



QUEENS' SCHOOL

Headteacher: Jonathan Morrell BA, MA, PGCE, NPQH

Dear Parent/Guardian,

As a department we are continuing to use InstaTeam (App) to liaise with students and parents/guardians regarding the extra-curricular clubs that we run throughout the year. The aim of the app is that parents are given more notice of cancelled clubs /fixtures, awareness of when their child is selected and details of when and where fixtures are taking place.

The App can be downloaded to any smart phone or you can sign up via their website (you can find out more via the website <http://www.instateam.net/>). If your child has shown an interest in the club we ask that you either download the app or sign up via the following link <http://www.instateam.net/app/#/access/signin> or via the link on the school website using the instructions attached. We also would like your child to sign themselves up **but if you child is under 13 years old you will need to do this for them**. By signing up you will either receive a notification via the App or via email of any messages, whether it be about cancellations, results or exepeted times of return from away fixtures.

Attached are the codes that you will need to sign up and also the team mangers for each club in case you have any futher questions.

if you have any further questions please either email myself via hillcoki@queens.herts.sch.uk or by calling the department line on 01923478239.

Yours faithfully

Mrs Kirsty Hillcoat-Hyde
Head of KS3 PE
hillcoki@queens.herts.sch.uk
Tel: 01923478239



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Registered in England; Registered Number 07650609

InstaTeam codes:

Team/Club	Code
Yr 7 Netball	HLLB3P
Yr 8 Netball	HLLA98
Yr 9 Netball	HLLLCT
Year 11 Netball	HLL2BQ
Yr7 Girls BBall	PLSBYK
Yr8 Girls BBall	PLSSU2
Yr9 Girls BBall	PLSEJM
Yr10 Girls BBall	PLSEDJ
Senior Girls BBall	PLSVXG
BBall Officials	PLSE4N
Senior Boys Rugby	BARFYD
Girls Rugby	BARTQY
Yr 7 Boys Rugby	BAR65C
Yr 8 Boys Basketball	BAR2EE
Luch time cheer	DRUUP3
Queens' of Herts Cheer	DRUY3S
Gymnastics	DRUUNF
Year 10 Netball	DRUB6R
Yr11 Boys basketball	HPWMGD
U13 GIRLS FBALL	HPW2A7
YR7 BOYS BBALL	HPWWGG
U16 Girls football	WLDFQA
U15 Girls football	WLDQZG
U14 Girls football	WLD8R3
Year 10A Boys Football	DUNG9N
Year 10B Boys Football	DUNJQP
SEN Boys Football	DUN2G4
Year 10 Boys Basketball	DUNS6E

Year 8 Boys Football	RDGRBH
Year 9 Boys Basketball	RDGB52
Year 9 Boys Rugby	RDG78H
Year 7B Boys Football	WLSESF
Year 7A Boys Football	LAWFVA
Year 9B Boys Football	EGAAJB

Please follow these instructions for signing up to InstaTeam.

Download the App

- Download the App to your phone/device.
- Once downloaded you'll be asked if you want to enable notifications, this will allow you to find out instantly if there is a team message or event changes. Therefore we would advise you to allow this however if you want to change this later on you can do this via you phones settings for the app.
- Then click on lets get started and follow the instructions below from point 3.



App/Website



You can access the website via the link circled in black above which is on the Queens' school homepage or via the following link <http://www.instateam.net/app/#/access/signin>

Be warned the website is best accessed from a tablet or computer rather than your mobile phone.

- **1.** Choose which method you would like to use to sign up (for pupils we ask that you sign them up through google and use their school email account).
- **2.** Sign in using the method you have selected (pupils may need to then sign into their realsmart account)
- **3.** Once you have signed up it will ask you add teams, select this and then you want to join a team. In the box where it says 'Type here..' put in the appropriate code from the table above.
- **4.** Then where it says All types leave it as this and select search & join team.
- **5.** You may also be asked to set a location here just type in Watford.
- **6.** You then need to select 'Join As' and then select parent.
- **7.** If you child has already signed up it will either ask you to select your child or add your child's name, then select send a request, this will send a message to the team manager who will then allow you access.
- **8.** You should then be signed up with your basic information. However we ask that you add some details to your member info, like emergency contact number. Also if you have added your child and want them to also receive the notifications then please also add their school email address.

- **9.** We also suggest that you hide your details so that only the staff in charge can see you information, this can be done by selecting hide member info (this is shown in the picture below).

The image shows a user profile form with the following fields:

- Child: [Redacted]
- Role: Select Role
- Phone: Phone Number (Optional)
- Emergency Contact Number: [Redacted]
- Designation: Designation (Optional)
- Notes: Notes (Optional)
- Hide Member: (Not visible to others)

At the bottom of the form, there are buttons for "User Documents", "Add Child", "Update Parent", and "Cancel". The "Hide Member" checkbox is circled in black.