

MEMBERSHIP - SCHOOLS



<https://bit.ly/3hDuxj8>

Schools may subscribe with 2 or more Licences.

ASSIGN LICENCES TO TEACHERS - SCHOOLS



<https://bit.ly/32CbD7I>

After subscribing, schools will assign Licences to teachers. The Licences may be un-assigned and re-assigned during the subscription period.

ADD LICENCES DURING SUBSCRIPTION PERIOD - SCHOOLS



<https://bit.ly/32AwiZU>

During the subscription period we may add more Licences to the school subscription. These Licences will be charged pro-rata to the time left on the subscription and will be available immediately.

RENEW MEMBERSHIP - SCHOOLS



<https://bit.ly/2GZ4Tsf>

As the end of the subscription period approaches, schools will be invited to renew with the same number of Licences, an increased number of Licences, or a reduced number of Licences.

If you have any questions, or would like any support, please email us at info@alearningplace.com.au
– it will be our pleasure to assist you!

MEMBERSHIP - SCHOOLS



<https://bit.ly/3hDuxj8>

1. To subscribe as a school with 2 or more Licences, we will go to www.alearningplace.com.au, and select Membership on the home page.

2. We will select 'SCHOOL MULTIPLE SUBSCRIPTIONS' and 'PER TEACHER EXCLUSIVE OF GST'.

3. We will enter the number of Licences that we'd like (we can amend this later) and 'ADD TO CART'.

4. To create an account, we will first enter our school name and school email address. The email address entered here **will not** be able to be used for a teacher Licence. Our own email address can be entered on the next screen as the school contact – this email address **can** also be used for a teacher Licence.

We will enter a password, and then select 'SIGN UP'.

5. We will now enter our own email address as the school contact, and the school details.

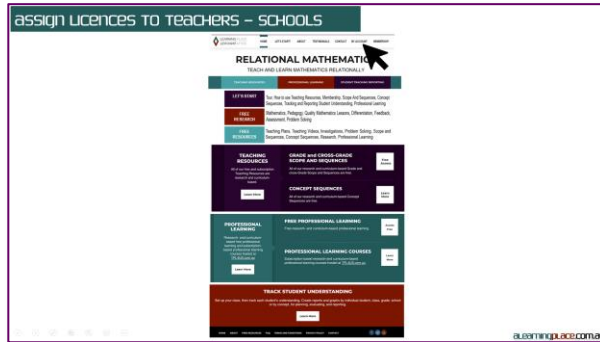
We can change the number of Licences here if we need to.

We will then select our payment method. If we select Pay on Invoice, schools will still have immediate access even though the invoice has not yet been paid.

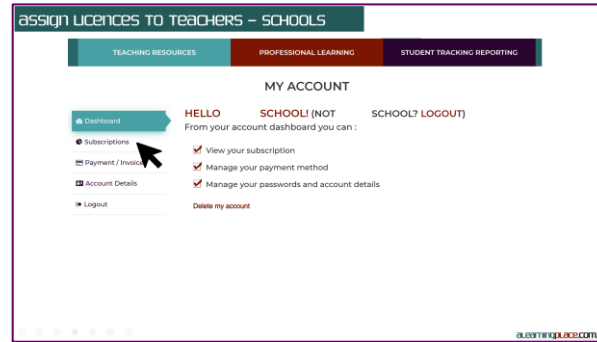
ASSIGN LICENCES TO TEACHERS - SCHOOLS



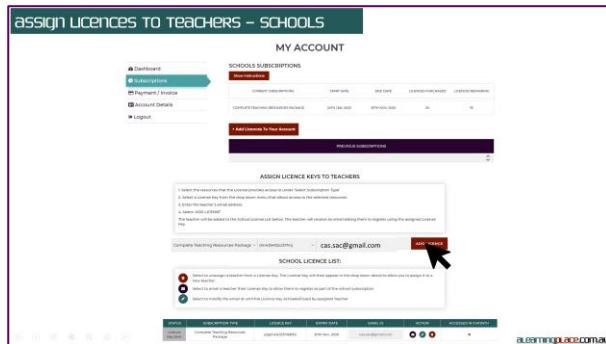
<https://bit.ly/32CbD7l>



1. To assign Licences to our teachers, we will log in as the school, and then select My Account.



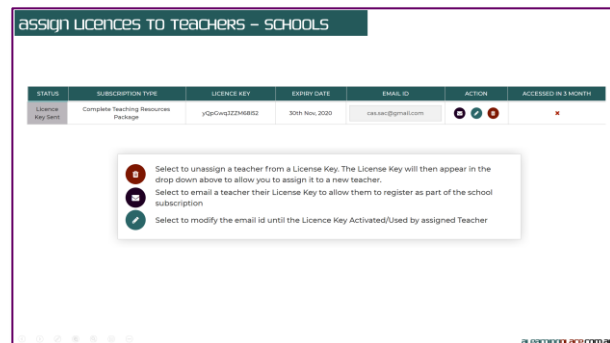
2. We will select Subscriptions.



3. We will scroll down to 'ASSIGN LICENCE KEYS TO TEACHERS'.

We will select 'Complete Teaching resources Package' in the subscription type drop down menu, and a Licence Key will appear in the box to the right.

We will enter a teacher's email address, and select 'ADD LICENCE'. This will automatically send an email to the teacher with the Licence Key and instructions of how to use it to register as part of the school subscription. The teacher's email address will appear in the table below.



4. There is a button to re-send the email to the teacher with the Licence Key and instructions of how to use it to register as part of the school subscription.

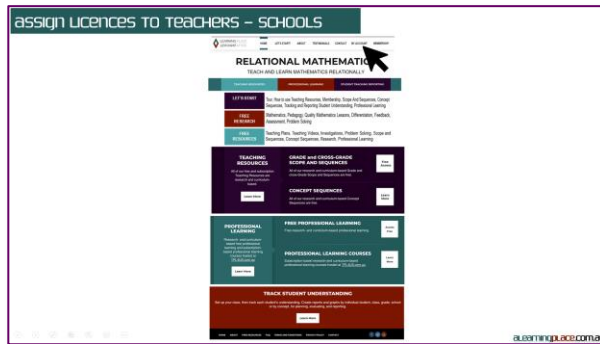
There is a button to un-assign the Licence Key so that we can assign it to a different teacher.

There is a button to re-enter the email address if we have entered it incorrectly. This only works before the teacher has registered using the Licence Key.

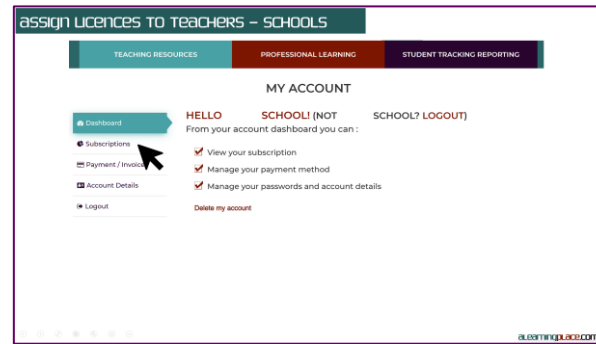
ADD LICENCES DURING SUBSCRIPTION PERIOD - SCHOOLS



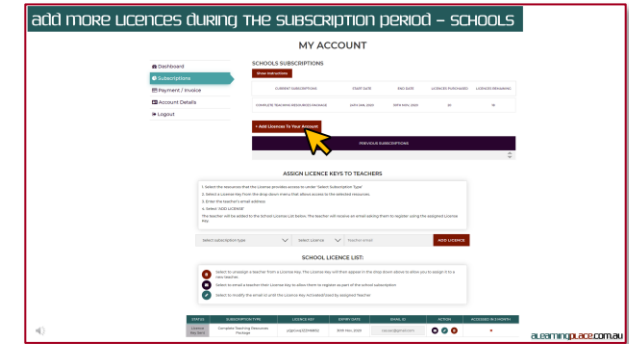
<https://bit.ly/32AwiZU>



1. To add Licences during our subscription period, we will log in as the school, and then select My Account.



2. We will select Subscriptions.



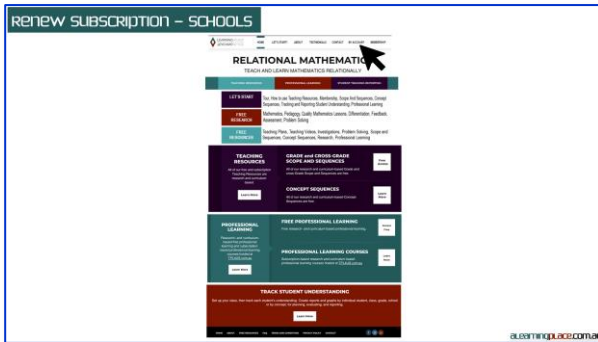
3. On the Subscription page, we can add Licences to the current subscription, by selecting 'Add Licences to Your Account'.

We will be charged pro-rata for the time left on your subscription and the additional Licences will be available immediately.

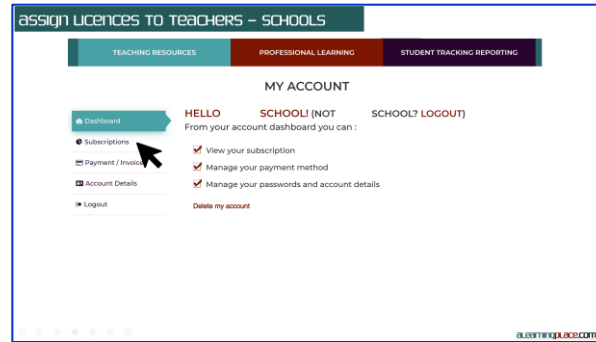
RENEW MEMBERSHIP - SCHOOLS



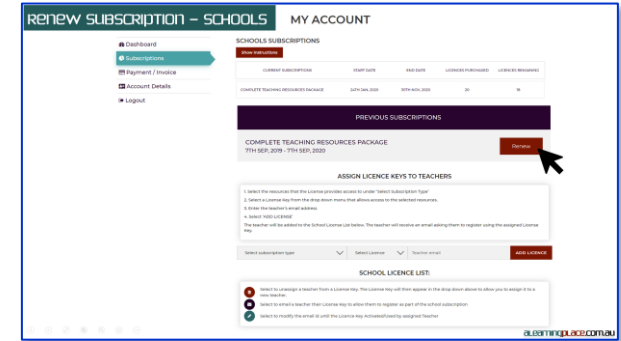
<https://bit.ly/2GZ4Tsf>



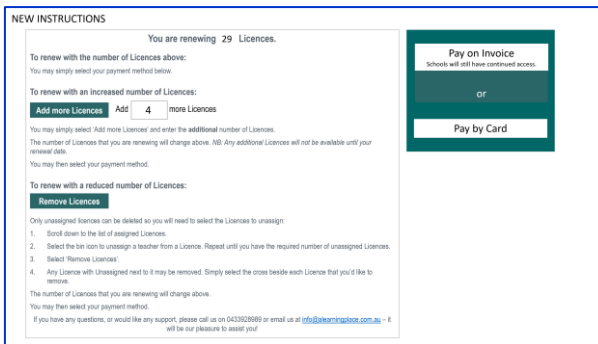
1. To renew our school subscription, we will log in as the school, and then select My Account.



2. We will select Subscriptions.



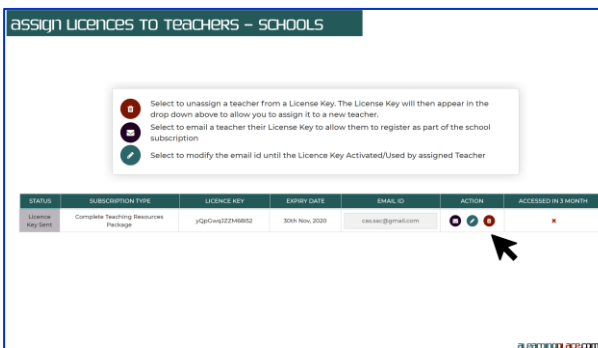
3. The renew button will appear in the 3 weeks prior to the renewal date. We will select the renew button.



4. To renew with the same number of Licences listed at the top of the Renew Screen, we can simply select our payment method.

To renew with an increased number of Licences we can simply select 'Add more Licences' and enter the additional number of Licences.

The number of Licences that we are renewing will change above. NB: Any additional Licences will not be available until our renewal date. (If we want to Add Licences immediately, we need to select 'Add Licences to Your Account' instead. We can then come back to renew all Licences after.) We can then select your payment method.



5. To renew with a reduced number of Licences is a little trickier.

Only unassigned licences can be deleted so we will need to select some Licences to unassign:

We will scroll down to the list of assigned Licences.

We can select the bin icon to unassign a teacher from a Licence. We will repeat until we have the required number of unassigned Licences.

NEW INSTRUCTIONS

You are renewing Licences.

To renew with the number of Licences above:
You may simply select your payment method below.

To renew with an increased number of Licences:
Add more Licences Add more Licences

You may simply select 'Add more Licences' and enter the additional number of Licences.
The number of Licences that you are renewing will change above. *NO. Any additional Licences will not be available until your renewal date.*
You may then select your payment method.

To renew with a reduced number of Licences:
Remove Licences

Only unassigned licences can be removed so you will need to select the Licences to unassign:

1. Scroll down to the list of assigned Licences.
2. Select the bin icon to unassign a teacher from a Licence. Repeat until you have the required number of unassigned Licences.
3. Select 'Remove Licences'.
4. Any Licence with Unassigned next to it may be removed. Simply select the cross beside each Licence that you'd like to remove.

The number of Licences that you are renewing will change above.
You may then select your payment method.

If you have any questions, or would like any support, please call us on 0433028989 or email us at info@alearningplace.com.au - it will be our pleasure to assist you!

Pay on Invoice
Schools will still have continued access.

or

Pay by Card

| Key | Assigned to | Action |
|-------------------------------------|-------------------|--------|
| 39XXQ3... | Un-assigned! | X |
| 4RUTS... | Un-assigned! | X |
| dLJ3i2... | Un-assigned! | X |
| mt4G2e... | Un-assigned! | X |
| yQpOw... | cas.sac@gmail.com | X |
| subscriptions@alearningplace.com.au | | |
| dm4J8... | Un-assigned! | X |

6. We can now select 'Remove Licences'.

Any Licence with Unassigned next to it may be removed. We can simply select the cross beside each Licence that we'd like to remove.

The number of Licences that we are renewing will change above.

We may then select our payment method.