

ESSKIA - How to set up a school

Visit <https://snowsportengland.sport80.com>

If you already have an account, sign in with your email address and password.

If it is your first time using this platform, select **create account**. *This needs to be your name and school email address*

SNOWSPORT ENGLAND

Sign in

Don't have an account? [Create account](#)

Email
claire@snowsportengland.org.uk

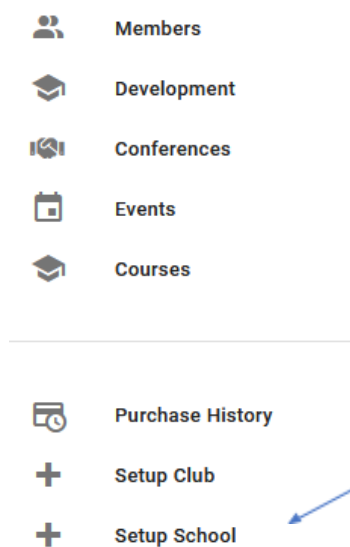
Password
●●●●●●●●

SIGN IN

[Forgot password?](#)

By continuing you are agreeing to our [Terms & Conditions](#) and [Privacy Policy](#)

Once set up, log in and navigate to Set up School



Follow the steps:

Role - click ADD

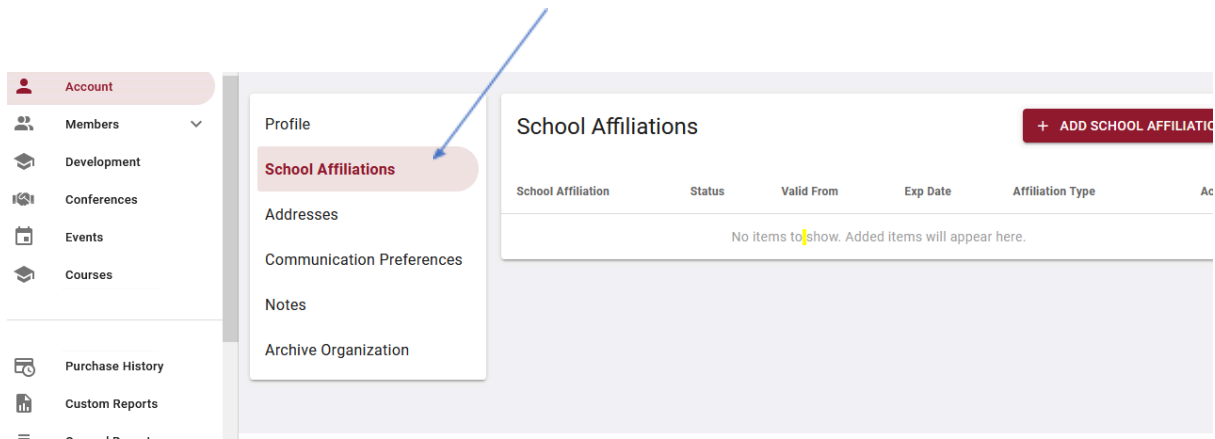
Is the Role for yourself? - Assign yourself as the Primary Contact by selecting School Super Admin. You will also need to add yourself as Teacher Contact. (If you don't, in a further step the system will tell you that you must have one of these and you must add it!) **Add any other relevant contacts.**

New School Information: - Complete the School information section, address etc

Communication preferences - Select your preference and click ADD

Once this is all completed, you will be able to navigate between the school, and your personal profile at the top left of the screen. Switch into the school to complete the process.

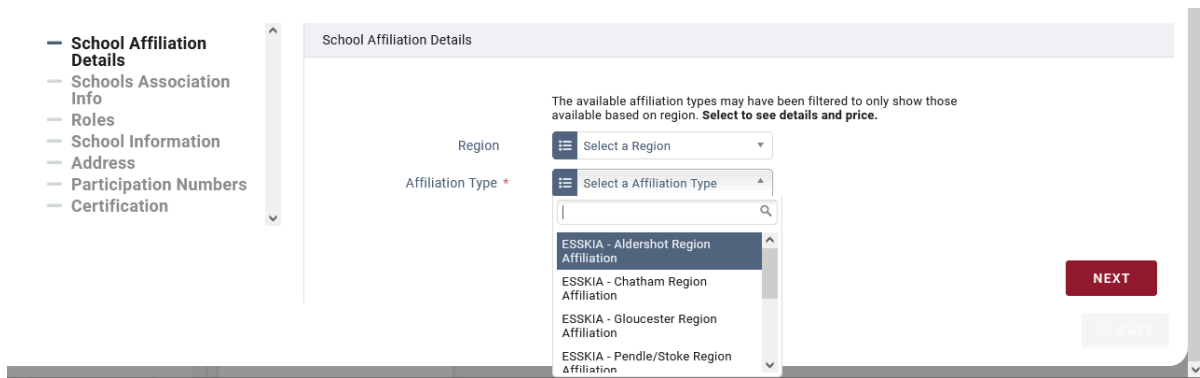
Select the Schools Affiliations tab, and add school affiliation:



In Affiliation Type – select the ESSKIA region you are affiliated to for 2021:

Please ignore the 'Region' box and go to 'Affiliation Type'.

NB Please choose the Area Qualifier that you will be attending.



Click NEXT and complete all other sections of the form.