



Rep Team Manager Sign-Up Guide

Inter-County Representative Teams – Manager & Assistant Manager
Registration

2026/27 SEASON

Sussex Schools Football Association

ssfa.online

Step-by-step, with real screenshots from the live site

Before You Start

Your sign-up link

SSFA will send you one link – the same one whether you're the manager or the assistant manager:

[**ssfa.online/rep-signup/**](https://ssfa.online/rep-signup/)

Open it in your phone or laptop browser. No app to install.

What you'll need

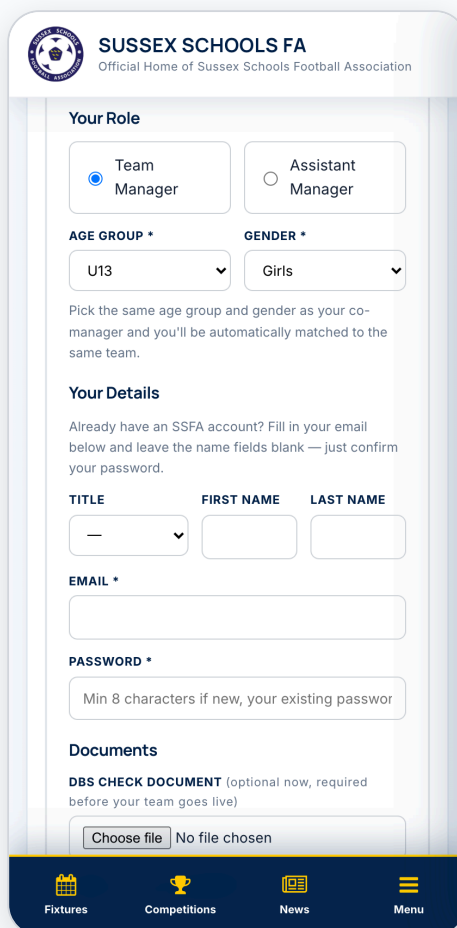
- An email address and a password (or your existing SSFA login, if you already have one)
- Your team's age group and gender (e.g. U13 Girls)
- DBS check and ID documents – **optional at sign-up**, but required before your team can go live

Manager + Assistant Manager: pick the exact same age group and gender as your co-manager and the site will automatically match you both onto the same team – no codes to share between you.

A separate guide covers how parents/players sign up using the code your team dashboard gives you once you've registered – see Step 5.

1 Choose your role, age group and gender

Open ssfa.online/rep-signup/. Select **Team Manager** or **Assistant Manager**, then pick the Age Group and Gender for your team.



The screenshot shows the top portion of a web form for the SUSSEX SCHOOLS FA. The header includes the association's logo and name. The form is divided into sections: 'Your Role' with radio buttons for 'Team Manager' (selected) and 'Assistant Manager'; 'AGE GROUP *' and 'GENDER *' dropdown menus with 'U13' and 'Girls' selected respectively; a note about matching age and gender; 'Your Details' with instructions for existing accounts and fields for 'TITLE', 'FIRST NAME', and 'LAST NAME'; an 'EMAIL *' field; a 'PASSWORD *' field with a note about minimum length; and a 'Documents' section for a 'DBS CHECK DOCUMENT' with a 'Choose file' button and 'No file chosen' status. A dark blue navigation bar at the bottom contains icons and labels for 'Fixtures', 'Competitions', 'News', and 'Menu'.

Role, age group and gender – top of the sign-up form

2

Enter your details

Fill in your title, first and last name, email and a password. Already got an SSFA account from another role? Just enter your email and your existing password — leave the name fields blank.



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☒ Team Manager

☐ Assistant Manager

AGE GROUP *

U13

GENDER *

Girls

Pick the same age group and gender as your co-manager and you'll be automatically matched to the same team.

Your Details

Already have an SSFA account? Fill in your email below and leave the name fields blank — just confirm your password.

TITLE

Mr

FIRST NAME

Test

LAST NAME

Manager

EMAIL *

test.manager.guide@ssfa.online

PASSWORD *

.....

Documents

DBS CHECK DOCUMENT (optional now, required before your team goes live)

Choose file

No file chosen

IDENTIFICATION DOCUMENT (optional now, required before your team goes live)

Fixtures

Competitions

News

Menu

Your Details — filled in

3 Documents and agreements

Upload your DBS check and ID if you have them to hand — or skip both and upload later from your team dashboard. Tick every item in the Agreements checklist, then tap **Complete Signup**.

Note: your team can't be approved and go fully live until DBS and ID have both been uploaded and reviewed by SSFA — but you don't have to wait to start using the site.

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in line with the SSFA Data Protection policy.

☒ **Code of Conduct**
I agree to abide by the SSFA Code of Conduct at all times.

☒ **Results & Disputes Submission Timeframe**
I agree to submit match results and any disputes within the timeframe specified by SSFA.

☒ **Social Media & Brand Policy**
I understand Sussex Schools FA manages all official social media and website posts for rep teams — I won't upload match photos/results to public social channels on the club's behalf.

☒ **Complete Signup**

**Sussex Schools FA**

The home of school football,
representative teams, competitions

Fixtures

Competitions

News

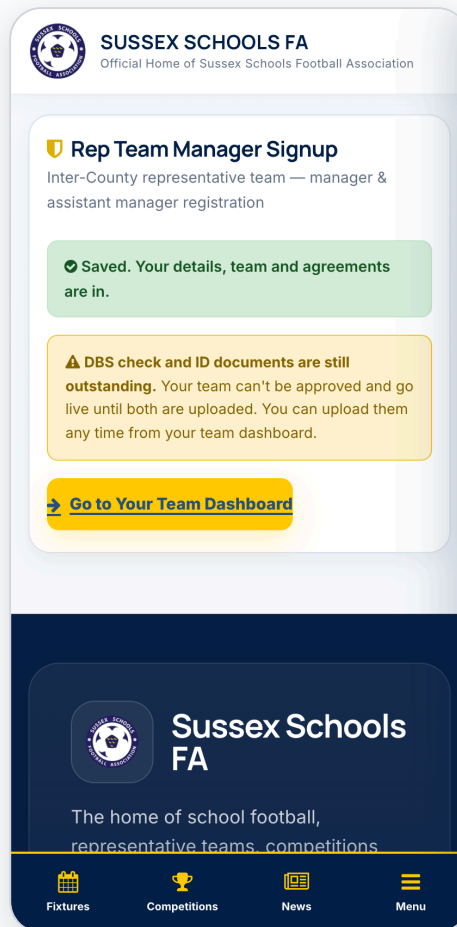
Menu

Agreements ticked, ready to submit

4

You're in

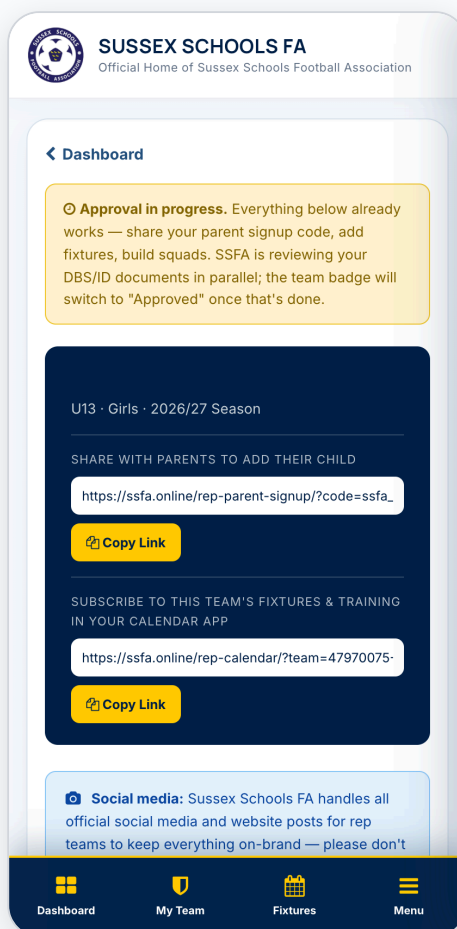
You'll see a confirmation straight away. Tap **Go to Your Team Dashboard** to continue — you're automatically signed in.



Confirmation screen

5 Share your team with parents

Your team dashboard is ready immediately — you don't need to wait for SSFA's approval to start recruiting. Copy the **parent sign-up link** and send it to your players' parents (team WhatsApp group, email, wherever you'd normally reach them). There's also a calendar link parents and players can subscribe to for fixtures and training.



Your team dashboard — parent link and calendar link

Tip: parents use this same link and code in a separate sign-up flow — see the Parent & Player Sign-Up Guide for what they'll see.