics Centre	26-09-2018 13:00	26-09-2018 18:00
Football test	2018/2019	Football		09-11-2018 11:15	09-11-2018 16:00
Badminton Single&Doubles Championships TEAM	2018/2019	Badminton (t)	SL4 6HN, Thames Valley Athletics Centre	03-12-2018 10:00	03-12-2018 15:00
ME Fall Athletics	2018/2019	Athletics	SL4 6HN, Thames Valley Athletics Centre	24-02-2019 12:00	24-02-2019 18:00
Girls Hockey Festival	2018/2019	Hockey	SL4 6HN, Thames Valley Athletics Centre	05-02-2019 10:00	05-02-2019 16:00
ME Senior Cross country	2018/2019	Cross-Country Running	AB10 1AL	09-02-2019 09:00	09-02-2019 13:00
U18 Boys Hockey	2018/2019	Hockey	SL4 6HN, Thames Valley Athletics Centre	16-02-2019 09:30	16-02-2019 18:00
Girls Hockey	2018/2019	Hockey	BD23 0AB	02-02-2019 09:30	02-02-2019 16:00
Hockey Tournament	2017/2018	Hockey	KW10 6RA	05-02-2018 09:30	05-02-2018 16:00

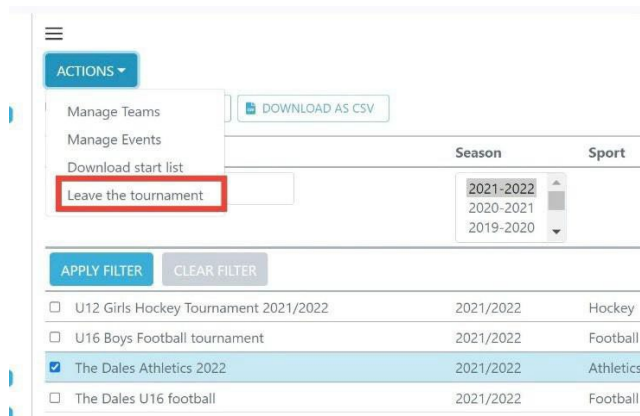
The list contains the list of all past, current and future tournaments that your school has been added as a participant to. You can search particular tournament by a number of criteria such as Season, Name, and Start date.

This screenshot shows the same interface as the previous one, but with a filter applied to the 'Season' column. The filter dropdown is set to '2021-2022'. Below the filter, there are 'APPLY FILTER' and 'CLEAR FILTER' buttons. The table below shows the results of this filter:

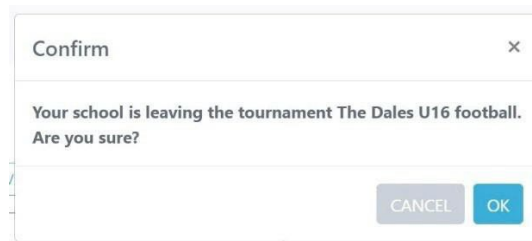
Name	Season	Sport	Venue	Start	End
U12 Girls Hockey Tournament 2021/2022	2021/2022	Hockey	BD23 0AB	21-02-2022 08:00	21-02-2022 17:00
U16 Boys Football tournament	2021/2022	Football	BD23 0AB	24-10-2021 09:30	24-10-2021 16:00
The Dales Athletics 2022	2021/2022	Athletics	BD23 0AB	23-02-2022 10:00	23-02-2022 16:30
The Dales U16 football	2021/2022	Football	BD23 0AB	21-01-2022 08:30	21-01-2022 17:00
Y2 American Football Tournament 2021/2022	2021/2022	American football	ME17 4AB	12-01-2022 15:00	12-01-2022 16:00
The Dales U14 Boys Football	2021/2022	Football	AB10 1AF, The Dales Arena	31-01-2022 09:30	31-01-2022 17:00
The Dales U13 Netball - Regional Cup	2021/2022	Netball	AB10 1AF, The Dales Arena	16-02-2022 09:30	16-02-2022 17:30

From this list you can access the tools for managing your teams and events, please refer to the [MANAGING YOUR TEAMS FOR A TEAM TOURNAMENT](#) and [MANAGING YOUR PARTICIPANTS FOR AN INDIVIDUAL TOURNAMENT](#) sections of this Guide below.

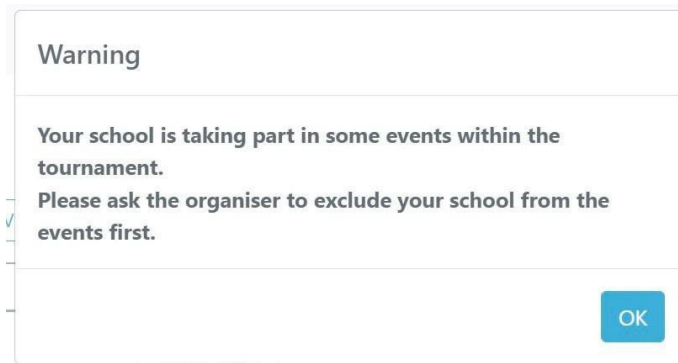
If you would like to leave any of upcoming tournaments you need to select it and click the **ACTIONS > Leave the tournament** button.



You will be asked to confirm your action and once confirmed your school will be removed from the tournament.



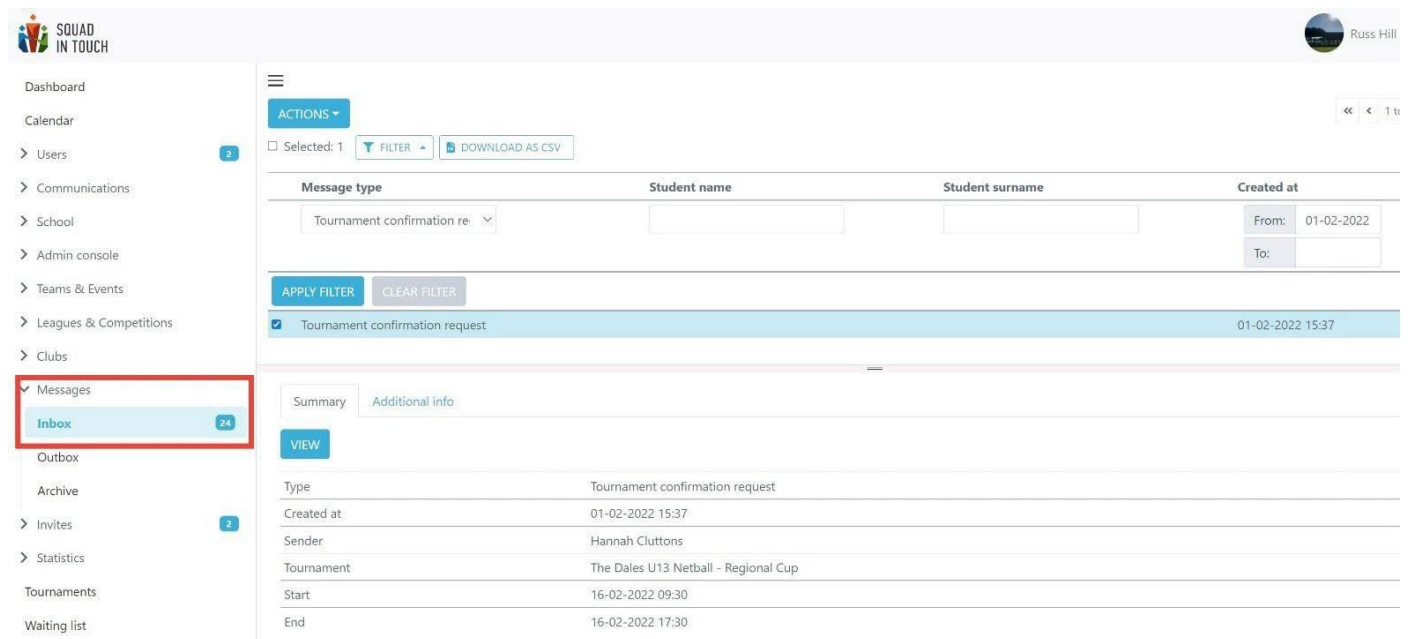
If your school has already been added to any tournament events you won't be able to leave the tournament and you will need to get in touch with the tournament organisers so that they can remove your school.



Managing tournament participation confirmation requests

Some days before the tournament you may receive a message via email or push instant notification to your mobile app saying that you have a new tournament participation confirmation request.

You can find participation confirmation requests requiring your response in the **Messages > Inbox** tab.



The screenshot shows the SQUAD IN TOUCH interface. On the left, the 'Messages' menu is expanded, and the 'Inbox' tab is highlighted with a red box. The main content area shows a list of messages. One message, 'Tournament confirmation request', is selected. Below the message list, there are tabs for 'Summary' and 'Additional info'. A blue 'VIEW' button is located below the 'Summary' tab. The message details are displayed below the 'VIEW' button.

Message type	Student name	Student surname	Created at
Tournament confirmation re			From: 01-02-2022 To:

APPLY FILTER CLEAR FILTER

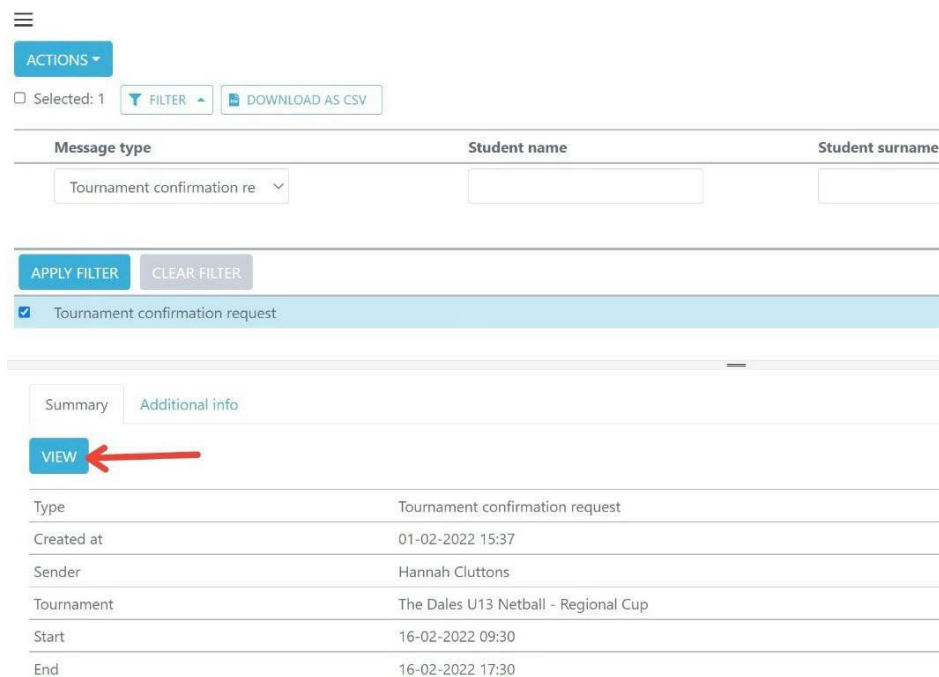
Tournament confirmation request 01-02-2022 15:37

Summary Additional info

VIEW

Type	Tournament confirmation request
Created at	01-02-2022 15:37
Sender	Hannah Cluttons
Tournament	The Dales U13 Netball - Regional Cup
Start	16-02-2022 09:30
End	16-02-2022 17:30

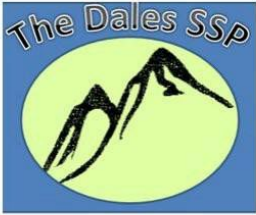
To respond click the **VIEW** button.



This is a close-up screenshot of the SQUAD IN TOUCH interface, focusing on the 'VIEW' button. The button is highlighted with a red arrow. The message details are visible below the button.

Type	Tournament confirmation request
Created at	01-02-2022 15:37
Sender	Hannah Cluttons
Tournament	The Dales U13 Netball - Regional Cup
Start	16-02-2022 09:30
End	16-02-2022 17:30

You will be forwarded to the **Confirmation request form**. To confirm your participation answer the additional questions (if any) click the **ACCEPT** button. If the tournament organisers set up mandatory questions you will not be able to click the **ACCEPT** button unless you respond them all.



School union name: The Dales SSP


Tournament: The Dales U13 Netball - Regional Cup

Start: 16.02.2022 / 09:30

End: 16.02.2022 / 17:30

Ages: Y8

Venue: AB10 1AF, Away

 [View map](#)

Please confirm your participation.

I confirm that our school will arrive at the venue before 10am (required)

Yes
▼

Schools must agree to ISA's photo policy (<https://www.isaschools.org.uk/sports/resources>) when entering the event online. Schools must highlight any children who do not wish to be photographed – Please add their names below:

CLOSE
DECLINE
ACCEPT

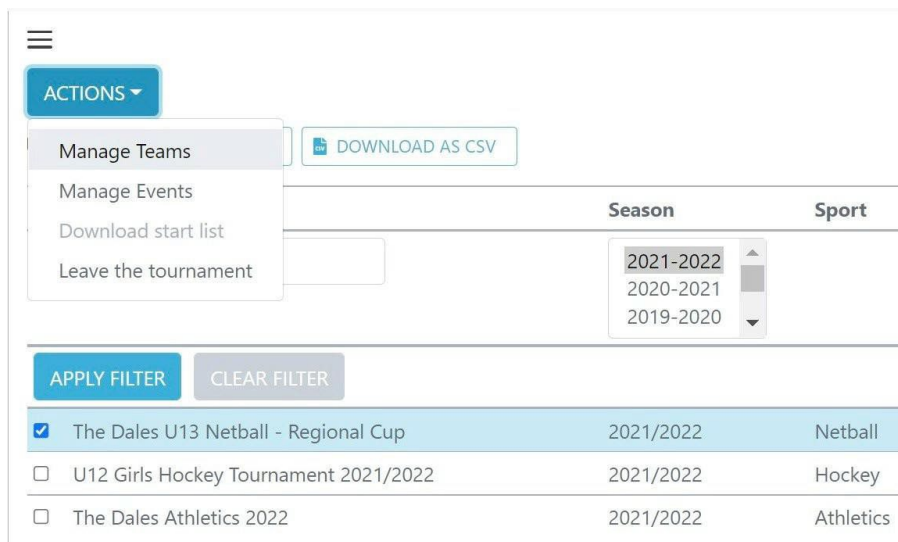
If you cannot attend the tournament for any reason you will need to click the **DECLINE** button. Please note, you will not be able to change your response. If you pressed the **DECLINE** button by mistake or need to change any field values please [get in touch with Squad In Touch support team](#) ASAP and we will do our best to help you.

Once accepted or declined the tournament confirmation request will be moved to the relevant status and placed to the **Messages > Archive** tab.

Managing your teams and participants

Managing your teams for a team tournament

Once you have booked onto the team tournament your team (or teams if you specified more than one team when booking) is created automatically. To access your teams go to the Tournaments list, select the tournament you need and then click the **ACTIONS > Manage teams** button.



The screenshot shows a dropdown menu for 'ACTIONS' with the following options: 'Manage Teams', 'Manage Events', 'Download start list', and 'Leave the tournament'. A 'DOWNLOAD AS CSV' button is also visible. Below the menu is a table with columns for 'Season' and 'Sport'. The 'Season' column has a dropdown menu with options '2021-2022', '2020-2021', and '2019-2020'. Below the table are 'APPLY FILTER' and 'CLEAR FILTER' buttons. The table contains the following data:

	Season	Sport
<input checked="" type="checkbox"/> The Dales U13 Netball - Regional Cup	2021/2022	Netball
<input type="checkbox"/> U12 Girls Hockey Tournament 2021/2022	2021/2022	Hockey
<input type="checkbox"/> The Dales Athletics 2022	2021/2022	Athletics

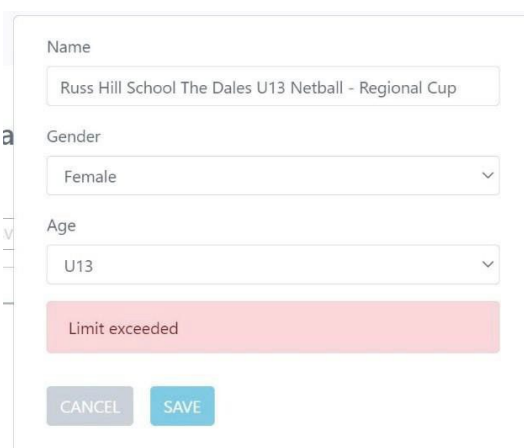
You will be forwarded to your tournament teams list.



The screenshot shows the 'Teams' page for 'The Dales U13 Netball - Regional Cup'. It includes a 'BACK' button, an 'ACTIONS' dropdown, and a 'Selected: 0' indicator. Below these are 'FILTER' and 'DOWNLOAD AS CSV' buttons. The table below has columns for 'Name', 'Gender', and 'Age'.

Name	Gender	Age
<input type="checkbox"/> U13	Female	U13

You can add a new team using the **ACTIONS > Add team** button. This is only allowed if the number of your existing teams does not exceed the limit for teams per school set by the tournament organisers, otherwise you will see an error message.



The screenshot shows the 'Add team' form with the following fields: 'Name' (Russ Hill School The Dales U13 Netball - Regional Cup), 'Gender' (Female), and 'Age' (U13). A red error message 'Limit exceeded' is displayed below the form. At the bottom are 'CANCEL' and 'SAVE' buttons.

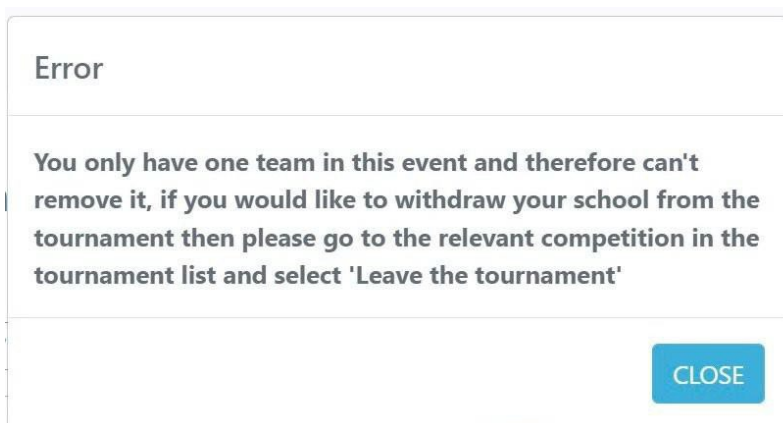
To rename an existing team select it on the list and click the **ACTIONS > Edit team** button.



Amend the team name and click the **SAVE** button.

Name: U13
Gender: Female
Age: U13
[CANCEL] [SAVE]

You are able to delete a team, although you can only do it if you only have a single team in this tournament you will not be allowed to remove it, you will need instead to leave the tournament, you can find more details about leaving the tournament in the [MANAGING YOUR TOURNAMENTS](#) section of this Guide.



Managing team players for team tournaments

It is extremely important to make sure your students are up to date before adding them to the tournament team. You can find more about how to keep your students up to date in the [KEEPING YOUR STUDENT LIST UP TO DATE](#) section of this Guide.

To manage your team players click the **ACTIONS > Edit participants** button.

← BACK The Dales U13 Netball - Regional Cup / Teams

ACTIONS

- Add team
- Edit team
- Edit participants
- Delete team

Name	Gender
U13	Female

You will be moved to the two-panel participants editor. The list of students will be filtered by the team criteria (age and gender).

← BACK The Dales U13 Netball - Regional Cup

Show younger

Team members			
Name	Surname	Form	Gender
Selected: 0			

Eligible students				
Clashes	Name	Surname	Form	Gender
<input type="checkbox"/>	Henry	Bond	Year 8	Female
<input type="checkbox"/>	Emily	Brown	Year 8	Female
<input type="checkbox"/>	Hono	Davison	8A	Female
<input type="checkbox"/>	Frances	Gunn	8C	Female
<input type="checkbox"/>	Eudora	Hall	8C	Female
<input type="checkbox"/>	Bryony	Jenkins	8C	Female
<input type="checkbox"/>	Christine	King	8A	Female
<input type="checkbox"/>	Constance	Lewis	8A	Female
<input type="checkbox"/>	Carol	Morgan	8A	Female
<input type="checkbox"/>	Carolyn	Morris	8C	Female
<input type="checkbox"/>	Deborah	Morris	Year 8	Female
<input type="checkbox"/>	Delia	Parker	8A	Female
<input type="checkbox"/>	Barbara	Rees	8A	Female
<input type="checkbox"/>	Angela	Spry	Year 8	Female
<input type="checkbox"/>	Beth	Stanley	Year 8	Female
<input type="checkbox"/>	Almeda	Taylor	8A	Female
<input type="checkbox"/>	Farah	Thomas	Year 8	Female
<input type="checkbox"/>	Eleanor	Thompson	8C	Female
<input type="checkbox"/>	Delphine	Wright	Year 8	Female
<input type="checkbox"/>	Glennis	Wright	Year 8	Female

You can additionally search students by name and surname. To add students to the team select them and click the << button.

← BACK The Dales U13 Netball - Regional Cup

Show younger

Team members			
Name	Surname	Form	Gender
Selected: 0			

Eligible students				
Clashes	Name	Surname	Form	Gender
<input type="checkbox"/>	Cherry	Bond	Year 8	
<input type="checkbox"/>	Emily	Brown	Year 8	
<input type="checkbox"/>	Fiona	Davison	8A	
<input type="checkbox"/>	Frances	Gunn	8C	
<input checked="" type="checkbox"/>	Eudora	Hall	8C	
<input type="checkbox"/>	Bryony	Jenkins	8C	
<input type="checkbox"/>	Christine	King	8A	
<input type="checkbox"/>	Constance	Lewis	8A	
<input checked="" type="checkbox"/>	Carol	Morgan	8A	
<input type="checkbox"/>	Carolyn	Morris	8C	
<input type="checkbox"/>	Deborah	Morris	Year 8	
<input type="checkbox"/>	Delia	Parker	8A	
<input checked="" type="checkbox"/>	Barbara	Rees	8A	
<input checked="" type="checkbox"/>	Angela	Spry	Year 8	
<input type="checkbox"/>	Beth	Stanley	Year 8	
<input type="checkbox"/>	Almeda	Taylor	8A	
<input type="checkbox"/>	Farah	Thomas	Year 8	
<input type="checkbox"/>	Eleanor	Thompson	8C	
<input type="checkbox"/>	Delphine	Wright	Year 8	
<input type="checkbox"/>	Glennis	Wright	Year 8	

The selected students will be moved to the left side of the form.

[-- BACK](#) The Dales U13 Netball - Regional Cup

Show younger

Team members

Selected: 0

Name	Surname	Form	Gender
Eudora	Hall	8O	Female
Carol	Morgan	8A	Female
Angela	Spray	Year 8	Female
Barbara	Rees	8A	Female

Eligible students

Selected: 0 ▼ FILTER

Clashes	Name	Surname	Form
<input type="checkbox"/>	Cherry	Bond	Year 8
<input type="checkbox"/>	Emily	Brown	Year 8
<input type="checkbox"/>	Fiona	Davison	8A
<input type="checkbox"/>	Frances	Gunn	8O
<input type="checkbox"/>	Bryony	Jenkins	8O
<input type="checkbox"/>	Christine	King	8A
<input type="checkbox"/>	Constance	Lewis	8A
<input type="checkbox"/>	Gwendolyn	Lewis	8A
<input type="checkbox"/>	Heather	Lewis	Year 8
<input type="checkbox"/>	Carolyn	Morris	8O
<input type="checkbox"/>	Deborah	Morris	Year 8
<input type="checkbox"/>	Delia	Parker	8A
<input type="checkbox"/>	Henryka	Rooke	Year 8
<input type="checkbox"/>	Beth	Stanley	Year 8
<input type="checkbox"/>	Almeda	Taylor	8A
<input type="checkbox"/>	Farah	Thomas	Year 8
<input type="checkbox"/>	Eleanor	Thompson	8O
<input type="checkbox"/>	Hayley	Watts	8O
<input type="checkbox"/>	Delphine	Wright	Year 8
<input type="checkbox"/>	Glennis	Wright	Year 8

SAVE

Once you have selected all team players click the **SAVE** button and your team will be saved. If you need to change your selection just select the team and click the **ACTIONS > Edit participants** button once again. To remove any players from the team select them on the left hand side of the form and click the **>>** button. Don't forget to save your changes.

[-- BACK](#) The Dales U13 Netball - Regional Cup

Show younger

Team members

Selected: 2


Name	Surname	Form	Gender	
<input checked="" type="checkbox"/>	Eudora	Hall	8O	Female
<input type="checkbox"/>	Carol	Morgan	8A	Female
<input checked="" type="checkbox"/>	Barbara	Rees	8A	Female
<input type="checkbox"/>	Angela	Spray	Year 8	Female

Eligible students

Selected: 0 ▼ FILTER

Clashes	Name	Surname	Form
<input type="checkbox"/>	Cherry	Bond	Year 8
<input type="checkbox"/>	Emily	Brown	Year 8
<input type="checkbox"/>	Fiona	Davison	8A
<input type="checkbox"/>	Frances	Gunn	8O
<input type="checkbox"/>	Bryony	Jenkins	8O
<input type="checkbox"/>	Christine	King	8A
<input type="checkbox"/>	Constance	Lewis	8A
<input type="checkbox"/>	Gwendolyn	Lewis	8A
<input type="checkbox"/>	Heather	Lewis	Year 8
<input type="checkbox"/>	Carolyn	Morris	8O
<input type="checkbox"/>	Deborah	Morris	Year 8
<input type="checkbox"/>	Delia	Parker	8A
<input type="checkbox"/>	Henryka	Rooke	Year 8
<input type="checkbox"/>	Beth	Stanley	Year 8
<input type="checkbox"/>	Almeda	Taylor	8A
<input type="checkbox"/>	Farah	Thomas	Year 8
<input type="checkbox"/>	Eleanor	Thompson	8O
<input type="checkbox"/>	Hayley	Watts	8O
<input type="checkbox"/>	Delphine	Wright	Year 8
<input type="checkbox"/>	Glennis	Wright	Year 8

SAVE



Provided you had added your players to the team prior to the tournament organisers have created tournament events your players will be populated on every event team sheet. If you had not added your team players before tournament events have been created or if you need to amend the team selection for one particular event or multiple events you will be able to do it any time, please refer to the [MANAGING TEAM TOURNAMENT EVENTS](#) section of this Guide.

Please be aware that if you change your team members after tournament events have been created it will not update your players on the event team sheets automatically, you will need to make changes to the events themselves as described below.

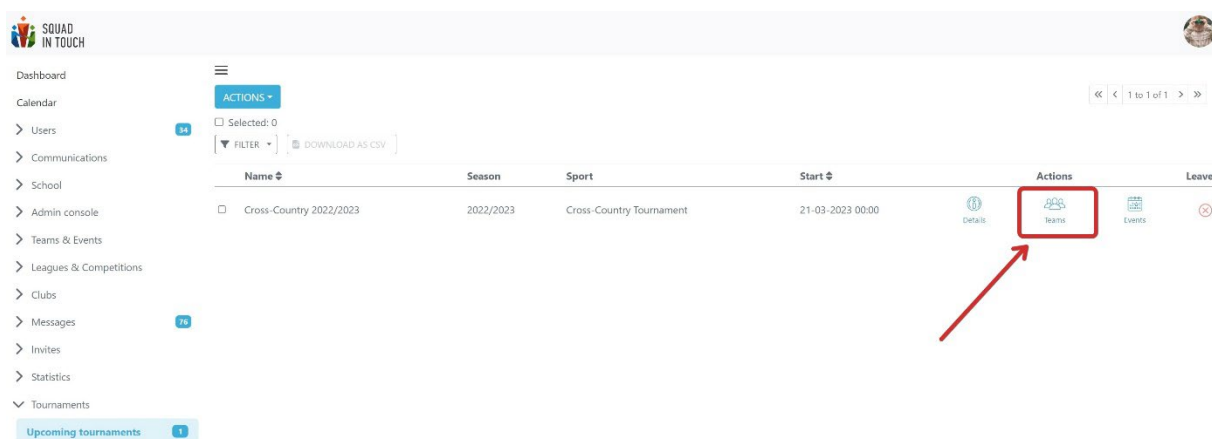
Nevertheless, we still advise that you change your team if it has changed before the tournament so that correct team players are added to the tournament events created on the day as your team proceeds to further stages of the tournament.

If the features to amend your team players are inactive that means that the tournament organisers have disabled the ability for schools to change their participants. It is normally done once the deadline for adding students has passed so if you need to make any urgent changes, please get in touch with the tournament organisers.

Managing your participants for an individual tournament

The easiest way to manage your athletes participating in the individual tournaments at the moment is to wait until the tournament organisers have added all tournament events and sent out a notification to let the school know that all is ready for adding their participants.

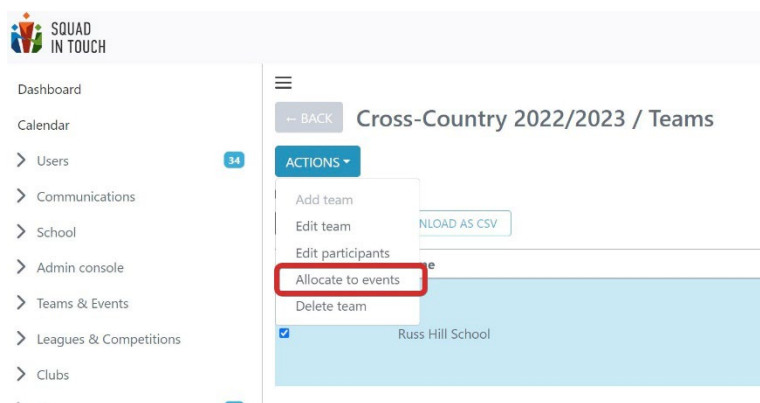
In case of an individual tournament your school will only have one team. To access your team use the relevant button on the tournament list.




You will then be transferred to the screen displaying your teams. If no teams have been created you can add a team by clicking the **Actions > Add team** button.

Adding participants to the team is identical to the process of adding team members for a team tournament. You can find more details in the [Managing team players for team tournaments](#) section of this Guide.

The easiest way to allocate your team members to particular events/races is using the relevant tool. Select your team and click the **Actions > Allocate to events** action.



You will be transferred to the list of your team members.

Use the  icon to add a student to an event. If you have multiple students taking part in the same event/race you can filter students by age/gender (for instance, filtering all Year 4 boys), select all filtered students, and then click the **Actions > Add to an event** button.

You can also add your team members to events directly from the event form or through the distribution tool. To learn more about how to add your participants to the particular tournament events please refer to the [MANAGING INDIVIDUAL TOURNAMENT EVENTS](#) section of this Guide.

Managing tournament events

Managing team tournament events

Once a draw is announced and tournament events have been created you will see them on your school account. To view events your school has been added to go to the **Tournaments** list, select the tournament and click the **ACTIONS > Manage events** button.

The screenshot shows the 'Manage Events' interface. At the top left, there is a hamburger menu icon and an 'ACTIONS' dropdown menu. The dropdown menu is open, showing options: 'Manage Teams', 'Manage Events', 'Download start list', and 'Leave the tournament'. To the right of the dropdown is a 'DOWNLOAD AS CSV' button. Below the dropdown is a table with columns: 'Season', 'Sport', 'Venue', and 'Start'. The 'Season' column has a dropdown menu with options: '2021-2022', '2020-2021', and '2019-2020'. The 'Start' column has 'From:' and 'To:' input fields. Below the table are 'APPLY FILTER' and 'CLEAR FILTER' buttons. The table contains three rows of event data:

	Season	Sport	Venue	Start
<input type="checkbox"/>	2021/2022	Hockey	BD23 0AB	21-02-2022 08:00
<input type="checkbox"/>	2021/2022	Athletics	BD23 0AB	23-02-2022 10:00
<input checked="" type="checkbox"/>	2021/2022	Netball	AB10 1AF, The Dales Arena	16-02-2022 09:30

You will be forwarded to the list of the events your school takes part in within the tournament.

The screenshot shows the event list for 'The Dales U13 Netball - Regional Cup / Events'. At the top left, there is a hamburger menu icon and a 'BACK' button. Below the 'BACK' button is the title 'The Dales U13 Netball - Regional Cup / Events'. To the right of the title is an 'ACTIONS' dropdown menu and a pagination control showing '<< < 1 to 3 of 3 > >>'. Below the title is a 'Selected: 0' indicator, a 'FILTER' dropdown, and a 'DOWNLOAD AS CSV' button. Below these is a table with columns: 'Sport', 'Event', 'Age', 'Gender', 'Group name', 'Start time', 'Status', and 'Pitch'. The table contains three rows of event data:

Sport	Event	Age	Gender	Group name	Start time	Status	Pitch
<input type="checkbox"/>	Netball U13 v Ashview School and Sixth Form (A)	U13	Female	Group A	16-02-2022 09:30	Accepted	
<input type="checkbox"/>	Netball U13 v Beare Green School (A)	U13	Female	Group A	16-02-2022 10:00	Accepted	
<input type="checkbox"/>	Netball U13 v Betchworth College (A)	U13	Female	Group A	16-02-2022 10:30	Accepted	

You can edit the list of participants for a particular event by selecting an event and clicking the **ACTIONS > Edit participants** button. The process of adding/editing your participants is identical to that described in the **MANAGING TEAM PLAYERS FOR TEAM TOURNAMENTS** section of this Guide.

The screenshot shows the 'Edit participants' interface for a specific event. At the top left, there is a hamburger menu icon and a 'BACK' button. Below the 'BACK' button is the title 'The Dales U13 Netball - Regional Cup / Events'. To the right of the title is an 'ACTIONS' dropdown menu. The dropdown menu is open, showing options: 'Edit participants', 'Update results', 'Add photo', and 'Add video'. To the right of the dropdown is a 'DOWNLOAD AS CSV' button. Below the dropdown is a table with columns: 'Sport', 'Event', 'Age', 'Gender', 'Group name', 'Start time', 'Status', and 'Pitch'. The table contains three rows of event data:

Sport	Event	Age	Gender	Group name	Start time	Status	Pitch
<input checked="" type="checkbox"/>	Netball U13 v Ashview School and Sixth Form (A)	U13	Female	Group A	16-02-2022 09:30	Accepted	
<input type="checkbox"/>	Netball U13 v Beare Green School (A)	U13	Female	Group A	16-02-2022 10:00	Accepted	
<input type="checkbox"/>	Netball U13 v Betchworth College (A)	U13	Female	Group A	16-02-2022 10:30	Accepted	

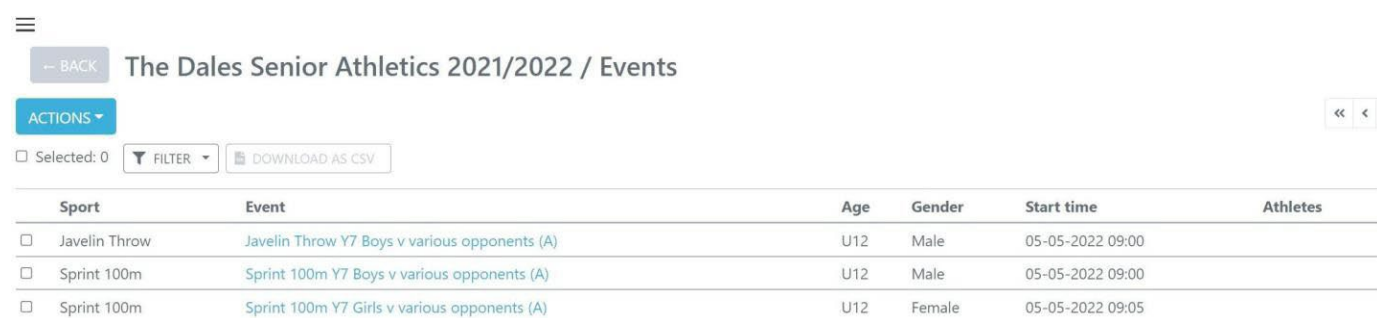
You can also add photo and video files to your events by selecting the relevant actions. The media files will be added with your school default visibility settings (either **Team members** or **Private access**), you can change them by opening an event form.

Managing individual tournament events

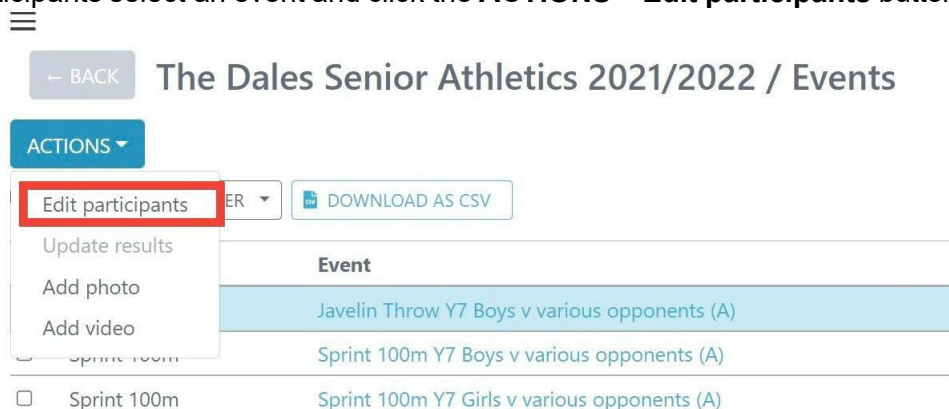
To access the list of individual tournament events your school has been added to select the **Tournaments** tab, find the tournament you need and then click the **Events** button.



You will be forwarded to the list of tournament events.



To add your participants select an event and click the **ACTIONS > Edit participants** button.



You will be forwarded to the two-panel editor with all of your eligible students shown.

Edit participants

5 May 2022 09:00
Javelin Throw Male Y7 Inter-schools

Within this section you can add participants to the event

Participants

Selected: 0

Clashes	Name	Surname	Form	House	Age	Gender

>>
CANCEL
SAVE

Eligible students

Selected: 0 FILTER

<< 1 to 20 of 45 >>

Clashes	Name	Surname	Form	House	Age	Gender
<input type="checkbox"/>	Darren	Bingham	Year 7	Platinum	Y7	Male
<input type="checkbox"/>	Gary	Coxon	7M	Hawkins	Y7	Male
<input type="checkbox"/>	Lyndon	Fisher	7M	Hawkins	Y7	Male
<input type="checkbox"/>	Jonathan	Foley	Year 7	Platinum	Y7	Male
<input type="checkbox"/>	Ian	Foster	7P	Stanley	Y7	Male
<input type="checkbox"/>	Clarence	Hall	7P	Platinum	Y7	Male
<input type="checkbox"/>	Geoff	Hubbard	7Z		Y7	Male
<input type="checkbox"/>	Clayton	Johnson	7M	Platinum	Y7	Male
<input type="checkbox"/>	John	Kerr	7P	Stanley	Y7	Male
<input type="checkbox"/>	Ellison	Lee	Year 7	Stanley	Y7	Male
<input type="checkbox"/>	Joseph	Mesiti	7M	Hawkins	Y7	Male
<input type="checkbox"/>	Ibrahim	Mohammed	Year 7	Platinum	Y7	Male
<input type="checkbox"/>	Anthony	Molloy	7P	Stanley	Y7	Male
<input type="checkbox"/>	Eric	Pettit	7M	Hawkins	Y7	Male
<input type="checkbox"/>	Hughie	Phillips	Year 7	Platinum	Y7	Male
<input type="checkbox"/>	Anton	Shaw	7P	Stanley	Y7	Male
<input type="checkbox"/>	Foster	Thompson	Year 7	Willfriesds	Y7	Male
<input type="checkbox"/>	Giles	Walker	7P	Stanley	Y7	Male
<input type="checkbox"/>	Fraley	Wilson	7P	Willfriesds	Y7	Male
<input type="checkbox"/>	Clement	Wright	7P	Stanley	Y7	Male

<<

You can use additional filters by name and surname to find students you need. Select a student and move them to the left-hand side of the editor using the << button.

Participants

Selected: 0

Clashes	Name	Surname	Form	House	Age	Gender

>>
CANCEL
SAVE

Eligible students

Selected: 1 FILTER

<< 1 to 20 of 45 >>

3A 3J 3S

Hawkins Platinum Stanley

Y4 Y5 Y6 Y7

Male Female

APPLY FILTER CLEAR FILTER

Clashes	Name	Surname	Form	House	Age	Gender
<input type="checkbox"/>	Darren	Bingham	Year 7	Platinum	Y7	Male
<input type="checkbox"/>	Gary	Coxon	7M	Hawkins	Y7	Male
<input type="checkbox"/>	Lyndon	Fisher	7M	Hawkins	Y7	Male
<input type="checkbox"/>	Jonathan	Foley	Year 7	Platinum	Y7	Male
<input type="checkbox"/>	Ian	Foster	7P	Stanley	Y7	Male
<input checked="" type="checkbox"/>	Clarence	Hall	7P	Platinum	Y7	Male
<input type="checkbox"/>	Geoff	Hubbard	7Z		Y7	Male
<input type="checkbox"/>	Clayton	Johnson	7M	Platinum	Y7	Male
<input type="checkbox"/>	John	Kerr	7P	Stanley	Y7	Male
<input type="checkbox"/>	Ellison	Lee	Year 7	Stanley	Y7	Male
<input type="checkbox"/>	Joseph	Mesiti	7M	Hawkins	Y7	Male
<input type="checkbox"/>	Ibrahim	Mohammed	Year 7	Platinum	Y7	Male
<input type="checkbox"/>	Anthony	Molloy	7P	Stanley	Y7	Male
<input type="checkbox"/>	Eric	Pettit	7M	Hawkins	Y7	Male
<input type="checkbox"/>	Hughie	Phillips	Year 7	Platinum	Y7	Male
<input type="checkbox"/>	Anton	Shaw	7P	Stanley	Y7	Male
<input type="checkbox"/>	Foster	Thompson	Year 7	Willfriesds	Y7	Male
<input type="checkbox"/>	Giles	Walker	7P	Stanley	Y7	Male
<input type="checkbox"/>	Fraley	Wilson	7P	Willfriesds	Y7	Male
<input type="checkbox"/>	Clement	Wright	7P	Stanley	Y7	Male

<<
↖

Once student(s) have been moved to the left-hand side click the SAVE button to add them to the participant list.

Edit participants

5 May 2022 09:00

Javelin Throw Male Y7 Inter-schools

Within this section you can add participants to the event

Participants						
Clashes	Name	Surname	Form	House	Age	Gender
<input checked="" type="checkbox"/>	Clarence	Hall	7P	Platinum	Y7	Male

Eligible students						
Clashes	Name	Surname	Form	House	Age	Gender
<input type="checkbox"/>			3A	Hawkins	Y7	Male
<input type="checkbox"/>			3F	Platinum	Y7	Female
<input type="checkbox"/>			3S	Stanley	Y7	Male

Eligible students						
Clashes	Name	Surname	Form	House	Age	Gender
<input type="checkbox"/>	Darren	Bingham	Year 7	Platinum	Y7	Male
<input type="checkbox"/>	Gary	Coxon	7M	Hawkins	Y7	Male
<input type="checkbox"/>	Malcom	Finds	7Z		Y7	Male
<input type="checkbox"/>	Lyndon	Fisher	7M	Hawkins	Y7	Male
<input type="checkbox"/>	Jonathan	Foley	Year 7	Platinum	Y7	Male
<input type="checkbox"/>	Ian	Foster	7P	Stanley	Y7	Male
<input type="checkbox"/>	Geoff	Hubbard	7Z		Y7	Male
<input type="checkbox"/>	Clayton	Johnson	7M	Platinum	Y7	Male
<input type="checkbox"/>	John	Kerr	7P	Stanley	Y7	Male
<input type="checkbox"/>	Ellison	Lee	Year 7	Stanley	Y7	Male
<input type="checkbox"/>	Joseph	Mesiti	7M	Hawkins	Y7	Male
<input type="checkbox"/>	Ibrahim	Mohammed	Year 7	Platinum	Y7	Male
<input type="checkbox"/>	Anthony	Molloy	7P	Stanley	Y7	Male
<input type="checkbox"/>	Eric	Pettit	7M	Hawkins	Y7	Male
<input type="checkbox"/>	Hughie	Phillips	Year 7	Platinum	Y7	Male
<input type="checkbox"/>	Anton	Shaw	7P	Stanley	Y7	Male
<input type="checkbox"/>	Foster	Thompson	Year 7	Willfries	Y7	Male
<input type="checkbox"/>	Giles	Walker	7P	Stanley	Y7	Male
<input type="checkbox"/>	Fraley	Wilson	7P	Willfries	Y7	Male
<input type="checkbox"/>	Clement	Wright	7P	Stanley	Y7	Male

CANCEL SAVE

When you are adding students to the relay events you will have to specify your team name.

Edit participants

5 May 2022 09:00

Relays (4x100 metres) Male Y7 Inter-schools

Team name:

Russ Hill School

Within this section you can add participants to the event

Participants						
Clashes	Name	Surname	Form	House	Age	Gender
<input type="checkbox"/>	Darren	Bingham	Year 7	Platinum	Y7	Male
<input type="checkbox"/>	Gary	Coxon	7M	Hawkins	Y7	Male
<input type="checkbox"/>	Lyndon	Fisher	7M	Hawkins	Y7	Male
<input type="checkbox"/>	Ian	Foster	7P	Stanley	Y7	Male

Eligible students						
Clashes	Name	Surname	Form	House	Age	Gender
<input checked="" type="checkbox"/>	Mason	Burt	7Z		Y7	Male
<input type="checkbox"/>	Malcom	Finds	7Z		Y7	Male
<input type="checkbox"/>	Jonathan	Foley	Year 7	Platinum	Y7	Male
<input checked="" type="checkbox"/>	Clarence	Hall	7P	Platinum	Y7	Male
<input type="checkbox"/>	Geoff	Hubbard	7Z		Y7	Male
<input type="checkbox"/>	Clayton	Johnson	7M	Platinum	Y7	Male
<input type="checkbox"/>	John	Kerr	7P	Stanley	Y7	Male
<input type="checkbox"/>	Ellison	Lee	Year 7	Stanley	Y7	Male
<input type="checkbox"/>	Joseph	Mesiti	7M	Hawkins	Y7	Male
<input type="checkbox"/>	Ibrahim	Mohammed	Year 7	Platinum	Y7	Male
<input type="checkbox"/>	Anthony	Molloy	7P	Stanley	Y7	Male
<input type="checkbox"/>	Martin	Patell	7M	Hawkins	Y7	Male
<input type="checkbox"/>	Eric	Pettit	7M	Hawkins	Y7	Male
<input type="checkbox"/>	Hughie	Phillips	Year 7	Platinum	Y7	Male
<input type="checkbox"/>	Martin	Shanahan	Year 7	Platinum	Y7	Male
<input type="checkbox"/>	Anton	Shaw	7P	Stanley	Y7	Male
<input type="checkbox"/>	Foster	Thompson	Year 7	Willfries	Y7	Male
<input type="checkbox"/>	Giles	Walker	7P	Stanley	Y7	Male
<input type="checkbox"/>	Fraley	Wilson	7P	Willfries	Y7	Male
<input type="checkbox"/>	Clement	Wright	7P	Stanley	Y7	Male

CANCEL SAVE

Once saved the students are shown on the Athletes column next to the relevant events.

☰

← BACK The Dales Senior Athletics 2021/2022 / Events

ACTIONS ▾

☐ Selected: 0 FILTER ▾ DOWNLOAD AS CSV

Sport	Event	Age	Gender	Start time	Athletes	Status	
<input type="checkbox"/>	Javelin Throw	Javelin Throw Y7 Boys v various opponents (A)	U12	Male	05-05-2022 09:00	Clarence Hall	Accepted
<input type="checkbox"/>	Sprint 100m	Sprint 100m Y7 Boys v various opponents (A)	U12	Male	05-05-2022 09:00		Accepted
<input type="checkbox"/>	Sprint 100m	Sprint 100m Y7 Girls v various opponents (A)	U12	Female	05-05-2022 09:05		Accepted

You can also add and update event participants through the event form as described in the [UPDATING EVENT PARTICIPANTS](#) section of this Guide.

Squad In Touch does not support the features to limit the number of students per event per school. So please, when adding your athletes to the events check the tournament organisers instructions regarding the number of students and number of events each student can take part within the tournament.

Taking part in remote / virtual competitions

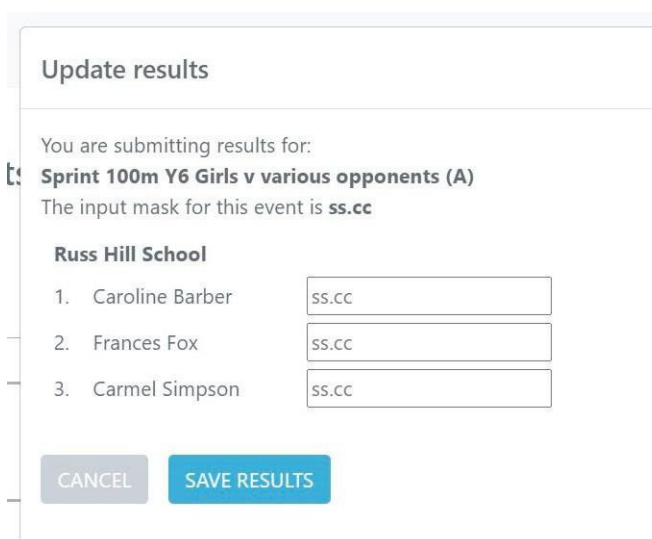
When your school is taking part in a remote or virtual competitions you are able to add your athletes results to the relevant events.

For the tournaments of this type when you access tournament events list as described in the [MANAGING INDIVIDUAL TOURNAMENT EVENTS](#) section of this Guide and select an event, the **ACTIONS > Update results** button will be enabled.



The screenshot shows a web interface for 'Athletics Summer 2021 / Events'. At the top left, there is a 'BACK' button and the page title. Below this is an 'ACTIONS' dropdown menu with options: 'Edit participants', 'Update results' (highlighted with a red box), 'Add photo', and 'Add video'. To the right of the dropdown is a 'DOWNLOAD AS CSV' button. Below the actions is a table with columns: 'Event', 'Age', 'Gender', 'Start time', 'Athletes', and 'Status'. The first row in the table is: 'Sprint 100m', 'U11', 'Female', '16-05-2021 00:00', and 'Accepted'. At the bottom of the table are 'APPLY FILTER' and 'CLEAR FILTER' buttons.

When you click it you will be forwarded to the form where you can specify your athletes' results.



The 'Update results' form displays the event name 'Sprint 100m Y6 Girls v various opponents (A)' and the input mask 'ss.cc'. It lists three athletes from 'Russ Hill School':

1. Caroline Barber
2. Frances Fox
3. Carmel Simpson

At the bottom of the form are two buttons: 'CANCEL' and 'SAVE RESULTS'.

Once saved your athletes results will be counted among others and their results and positions will be displayed on the public tournament website.

Managing event details

You can open the full event form by clicking on the event name from the tournament events list. Also, you can access a particular event from your calendar: once tournament events have been added you will see them there among other events within the day.

☰

[ALL EVENTS](#)
[SPORT EVENTS](#)
[CLUB EVENTS](#)
[TOURNAMENT EVENTS](#)
[TOURNAMENTS](#)

← February 2022 →

Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

Type	Event	Start time	Status	Result
T	Netball U13 v Ashview School and Sixth Form (A)	09:30	Accepted	No results yet
T	Netball U13 v Beare Green School (A)	10:00	Accepted	No results yet
F	U13A Girls Hockey v Beare Green School	10:00	Accepted	No results yet
T	Netball U13 v Betchworth College (A)	10:30	Accepted	No results yet
F	Girls U13 Football	18:00	Invites sent	No results yet
T	The Dales U13 Netball - Regional Cup	09:30	-	Coming soon

CREATE EVENT

To access a particular event click it on the list (either from the **Tournament > Manage events** list or from your school calendar). You will be forwarded to the event form.

☰

ACTIONS ▾

Netball U13 v Beare Green School (A)

Accepted

Netball

Start time: 16 February 2022 10:00

Finish/Collection time: 16 February 2022 10:15

Tournament name: The Dales U13 Netball - Regional Cup

Group: Group A

Years: Y8


Gender: Female

Venue: Away, AB10 1AF

Students can submit results: Off


TWEET

[Participants](#)
[Details](#)
[Positions](#)
[Jobs](#)
[Discipline](#)
[Gallery](#)
[Performance](#)
[Match report](#)
[Feed](#)
[Parental consent](#)



U13 / Russ Hill School

1	Cherry	Bond
2	Eudora	Hall
3	Christine	King
4	Carol	Morgan
5	Deborah	Morris
6	Angela	Spray
7	Farrah	Thomas



U13A Girls / Beare Green School

1	Ana	A.	GS	(C)
2	Connie	C.	GA	
3	Gwendolyn	C.	WA	
4	Diane	H.	C	
5	Claire	K.	WD	
6	Gemma	M.	GD	
7	Bernadette	P.	GK	
8	Jacqueline	W.	C	(S)

There is plenty of details you can manage on the event form including:

- Updating team players manually;
- Adding a pre-created team;
- Updating team players if the pre-selected team has been changed since it was added to the event;
- Specifying players' positions, assigning Captain (C) and Substitute (S) marks;
- Updating event details including kit notes, members of staff, departure and arrival time, etc.;
- Assigning jobs and tasks to the team players;
- Adding Discipline marks;
- Uploading photo and video;
- Specifying performance;
- Adding a match report;
- Collecting parental consent.

Updating event participants

You can update event participants manually by clicking the **ACTIONS > Edit participants** button on the event form.

Netball U13 v Beare Green School (A)

Accepted
 Netball
 Start time: 16 February 2022 10:00
 Finish/Collection time: 16 February 2022 10:15
 Tournament name: The Dales U13 Netball - Regional Cup
 Group: Group A
 Years: Y8
 Gender: Female
 Venue: Away, AB10 1AF
 Students can submit results: Off

TWEET

Participants Details Positions Jobs Discipline Gallery Performance

ACTIONS ▾

- Edit participants
- Swap with an existing team
- Update team
- Remove team

U13 / Russ Hill School

1	Fiona	Davison
2	Eudora	Hall
3	Christine	King
4	Heather	Lewis
5	Carol	Morgan
6	Barbara	Rees
7	Angela	Spray

1	Jannette	B.
2	June	F.
3	Allison	H.
4	Kate	H.
5	Valda	L.
6	Philippa	M.
7	Afroia	R.

You will be forwarded to the two-panel editor which is the same as the one described in the **MANAGING TEAM PLAYERS FOR TEAM TOURNAMENTS** section of this Guide.

You can also replace your players with a pre-set team by selecting the **ACTIONS > Swap with an existing team** button (available for team events only). You will be moved to the form where you can select a pre-set team from the list of teams matching the event criteria (sport, age and gender).

☰

U13A

U13A Y8

	Clashes	Name
No participants		

CANCEL SAVE

Once you have selected a team you will be able to see the team players and confirm your selection by clicking the **SAVE** button.

☰

U13A Y8

#	Clashes	Name	Last name	Form	House
1	●	Barbara	Rees	8A	Willfries
2	●	Christine	King	8A	Willfries
3	●	Deborah	Morris	Year 8	Platinum
4	●	Fiona	Davison	8A	Willfries
5	●	Jennifer	Berman	8A	Willfries
6	●	Kelly	Warwick	8A	Willfries
7	●	Kimberley	Smith	8A	Willfries
8	●	Kirsty	Gregory	8A	Willfries

CANCEL SAVE

You might also need to update your team players to get it aligned with an existing team if it has been changed since it has been added to the event. To update your team members in this case click the **ACTIONS > Update team** button (available for team events only). Please be aware it will not update team players in all events across the tournament, you will need to do it for each event individually.

Once a student has been added to the event this event is shown on the personalised calendar of all parents linked to that student as well as on the calendar of the student provided they have their own accounts. Whilst parents and students will see the full name of the account they are linked to they will not see the full names of team mates, but instead will either see a full first name + first letter of surname or just first letters of a first name and a surname (based on your school security settings).

Student names (according to your school security settings) will also be shown on the event form on your school public website as well as on the event form on the tournament website.

Adding players' positions

You can only specify players' positions if they have been added to the sport's settings on the platform (normally team sports).

To add positions click the **Positions** tab on the event form.

Participants Details **Positions** Attendance Discipline Jobs Performance Gallery Match report Feed Parental consent

EDIT POSITIONS

Team name: U13

#	Name	Form	Position	Captain	Sub
1	Cherry Bond	Year 8	Not selected	<input type="checkbox"/>	<input type="checkbox"/>
2	Eudora Hall	8O	Not selected	<input type="checkbox"/>	<input type="checkbox"/>
3	Christine King	8A	Not selected	<input type="checkbox"/>	<input type="checkbox"/>
4	Carol Morgan	8A	Not selected	<input type="checkbox"/>	<input type="checkbox"/>
5	Deborah Morris	Year 8	Not selected	<input type="checkbox"/>	<input type="checkbox"/>
6	Angela Spray	Year 8	Not selected	<input type="checkbox"/>	<input type="checkbox"/>
7	Farrah Thomas	Year 8	Not selected	<input type="checkbox"/>	<input type="checkbox"/>

Available positions depend on sport settings of the event. Click the **EDIT POSITIONS** button, assign positions as required and confirm the changes by clicking the **SAVE POSITIONS** button.

Participants Details **Positions** Attendance Discipline Jobs Performance Gallery Match report Feed Parental consent

SAVE POSITIONS


Team name: U13

#	Name	Form	Position	Captain	Sub
1	Cherry Bond	Year 8	GS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Eudora Hall	8O	GA	<input type="checkbox"/>	<input type="checkbox"/>
3	Christine King	8A	WA	<input type="checkbox"/>	<input type="checkbox"/>
4	Carol Morgan	8A	C	<input type="checkbox"/>	<input type="checkbox"/>
5	Deborah Morris	Year 8	WD	<input type="checkbox"/>	<input type="checkbox"/>
6	Angela Spray	Year 8	GD	<input type="checkbox"/>	<input type="checkbox"/>
7	Farrah Thomas	Year 8	GK	<input type="checkbox"/>	<input type="checkbox"/>

Assigned positions are now shown on the Participants tab of the event form.


TWEET

Participants Details Positions Attendance Discipline Jobs Performance Gallery Match report Feed Parental consent



U13 / Russ Hill School

1	Cherry Bond	GS	(C)
2	Eudora Hall	GA	
3	Christine King	WA	
4	Carol Morgan	C	
5	Deborah Morris	WD	
6	Angela Spray	GD	
7	Farrah Thomas	GK	



U13A / Beare Green School

1	Ana A.	GS	(C)
2	Connie C.	GA	
3	Gwendolyn C.	WA	
4	Diane H.	C	
5	Claire K.	WD	
6	Gemma M.	GD	
7	Bernadette P.	GK	
8	Jacqueline W.	C	(S)

Once added, positions will be shown on parents' and students' personalised calendars as well as on the event form shown on the public school website and tournament website.

Updating additional event details

You can specify event details like departure and arrival time, kit notes, comments etc. via the **Details** tab.

Participants Details Positions Jobs Discipline Gallery Performance Match report Feed Parental consent

EDIT DETAILS

Name	Netball U13 v Beare Green School (A)
Venue	Away
Event Description	
Short Event Description	
Kit notes	
Comments	
Members of staff	
Coach	
Team departs	--:--
Team returns	--:--
Meet time	--:--
Tea time	--:--
Lunch time	--:--

To change event details click the **EDIT DETAILS** button, edit required information and save changes by clicking the **SAVE** button.

Event details

Description ?



Kit notes ?



Comments ?



Coach ?

Member of staff ?

Meet time ?

Lunch time ?

Team departs ?

Tea time ?

Team returns ?

CANCEL

SAVE

For text fields (**Description**, **Kit notes**, and **Comments**) you can use **HTML editor** to highlight text, change font, add bullets and numbering, insert weblinks, etc.

Description ?

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

Sans Serif

When filling out the **Coach** field you will only be able to select from your school users with a **Coach** role. When filling out the **Member of staff** field you can select from you school users with one of the following roles: **School Admin**, **Manager** or **Teacher**. You can select multiple users for both **Coach** and **Member of staff** fields.

Once added, event details will be shown on parents' and students' personalised calendars, although they won't be available to view via the public school website or tournament website.

Assigning jobs (tasks)

For each particular event you can set up jobs for individual students as well as groups of students. To assign jobs click the **Jobs** tab on the event form.

Participants Details Positions **Jobs** Discipline Gallery Performance Match report Feed Parental consent

ADD JOB

#	Players	Job description		
1	Davison Fiona, Lewis Heather	Bring water bottles	EDIT JOB	DELETE JOB

To add a new job use the **ADD JOB** button. In the job form add its description, include student(s) responsible for this job and click the **SAVE** button to apply changes.

Create job

Description

Players

CANCEL **SAVE**

Once added, jobs will be shown on parents' and students' personalised calendars (only jobs related to particular children), although they won't be able for viewing via the public school website or tournament website.

Discipline

You can only specify discipline marks if they have been added to the sport's settings on the platform (normally team sports). Available discipline marks depend on sport settings of the event.

Click the Discipline tab to update discipline marks for your students. Click the **EDIT DISCIPLINE** button, assign numbers as required and confirm the changes by clicking the **SAVE DISCIPLINE** button.

#	Name	Discipline	Yellow card	Red card
1	Davison Fiona	Yellow card Red card	0	0
2	Hall Eudora	Yellow card Red card	0	0
3	King Christine	Yellow card Red card	0	0
4	Lewis Heather	Yellow card Red card	0	0
5	Morgan Carol	Yellow card Red card	0	0
6	Rees Barbara	Yellow card Red card	0	0

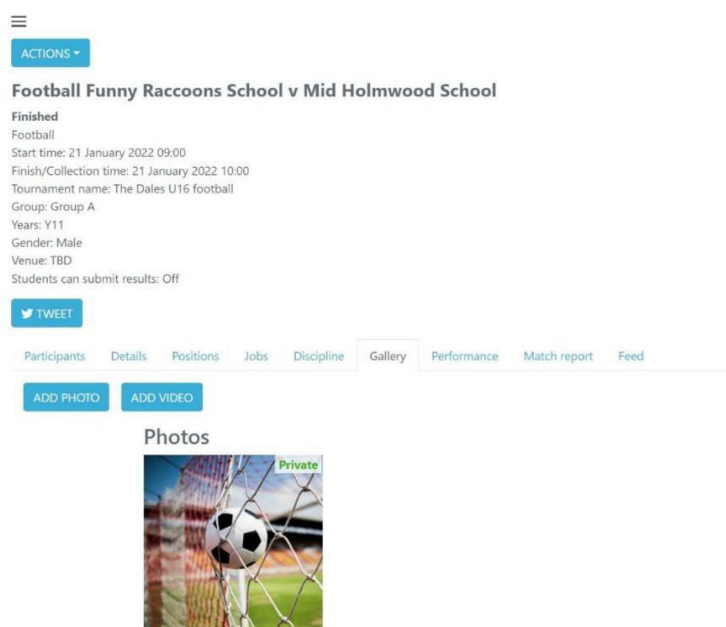
Once added, discipline marks will be shown on parents' and students' personalised calendars as well as on the event form shown on the public school website and tournament website.

Adding media to your events

You can add photo and video files to particular events. Go to the Gallery tab and then use the ADD PHOTO and ADD VIDEO buttons to add your media files.



Your media files will be added with your school default visibility settings (either Private or Team members) although you can change it to limit visibility or share it wider.



Media access pre-sets used across the platform are as follows:

- **Private** - only visible to the user who added it and staff members of school this account is linked to;
- **Team members** – visible to all students involved in the event (provided they have their own accounts), parents linked to those students and staff members of relevant schools;
- **Public** - visible to all users via the public school website and tournament website.

Specifying performance

You can only specify performance if its characteristics have been added to the sport's settings on the platform. Available performance characteristics depend on sport settings of the event.

Click the **Performance** tab to update discipline marks for your students. Click the **EDIT PERFORMANCE** button, assign numbers as required and confirm the changes by clicking the **SAVE PERFORMANCE** button.

#	Name	Performance	
1	Davison Fiona	Throwing Catching Shooting	★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★
2	Hall Eudora	Throwing Catching Shooting	★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★
3	King Christine	Throwing Catching Shooting	★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★
4	Lewis Heather	Throwing Catching Shooting	★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★
5	Morgan Carol	Throwing Catching Shooting	★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

Once added, performance will be shown on parents' and students' personalised calendars (only performance related to particular children), although it won't be available for viewing via the public school website or tournament website.

Adding match report

Click the **Match report** tab to add a match report for a particular event.

Click the **EDIT MATCH REPORT** button to add your match report. You can use the **HTML editor** to highlight text, font, insert weblinks etc. Don't forget to click the **SAVE MATCH REPORT** button to apply your changes.

SAVE MATCH REPORT



Once added, match report will be shown on parents' and students' personalised calendars as well as on the event form shown on the public school website and tournament website.

Additional event management tools

Squad In Touch provides numerous tools for you to manage your tournament events, fixtures, club sessions and other events. Some of the features include:

- Sending customised consent requests and collecting parental consent;
- Having availability reports from parents and students in one place;
- Inviting other schools for inter-school fixtures and accepting incoming invitations;
- Updating results;
- Enabling online booking onto clubs and extracurricular activities;
- Automatic notifications and custom messages;
- And much more!

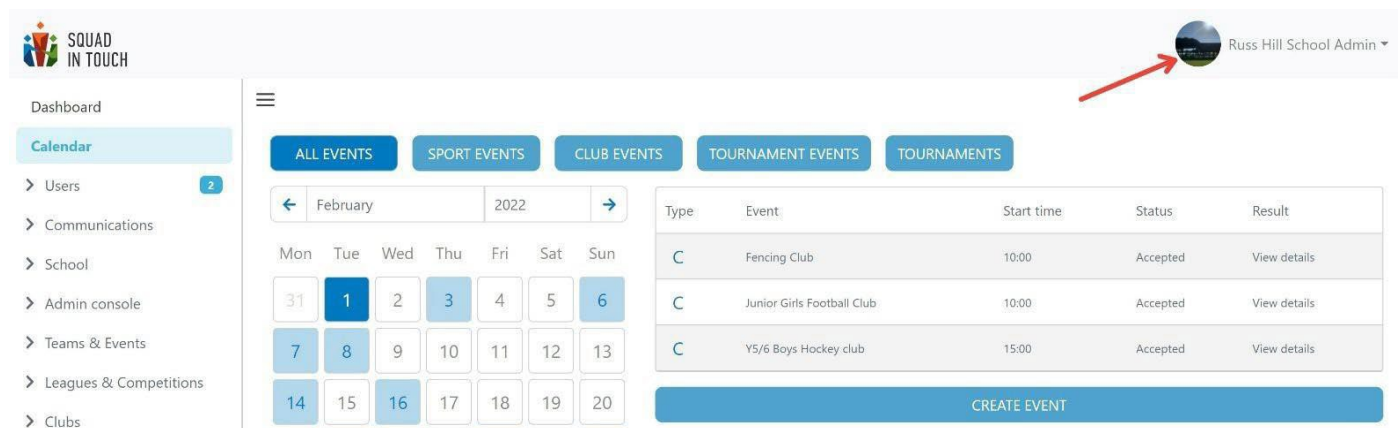
You can find more about all those features by referring to our User guides available [here](#).

Tournament notifications

As the tournament proceeds from being added to the platform to the big day of results, kids' enjoyment and achievements you may receive notifications regarding it. You receive a notification whenever:

- Your school has received a tournament invitation;
- Your school has been added to the tournament as a participant;
- Your school has been added to the waiting list for the tournament;
- There have been some changes to the tournament details your school has been added as a participant to;
- Your school has received a tournament confirmation request;
- Custom notifications when tournament organisers need to let you know something important – these may be some forms or documents requiring your attention or it is time to add your athletes to the events – whatever.

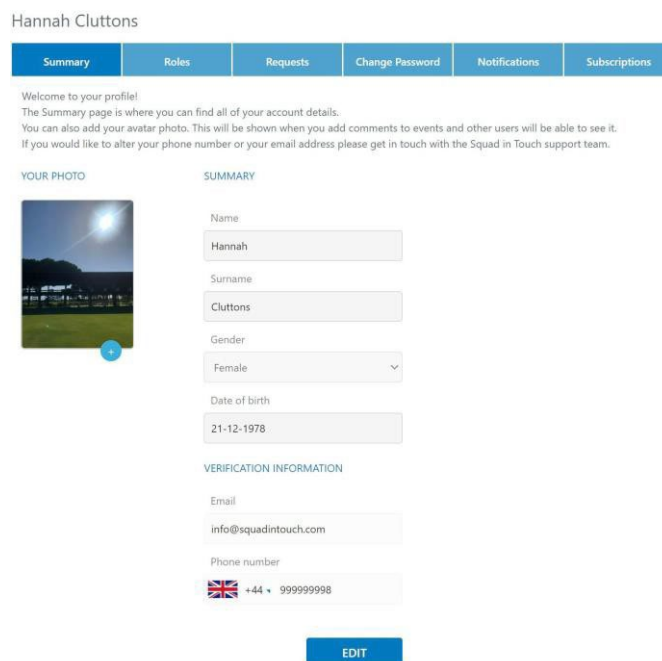
That is why it is important you receive this communication. Please make sure you have enabled notifications on your profile. Click the logo icon in the top right corner of your screen to access your profile settings.



The screenshot shows the SQUAD IN TOUCH dashboard. On the left is a navigation menu with options like Dashboard, Calendar, Users, Communications, School, Admin console, Teams & Events, Leagues & Competitions, and Clubs. The main area features a calendar for February 2022 and a table of events. A red arrow points to the user profile icon in the top right corner, labeled 'Russ Hill School Admin'.

Type	Event	Start time	Status	Result
C	Fencing Club	10:00	Accepted	View details
C	Junior Girls Football Club	10:00	Accepted	View details
C	Y5/6 Boys Hockey club	15:00	Accepted	View details

You will be forwarded to your profile settings.



The screenshot shows the user profile settings page for Hannah Cluttons. It includes tabs for Summary, Roles, Requests, Change Password, Notifications, and Subscriptions. The Summary tab is active, showing a welcome message and a form to edit profile details. There is a 'YOUR PHOTO' section with a placeholder image and a 'SUMMARY' section with fields for Name, Surname, Gender, Date of birth, Email, and Phone number. An 'EDIT' button is at the bottom.

Hannah Cluttons

Summary Roles Requests Change Password Notifications Subscriptions

Welcome to your profile!
The Summary page is where you can find all of your account details.
You can also add your avatar photo. This will be shown when you add comments to events and other users will be able to see it.
If you would like to alter your phone number or your email address please get in touch with the Squad in Touch support team.

YOUR PHOTO

SUMMARY

Name: Hannah

Surname: Cluttons

Gender: Female

Date of birth: 21-12-1978

VERIFICATION INFORMATION

Email: info@squadintouch.com

Phone number: +44 999999998

EDIT

Click the **Notifications** tab and make sure the **Email notifications** switch is turned on.

Hannah Cluttons

Summary	Roles	Requests	Change Password	Notifications	Subscriptions
---------	-------	----------	-----------------	----------------------	---------------

NOTIFICATIONS SETTING

From here you can turn on / off email and text notification.

Text notifications are only available if they have been set up on your schools account.

If you have the Squad in Touch mobile app you can manage push notification preferences on your smartphone/tablet.

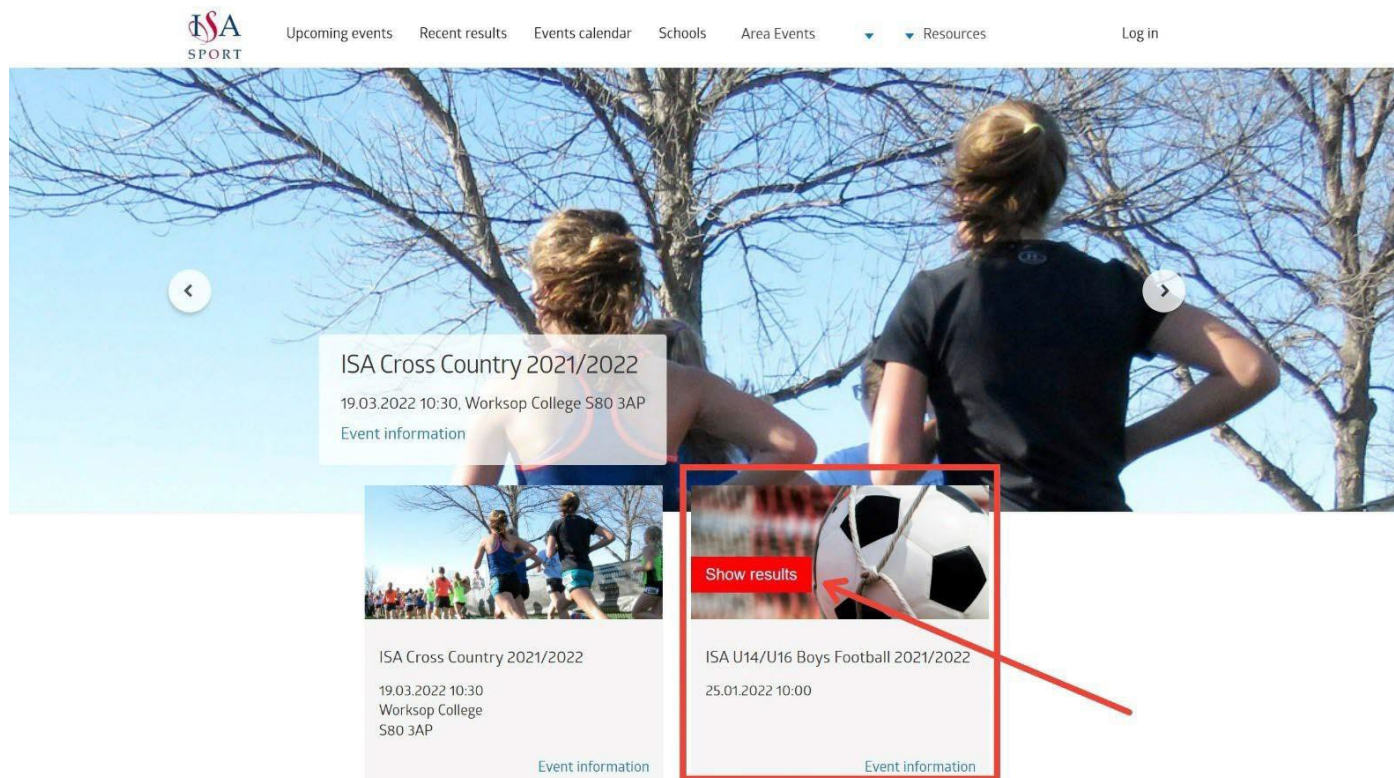
Email notifications

SAVE

If you also have **Squad In Touch mobile app** installed you can also manage your push notifications via your phone settings.

Sharing results with your school community

For the majority of ISA events there are **Tournament Websites** with results either updated on the day in live mode or post event. You can normally find the links to the tournament websites on the National or your area website. The **View Results** button on the tournament card means that the result website is enabled. If your school is taking part in the tournament you are likely to receive this link in the notifications sent by the tournament organisers.



You can share the website link with your parents, students and staff to follow the tournament and support the participants.

When results are updated on the day in live mode, there is normally a **Tournament TV** enabled to allow you to follow up the results in real time mode. Unlike the **Tournament Website** the **Tournament TV** does not need to be reloaded to get the latest results updates: it updates automatically. You can use the **Tournament TV** link to be turned on in your school reception or main hall on the day. Please be aware the **Tournament TV** is turned off once a tournament is over.

If you don't have a **Tournament TV** link you can get it by adding "tv_" to the **Tournament Website** link.

For instance, if the **Tournament Website** link is <https://isa-u11-boys-football-2021-2022.squadintouch.com>, then the **Tournament TV** link will be https://tv_isa-u11-boys-football-2021-2022.squadintouch.com

Keeping your student list up to date

Maintaining up to date students database is really important even if you only use Squad In Touch for managing your tournament participation. ISA tournament organisers require student names and dates of birth for every individual tournament your school takes part in. Student names to be printed on merchandise like hoodies or tee-shirts are also supplied via Squad In Touch.

Having all your students up to date will make your tasks related to booking onto the tournaments and managing your participation much easier and quicker.

The best and the most efficient option to always have your students up to date is MIS integration. When your subscription includes MIS integration the data is renewed on daily basis automatically with newcomers added and leavers removed.

Please feel free to [get in touch](#) to discuss MIS integration options for your school.

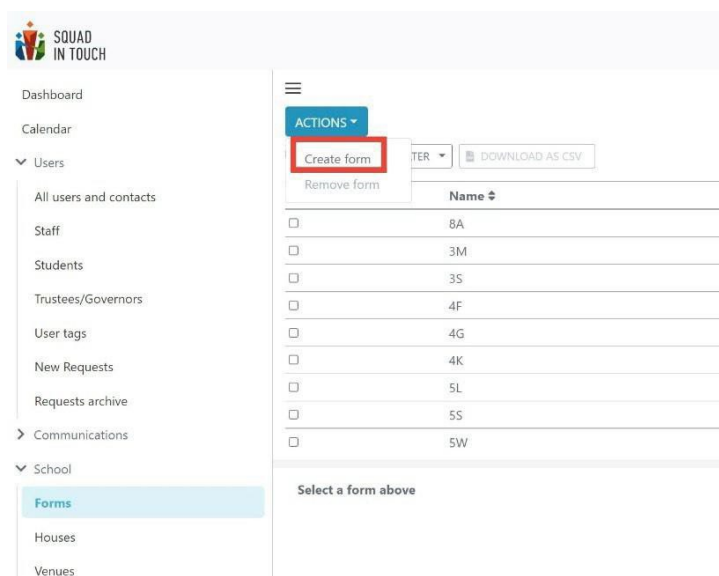
You can also maintain your students database manually. We are happy to arrange an initial data upload from a password protected spreadsheet for free whilst you will then have to manually add and remove your students.

You can select whether to keep all of your students on your school account or just add and update them prior to the tournaments your school is participating at. When you have all your students on the platform it makes is much easier to arrange selection when you are preparing for the tournament so we recommend that you maintain a full students database and keep it up to date.

Prior to adding students you need to ensure you have forms on your school account. Forms are very important as they link a student to the year group: if a student is linked to the incorrect year group you won't be able to select them for his actual year group event, should it be a tournament event, a fixture or a club. You need at least create one form per each year group your school has.

Managing forms

To create a new form go to the **School > Forms** tab and click the **ACTIONS > Create form** button.



Add form name, select the year group and click the **CREATE FORM** button to apply changes.

To edit an existing form select it on the list and click the **EDIT** button on the **Summary** tab.

To delete an existing form select it on the list and click the **ACTIONS > Remove form** button.

The platform will not allow you to remove a form that has students linked to it. You will need to remove all students before being able to delete a form.

Managing students

To add a new student you will need to go to the **Students** tab and click the **ACTIONS > Add student** button.

	Surname	Form	Age	House
<input type="checkbox"/>	Atkinson	4K	Y4	Fleming
<input type="checkbox"/>	Billard	6B	Y6	Fleming
<input type="checkbox"/>	Phil Boves	3S	Y3	Austen
<input type="checkbox"/>	Alfred Buller	5L	Y5	Austen
<input type="checkbox"/>	Angus Cardwell	5W	Y5	Bronte
<input type="checkbox"/>	Fergal Curran	3M	Y3	Fleming
<input type="checkbox"/>	Martin Dettling	4K	Y4	Fleming
<input type="checkbox"/>	David Allen	8A	Y8	Bronte
<input type="checkbox"/>	William Ashworth	4F	Y4	Kipling
<input type="checkbox"/>	John Banner	5S	Y5	Kipling
<input type="checkbox"/>	Martin Blanks	7V	Y7	Kipling
<input type="checkbox"/>	Charles Briston	4F	Y4	Kipling

Fill out the student's details and save the changes. The mandatory fields are:

- Name;
- Surname;
- Gender;
- Form
- Date of birth (not mandatory on the system but required by ISA tournament organisers).

Add student

Name ?
Izzy

Surname ?
Green

Gender ?
Female

Date of birth ?

Form ?
3M

House ?

SEN ?

PP ?

Medical information ?

When adding a new student to a form group there are only so many forms that can show in the drop down list, therefore if you cannot find it begin typing the name of your chosen form, for example 'Year 13' and it will then filter the list to find your chosen form.

To amend student details select a student on the list and click the **EDIT** button on the **Summary** tab.

Dashboard
Calendar
Users

Selected: 1 FILTER DOWNLOAD AS CSV

Name	Surname	Form	Age	House	Gender	Birthday	Tag
<input checked="" type="checkbox"/>	Philip	Atkinson	4K	Y4	Fleming	Male	10-09-2007
<input type="checkbox"/>	Scott	Billard	6B	Y6	Fleming	Male	10-09-2005

Summary Next of kin

EDIT

Name	Philip
Surname	Atkinson
Gender	Male
Date of birth	10-09-2007
Form	4K
House	Fleming
Medical information	
SEN	No
PP	No

To remove a student go to the **All users and contacts** tab, find a student and click the **Revoke role** button. This will remove the student from the platform.

Dashboard
Calendar
Users

All users and contacts

Staff
Students
Trustees/Governors
User tags
New Requests
Requests archive

ACTIONS

- Create message
- Assign tag
- Remove tag
- Add role
- Revoke role**

APPLY FILTER CLEAR FILTER

	Surname
<input checked="" type="checkbox"/>	Philip Atkinson
<input type="checkbox"/>	Scott Billard
<input type="checkbox"/>	Phil Bowes

Mass update

The easiest way to move up your students before the new academic year is to go to the School > Forms tab and change your forms one by one.

Start with the oldest age forms first. For instance, maximum age group within your school is Year 13. Go through all your Year 13 forms changing their names, for instance if you are moving up your students in Summer 2022, rename all those forms to become Year 13 – Leavers 2022.

Then move on to Year 12 groups: rename them and link them all to Year 13 – this will link all students linked to those forms to Year 13 age group.

Then move on to Year 11 etc.

Once all done your students will be linked to older groups. Then you can filter all the leavers by form name (Year 13 – Leavers 2022) on the student list, select them all at once and delete using the **Actions > Delete student(s)** button.

If you prefer us to move up your students annually or as often as you request we are happy to do it based on your password protected spreadsheets, although we keep the right to charge your school a small one-off fee for each update event.

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 booking onto ISA tournaments and managing your tournament participation. Our scope of future improvements to the platform includes some new features to make the process clearer and more streamlined for your school:

- Adding more notifications and updating current notifications content to help you 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 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.

Reports

With our new reports functionality you are able to export information around the tournaments you have entered to easily view information for a specific tournament

Tournament start list

View details of your schools entries into your chosen tournament, which students you have added to your team and who is participating in which event

To get to this report you will need to:

Go to **Tournaments > Upcoming tournaments > Select your chosen tournament > Actions > Reports > Start List**

Tournament schedule

View details of all the tournaments your school is eligible for with your participation status.

To get to this report you will need to:

Go to **Tournaments > Upcoming tournaments > Actions > Reports > Tournament schedule**

Tournament players

View details of the students you have added to the tournament team(s) and/or events/races.

To get to this report you will need to:

Go to **Tournaments > Upcoming tournaments > Select your chosen tournament > Actions > Reports > Tournament players**

Useful resources

- [Squad In Touch Knowledge Base](#) – contains detailed user guides to help you get the most of your Squad In Touch account
- Our **Support Team YouTube Channel** we add useful video guides to - <https://www.youtube.com/channel/UCz4LwidyMFzm2TxWSoHWkqg>
- Adding and amending students - <https://www.youtube.com/watch?v=V9Xww6a8z4Q>
- Booking onto the tournament - <https://www.youtube.com/watch?v=MgbVad2wC3s>
- Adding and removing event participants - <https://www.youtube.com/watch?v=3SLrTbx3Boo>



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 leader-boards;
- Limit the number of leader-board 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 leader-boards 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!**



Handbook updates

07/10/2022

Reports description added

Details on Tournament Start List Report added

09/03/2022

Details on Tournament Schedule Report added

Details of Tournament members added

Allocation to events tool description added