

How to use TalentHub365 — end to end

TalentHub365 takes a club, academy, county or school programme from **unknown applicants to a registered squad** in one place: public apply links, application review, live scoring on the day, selection decisions, then season registration with consents and medical details handled securely. This guide covers the whole journey — the admin side, what families see, and twelve step-by-step scenarios.

Guide version 4.3.3 · updated 24 August 2026

On this page

- | | |
|----------------------------------|---------------------------------|
| 1. What TalentHub365 does | 6. From selection to squad |
| 2. Getting started | 7. Squads & season registration |
| 3. Events: open intake | 8. What families see |
| 4. Applications: review & decide | 9. Staff, roles & organisations |
| 5. Event day | 10. Twelve common scenarios |
| | 11. Reference |

1. What TalentHub365 does

- **Events are open intake.** Every event has a public apply link anyone can use — share it and unknown players apply.
- **Applications** are reviewed, evaluated on the day (check-in, live scoring, observations), and decided — Successful, Reserve or Rejected — with the matching emails sent from the event.
- **Squads are closed season rosters.** You add the players you chose; there is deliberately no public signup link for a squad.
- **Registration** runs per player: each family gets a personal link to complete emergency contacts, medical details and consents for the season.

Admin work happens signed in at talenthub365.app or the iOS/Android apps.

Families never need an account — applying, registering and responding to invites all run from links you share.

Where things live: the signed-in app has five tabs — Home (dashboard and KPIs), Events, Players, Squads, and Profile (organisation, staff, settings, email templates).

2. Getting started

Signing up

1. Go to talenthub365.app and sign in with Google, Apple, or your email — enter your address and we email you a 6-digit code to type in on the same page. No password to remember, no link to click, and it works even if you read your email on a different device.
2. **Joining a club that invited you?** If your email holds a pending staff invitation, onboarding offers it as the final step — tap **Join [club name]** and you land straight in their organisation, correct role and all, with nothing of your own to set up.
3. **Setting up your own club?** Your organisation is created automatically on first sign-in; you are its owner. (Even with an invite waiting, "Set up my own organisation instead" keeps this path open.)
4. A welcome email arrives shortly after — replying to it reaches a real person.

Your Details

Finish setup

 You're invited to join Oakwood Athletic Youth FC
Sam Coach invited you as a scout. Fill in your details, then join — no need to set up an organisation of your own.

First name
Alex

Last name
Morgan

Email
test+shots-onboarding@talenthub365.com

Phone (optional)

Country
United Kingdom

JOIN OAKWOOD ATHLETIC YOUTH FC

[SET UP MY OWN ORGANISATION INSTEAD](#)

Invited by a club? Onboarding offers the invite — one tap to join.

Your Details

Finish setup

First name
Alex

Last name
Morgan

Email
test+shots-onboarding@talenthub365.com

Organisation (optional)
Club / Academy / School

Primary sport
Football

Phone (optional)

Country
United Kingdom

CONTINUE TO DASHBOARD

Starting fresh? Add your details, name your organisation, pick your sport.

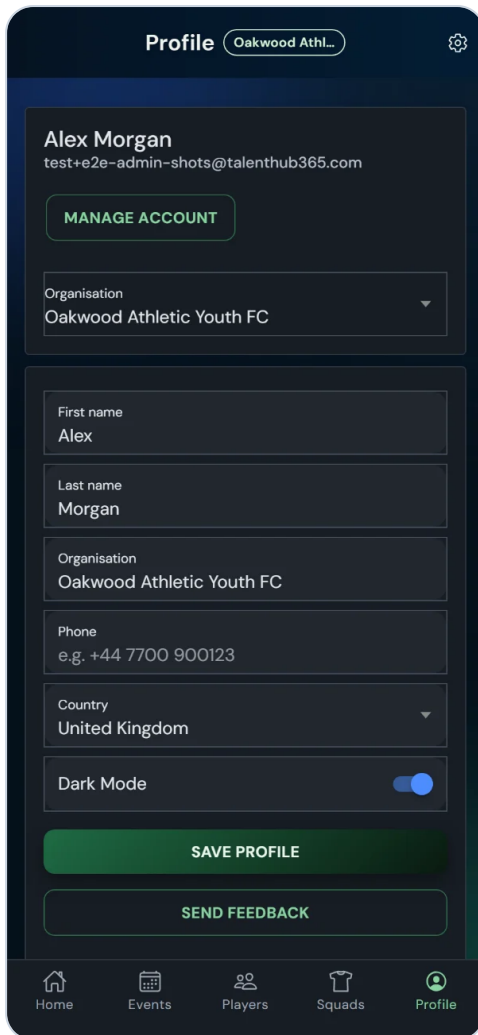
Roles at a glance

Role	Scope	What it allows
Owner / Admin	Account	Everything: events, squads, registration data, medical reveal, staff, billing.
Scout	Account	Staff seat for day-to-day event work without account administration.
Evaluator	Account or event	Scores and observes players at events. Evaluators are unlimited and free.
Event admin / contributor / evaluator	One event	Per-event roles so helpers see only the event they are invited to.

More than one organisation

You can belong to several organisations — your county association and your own club, say — with one active at a time. The Profile tab always names the organisation you're working in, and when you belong to more than one, a switcher sits right under

Manage Account: pick a different organisation and the whole app follows. If the app ever looks emptier than you expect, check the Profile tab first — you're probably just in the wrong organisation.



Profile: see — and switch — the organisation you're working in.

3. Events: open intake

Creating an event — live in about two minutes

1. Events tab, then the + button (or **Start Your First Trial** on the empty Events screen).
2. Five quick steps: sport, the basics, dates (a trial run across several evenings can carry multiple date options), venue & contact, then the **application form** — picked from the starter templates below as a single tap, no form-builder visit needed. Applications are switched on by default.
3. Creating lands you on the **go-live screen**: your public apply link, a QR code ready to screenshot, a share button, **Poster (square)** and **Poster (story)** to

generate a ready-to-post social image, and one-tap routes to fine-tune the form or open the event. From nothing to accepting applications, most events take about two minutes.

The application form builder

Every event owns its application form, seeded from the template you picked at creation. The form builder is there when you want more: sections, fields from the built-in catalogue, your own custom fields, required flags, helper text, header branding and intro text. **Preview** shows exactly what families will see. The starter templates:

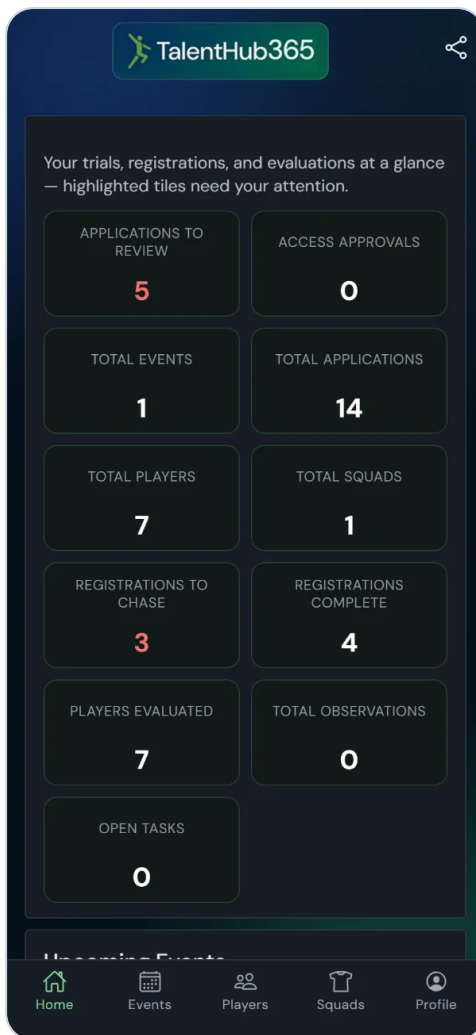
Starter template	Built for
Trial Basic	Quick trial signup: player, contact and light medical checks.
Academy Full	Comprehensive academy intake: profile, guardian, club/league history, consents.
School & County Trials	Representative selection: school and home postcode as eligibility, playing history, medical triage, both consents, and a trial-date choice section.
Expression of Interest	Dates not fixed yet — collect interest now, invite later.

Templates adapt to the event's sport automatically — positions, dominant foot or hand, and terminology follow the sport profile.

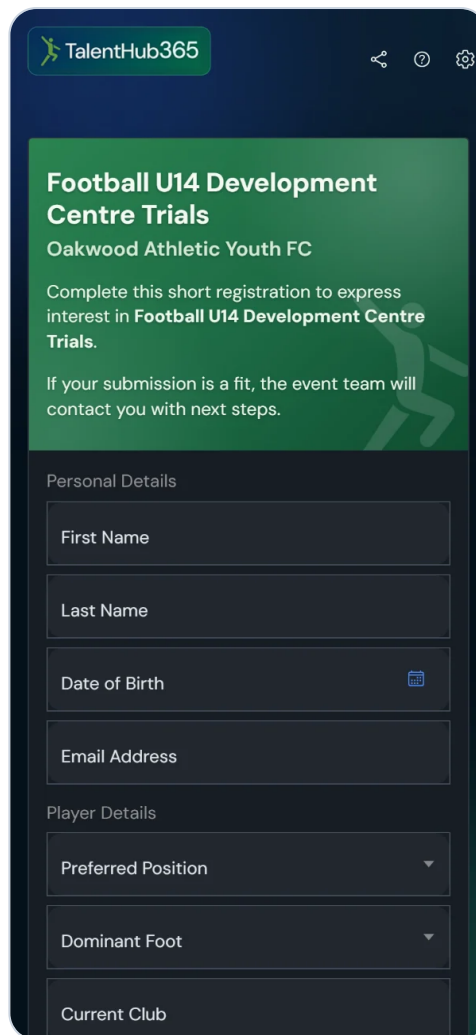
Sharing and controlling applications

- The event Overview shows the Public Apply Link with copy, share and QR actions — WhatsApp groups, posters, school newsletters.
- **Share Poster** (go-live screen, and Event Actions → Share) generates a finished image for the socials in one tap: your club name and logo, the title, dates, venue, age groups, apply-by date, and the apply link with a scannable QR. Square for feeds and WhatsApp groups, portrait for Instagram stories and WhatsApp status. It uses the colours, logo and watermark you set on the apply form, so add those first if you want it in your look. On a phone it opens the share sheet; on a computer it downloads the PNG.
- An inline toggle enables or disables applications at any time; a close date can do it automatically.

- Get the form right before sharing — edits apply to forms opened after you save.



Home: KPIs and upcoming events, the tiles that need attention highlighted



What a family sees from the apply link or poster

Duplicate Event

When the U16s trial is basically the U14s with different dates: open the source event's menu and choose **Duplicate Event**. The copy carries the event details, the application form verbatim, date options, branding and your staff — while applications, players and the apply link stay fresh (a new link is minted, applications start disabled, status resets to open). A multi-date trial can also **spin one date option out** as its own event, copying across the applicants who picked that date.

4. Applications: review & decide

- The event's Applicants tab lists every application with search and status filters; open one to see every answer, correct details, and record notes.

- **Add Player To Event** handles walk-ups and phone applications; **Import Applications** brings a spreadsheet in with reusable column mappings.
- **Review & Decide** is the decision surface: filter, compare, and set outcomes — Successful, Reserve or Rejected — in bulk or one by one.

Applicants get an automatic acknowledgement when they apply. Everything else is sent deliberately from the event's communication page: an **Invitation** template that carries one-tap accept/decline links, **Successful / Reserve / Rejection** outcome emails, and **Update / Custom** for everything else. Save your wording once as the account default in Profile settings; variables like {playerName} and {eventTitle} personalise each send, and a per-event log shows delivery counts.

5. Event day

- **Check In / Check Out** tracks who is present; late arrivals can be added on the spot.
- **Generate Teams & Bibs** splits attendees into balanced teams with printable bib sheets.
- **Live assessment** is where evaluators work: ratings and quick observations per player, tuned for phones at the pitch.
- Evaluators only need an invite — and their devices keep working through bad venue signal: data is captured offline and syncs when the connection returns.

Applications: filter, select, then Show
Actions for bulk verbs

Evaluate: bibs, positions, tap-to-rate
stars, observations and tasks

Prepare the night before: open the event on each evaluator's phone while on good wifi, so a dead spot at the venue doesn't stop scoring.

6. From selection to squad

1. Finish decisions on Review & Decide and send the outcome emails.
2. Select the Successful applications and use **Add To Squad** — pick an existing squad or create one on the spot. Player profiles are created automatically from the application data.
3. Reserves can be revisited if places open; the Training Invitation squad template also exists for inviting reserves to train without a playing registration.

7. Squads & season registration

A squad is the group you take forward for a season — "U12 Girls · 2026/27". Players join it from an event's applications or from your account's player list. There is **no public signup link** for a squad: only players you chose are ever on the roster, which keeps the season's medical and consent data limited to the people it should cover.

Communication: a selected cohort, the Successful template, one send

Squad roster with each player's registration status

How registration flows

1. Add players to the squad (from an event or manually).
2. On the squad's Players tab, select players and send the **Registration Invitation** email — this mints each player's personal link and delivers it.
3. Families complete the form from their link — about five minutes covering emergency contacts, doctor details, a structured medical checklist, a player photo, and consents.
4. Chase stragglers with the **Registration Chaser** template — reminder wording, the same personal link (refreshed if expired), and it never knocks anyone who has started or completed back a stage.

Stage	Meaning
Added	On the squad, no link issued yet.
Reg sent	Personal link issued and emailed.
Started	The form was opened.
Complete	Submitted — answers stored, consents recorded, medical encrypted.
Expired	Link passed its 30-day life unused — resending mints a fresh one.
Declined	The family turned the place down (from their link, or recorded by an admin).

When families go offline

- **Paper form:** print a blank registration form, have it completed and signed, then use Record Paper Form — consents are transcribed with the admin's name attached and the signed sheet stays with the club as evidence.
- **Verbal decline:** when a family says no at training, Mark as Declined records it with the reason attributed to you; they leave the chase list but stay on the roster with the record intact.

Medical data and consents

- Medical answers are encrypted at rest; owners/admins reveal them just-in-time when needed, and every reveal is written to an access log.
- Consents are versioned records of exactly what the parent saw and agreed. Admins can never edit a consent — only transcribe a signed paper one, marked as such.

Squad communication and admin

- Send Email from the Players tab with audience selection or stage targeting; a confirm step shows exactly how many emails will go before anything sends, and secondary parent/guardian addresses can be included.
- A document library per squad attaches codes of conduct and info packs to emails; sent emails log with delivery counts.
- Roster admin: squad numbers, CSV export, printable roster, and a per-player registration journey with every change attributed.

8. What families see

Applying to an event

1. They open your apply link or scan the QR — no app, no account.
2. An intro card explains the event; the form collects what you built, including trial-date choices.
3. On submit they get an acknowledgement email and the application appears instantly in your list.

Registering for the season

1. The family opens the personal link from their registration email — identity and contact details are pre-filled.
2. They complete emergency contacts, medical details, photo and consents in one sitting (about five minutes — answers save on submit).
3. A family not taking the place can decline on the same page, with an optional reason.

The family's registration form: player, guardian, emergency contact, medical, consents

Privacy by design: personal registration pages are excluded from search engines, links expire after 30 days, and re-opened links never replay medical answers. The apply page, by contrast, is deliberately public and shareable.

9. Staff, roles & organisations

- Invite staff by email from your organisation settings — the invite works even before they have signed up.
- Event-level roles scope helpers to a single event — right for guest coaches and matchday evaluators (unlimited and free).
- A person can belong to several organisations and switch the active one from their profile.
- Account emails carry your own Reply-To address and branding, set in Profile settings.

10. Twelve common scenarios

1 — Run a trial from scratch

1. Create the event — five wizard steps, with your evenings as date options and the form picked from a template at the end (School & County Trials for representative programmes, Trial Basic otherwise).
2. You land on the go-live screen with applications already open: share the apply link and QR straight into WhatsApp groups and newsletters — or tap Fine-tune the Form first if you want to adjust questions.
3. Review applications as they arrive; send Invitation emails to attendees.
4. On each evening: check in, generate teams and bibs, evaluators score on their phones.
5. After the last session: Review & Decide, then send Successful / Reserve / Rejection emails.

2 — Same trial, another age group

1. Open the source event's menu and choose Duplicate Event.
2. Change the title in the prompt and confirm.
3. Adjust dates and age group in the copy, check the form.
4. Enable applications and share the new link — it is unique to this event; nothing leaks between the two.

3 — Selected players into a squad with registration

1. Mark your picks Successful and send the outcome email.
2. Select them and Add To Squad (creating the squad if needed).
3. Check the squad's registration form and the Registration open switch.
4. Players tab: select all, Send Email, Registration Invitation, include secondary emails, send.
5. Watch stages move to Complete; the Home tile counts who is left to chase.

4 — Chase outstanding registrations

1. Squad Players tab, Send Email.
2. Template: Registration Chaser. Target the "Reg sent" and "Started" stages.
3. Send — reminders go only to the unfinished; nobody's progress is reset and expired links refresh automatically.

5 — A family declines in person

1. Open the player on the squad's Players tab.
2. Mark as Declined, add the reason, confirm.
3. Their link is voided, the stage shows Declined with the reason on record, and they stay on the roster. If they change their mind, send a fresh Registration Invitation.

6 — Parent lost the email / link expired

1. Open the player on the squad's Players tab.
2. Re-send the Registration Invitation (a live link is re-used; an expired one re-minted), or open the Personal Registration Link box and use Copy / Share / QR to hand it over directly.

7 — Paper registration at the pitch

1. Print the blank registration form from the squad.
2. Have it completed and signed.
3. Member page: Record Paper Form — signer's name, tick the consents granted on the sheet, mark complete.
4. Enter their answers via Edit Registration; keep the signed sheet on file.

8 — A walk-up on trial day

1. Event menu: Add Player To Event and take their details.
2. Check them in; they appear for evaluators like everyone else.
3. Collect the full application afterwards by sharing the apply link with the family.

9 — Medical details needed at matchday

1. Open the player and reveal medical details — owners/admins only.
2. Every reveal is logged; the access log shows who looked and when.

10 — Bring in a co-manager and evaluators

1. Invite the co-manager by email with an admin or scout role — the invite survives them not having an account yet. However they sign up — from the invite link or on their own — onboarding offers **Join your organisation** and lands them in the right place.
2. For trial-day evaluators, add them to the event with the evaluator role — unlimited and free.

11 — Send the squad something that isn't registration

1. Squad Players tab, Send Email, template General Update or Custom.
2. Write the message — team app invites, fixture news, anything — and attach a document from the squad library if useful.
3. The confirm step shows the exact email count before sending.

12 — A parent asks for their data

1. Export: the player's data can be exported as a file from their profile — that is the subject-access answer.
2. Erasure: deleting a player cascades through applications, registrations, observations and files. It is permanent — confirm the request in writing first.

11. Reference

Email template variables

Variable	Substitutes
{playerName} / {firstName} / {lastName}	The player the email concerns.
{eventTitle}	Event title (event emails and forms).
{squadName} / {season}	Squad name and season (squad emails and registration forms).
{organisation}	Your organisation's name.
{registrationLink}	The player's personal registration link — using it forces one email per player.

Good to know

- Apply links are per event and permanent; registration links are per player and expire after 30 days.
- Evaluator scoring works offline at venues and syncs back automatically.
- The web app updates continuously; iOS and Android follow via the stores.
- Help: the ? icons in-app, or email support@talenthub365.com.