## 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



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:

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+	Account									
•	Members	~		Profile	School Affilia	tions			+ ADD SCHOOL	AFFILIATIC
۲	Development			School Affiliations						
<b>I</b> SI	Conferences			Addresses	School Affiliation	Status	Valid From	Exp Date	Affiliation Type	Ac
	Events	Autobio			No	No items to <mark>l</mark> show. Added items will appear here.				
۲	Courses			Communication Preferences						
				Notes						
5	Purchase History			Archive Organization						
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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.

- School Affiliation Details	School Affiliation Details				
<ul> <li>Schools Association Info</li> <li>Roles</li> <li>School Information</li> <li>Address</li> <li>Participation Numbers</li> <li>Certification</li> </ul>	Region Affiliation Type *	The available affiliation types may have been filtered to only show those available based on region. Select to see details and price.	T		
		ESSKIA - Pendle/Stoke Region			

Click NEXT and complete all other sections of the form.