

## **IMPORTANT: Action Required – New Administration System for ALL school sporting events**

Dear Parents/Guardians,

We are excited to introduce our new app/web based administration system to co-ordinate all school sports events across the rest of 2018-19 and beyond. We appreciate that this will take some time for us all to get used to this new process, however, the pro's certainly outweigh the cons.

Details regarding dates of upcoming events will be available to view on the app/website but will also be communicated via posters in school. Interested pupils can take home slips along with parentmails to help us all through this transition process.

### **What is InstaTeam?**

InstaTeam is a FREE team administration app. It is available on both iPhone and android devices. Alternatively, you can sign up via the InstaTeam.net website and receive notifications via email.

### **Why do we need to change from the current process?**

By using this app we will be making the process of administrating sports event more efficient. Parents will be able to see what events are upcoming in the calendar months in advance and the 'Carpool' feature will allow parents to indicate if they can/cant offer lifts and assign children to spaces in available cars.

Currently the long process of sending out letters, waiting for responses, planning transport and sending out confirmation or cancelation letters has to be squeezed into break/ lunchtimes which mean that our PE Co-ordinator is unable to support our sports captains and playground leaders with their leadership development.

### **By using this app the benefits will be:**

- Always knowing about an opportunity for a sports event: previously children have misplaced/lost the letter or were not in school on the day that the letters were given out.
- See which other children are invited or have signed up for an event.
- Be able to use the 'carpool' feature to pledge spaces in a car, or sign your child up for a space in someone else's car.
- Upload photographs taken at the event for parents/guardians who were not able to be there to see our AK Stars in action.
- Be able to contact other parents quickly and easily
- Find out any changes to event details

### **How do I get it?**

For iPhone users:

1. Download 'InstaTeam' from the app store
2. Sign up for a Parent Account and add a child
3. When your signed in join 'Team AK – Whole School' by using the team code **TAN943**.

For android users:

1. Download 'InstaTeam' from the android
2. Sign up for a Parent Account and add a child
3. When your signed in join 'Team AK – Whole School' by using the team code **TAN943**.



For anyone else:

1. Visit [www.instateam.net](http://www.instateam.net)
2. Sign up for a Parent Account and add a child
3. When your signed in join 'Team AK – Whole School' by using the team code **TAN943**.

### What about children who have separated parents?

Multiple parents accounts can be assigned to a single child.

### What's the difference between 'Open' and 'Closed' events?

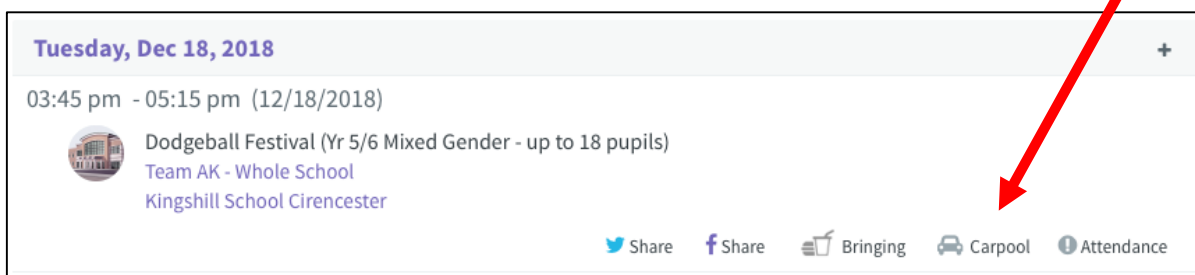
Across the school year we attend between 25-35 events. Some of these events are competitive and we are restricted to only taking one team. Often at these events, we aim to take our pupils who have the required skill set to perform their best and therefore benefit from the pressures of competition rather than be overwhelmed. In these circumstances, these events will have the status as 'Closed' and pupils picked by the school will be invited to attend through the app or an email. These events will only be able to be viewed by those invited, however, as the date of the event gets closer the event may well change from 'Closed' to 'Open' so we can fill all the available spaces or even take a 'B' or 'C' teams if we are allowed. When this happens the event will now be visible to all.

Most events we attend will always be set to open and parents can sign their children up for these events at any time. Just make sure that your child is in the required age bracket for attending the event.

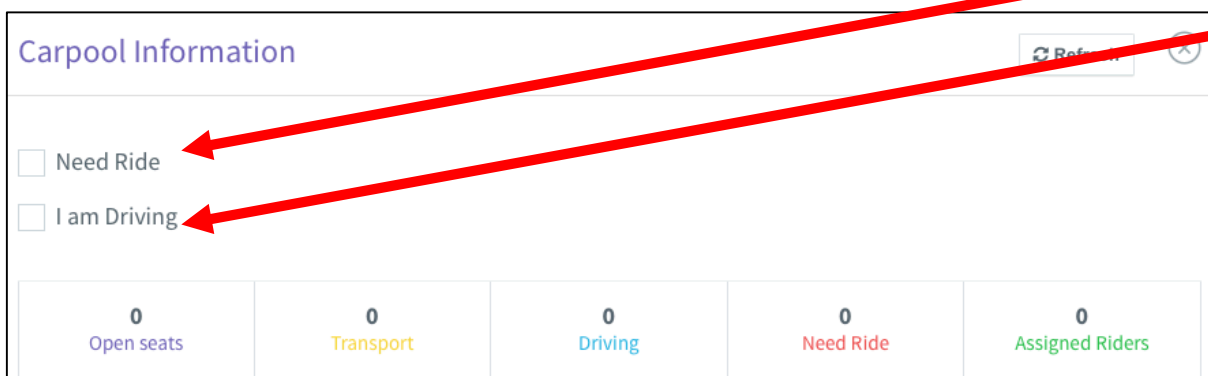
When an event clashes with something else in the school, such as: a school trip or a special visitor, a particular class may be asked not to sign up for an event. These details will be stated in the event title.

### How does the 'Carpool' Feature work?

The main reason we have decided to go with InstaTeam is because of the 'Carpool' feature. As soon as a parent has set the attendance of their child to 'Going' they will be able to **click on the small car** on the event summary screen. Here you can indicate to everyone else if you can/can't provide lifts to and from the event.



Then select 'Need Ride' or 'I am Driving'



**Carpool Information**

☐ Need Ride

☒ I am Driving

[Enter Open Seats](#)

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#### **If you can provide lifts:**

- You will be able to set the number of spaces available for pupils (Including your own attending child).
- Assign pupils who are attending but needing a lift to your car. This feature is especially useful for pupils who live near each other as the child could be dropped off to their home instead of school.

#### **If you can't provide lifts:**

- You will be able to sign up to spaces in cars when they become available. Alternatively parents who have spaces can select your child for an available space in their car.

#### **If you can only provide lifts one way:**

- You can send a group message to all the parents with children signed up to ask if anyone can do the other half of the trip and how many spaces they have. Providing someone can help the outbound parent can then click on the car and message the relevant parents to inform them of the situation.

#### **What happens if there isn't enough transport pledges to an event?**

If this is looking likely then an email will go out to the parents of all the children who are down to attend the event. This email will explain that unless the required transport is pledged then we will have to cancel the event or take one less team. We appreciate that often parents work and therefore it's difficult to provide transport. If this is often the case then any extra effort of approaching other family members for help is greatly appreciated.

#### **GDPR**

All the details entered into InstaTeam are only available to the group admin and parents can select to hide their contact details from other users.

#### **Responsibility, Insurance and Child Seats**

Parents are responsible for their own children. E.g. sending booster seats in with their child if their child is under 135cm tall.

Drivers are responsible for ensuring their vehicle is safe for the road and they have appropriate insurance. Drivers are required to sign the schools central record to declare the above responsibilities.

#### **I have unanswered questions or need help setting up my account?**

Visit [www.instateam.net](http://www.instateam.net) and click on the 'Help' page to see video walk through on creating accounts.

If this doesn't help please feel free to email Mr Tanner on [clive@icansportscoaching.co.uk](mailto:clive@icansportscoaching.co.uk) and include screen shots if at all possible

Kind regards,

Mrs Saville & Mr Tanner

Team AK

Head Teacher & PE Co-ordinator