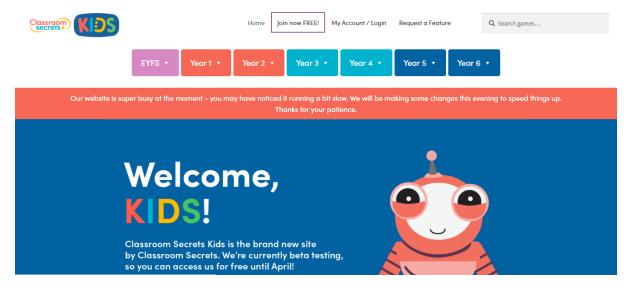
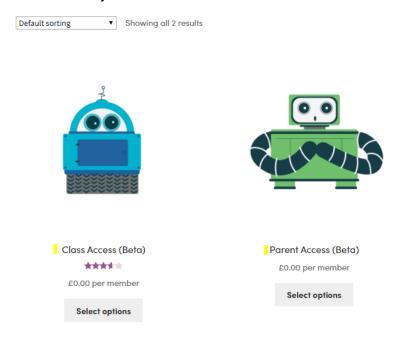
### <u>Signing up to Classroom Secrets Kids – a step-by-step guide.</u>

- Visit the website for Classroom Secrets Kids (<a href="https://kids.classroomsecrets.co.uk/">https://kids.classroomsecrets.co.uk/</a>)
- 2. Click the 'Join now for FREE' tab.

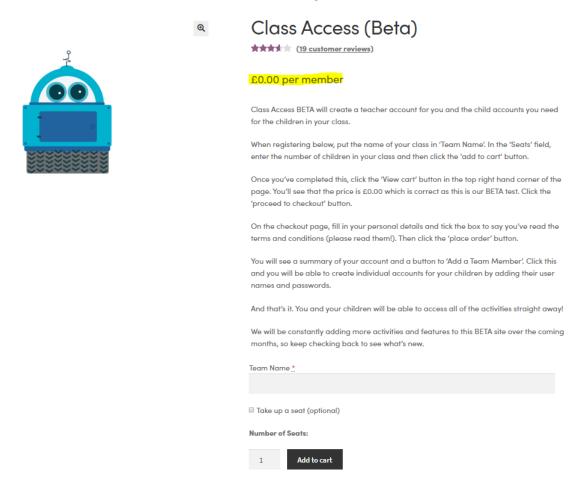


3. Choose your account.

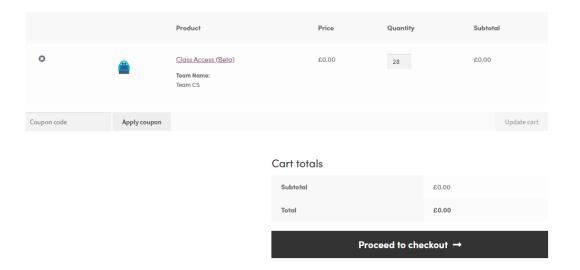


3a. For a class access account, go to step 4. For a parent access account, go to step 19.

#### 4. For a class access account, the next page will look like this:



- 5. At the bottom of the page, it asks for a team name, that could be your class name, or anything that identifies your class.
- 6. In the 'Number of Seats' box, add in the number of children in your class and that will provide them with a 'seat'.
- 7. Then click 'Add to cart'.
- 8. Check all your details are correct and click 'Proceed to Checkout'.



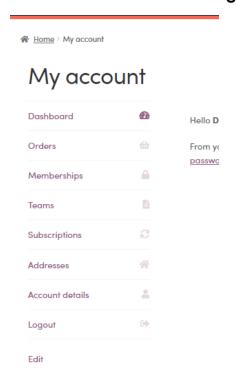


- 9. On the next page it will ask for all your details, please fill this section in. Make sure you read and make a note of our terms and conditions before ticking the box and placing the order.
- 10. The next page is where you can now start adding the team members (your class) and includes all the information about your order.

Start adding learners to your team
Add a Team Member
Thank you. Your order has been received.
ORDER NUMBER: 46930
DATE: March 12, 2020
EMAIL: davina.szilvasy@classroomsecrets.co.uk
TOTAL: £0.00

11. You can also access the 'add team members' through the 'My Account' tab and clicking on 'Teams'.

Thanks for purchasing a membership! You can view more details about your membership from your account.



#### 12. You will then see your team and the 'Add Member' option.

☆ Home > My account > Team CS > Add Member								
Teams » Team CS								
Back to Teams	This team has 28 seats remaining. You can <u>add yourself as a member</u> , share your team registration link, or manually add new members below.							
Members	B							
Add Member	ber Add Member							
Team Settings	B	Enter member details –						
		Learner first name	Password	Add Learner				
Looks like vou vour team has no members!								

# 13. Add the first name of each child in your class and give them a simple password they will remember.

This team has <b>28 seats remaining</b> . You can seembers below.	<del>add yourself as a member</del> , share your team r	registration link, or manually add new
Add Member  Enter member details -		
Pip	jog	Add Learner
Looks like your team has no members!		

## 14. The site will then generate a username that involves your unique ID account code.

This team has <b>27 seats remaining</b> .							
Members (1)   Pending invitations (0)							
Username	Password						
46845Pip	jog	Remove	Set as manager				
Add a Team Member							

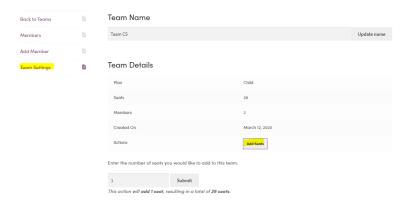
15. Continue to add your team members.



16. And that's it! Your class are ready to start using Classroom Secrets Kids! They can log in using their username and password and start playing the games.



17. As the account manager, you can manage the settings for your team and add new members if new children join your class.



18. Now, sit back and enjoy Classroom Secrets Kids!



#### 19. For a parent access account, the next page will look like this:

\* Home > Beta > Parent Access (Beta)

Parent Access (Beta)

£0.00 per member



Family Access BETA will create a parent account for you and the child accounts you need for the children in your family.

When registering below, put the name of your family in 'Team Name'. In the 'Seats' field, enter the number of children in your family and then click the 'add to cart' button.

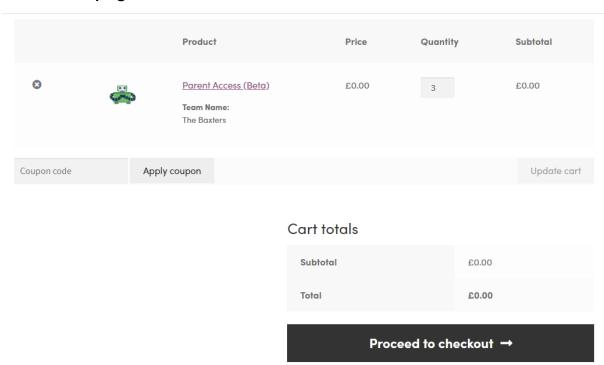
Once you've completed this, click the 'View cart' button in the top right hand corner of the page. You'll see that the price is £0.00 which is correct as this is our BETA test. Click the 'proceed to checkout' button.

On the checkout page, fill in your personal details and tick the box to say you've read the terms and conditions (please read them!). Then click the 'place order' button.

- 20. At the bottom of the page you will see that it asks for a Team Name. This could be anything such as your surname, or nickname for your family.
- 21. In the 'Number of seats' box, add in how many children are in your family. Then click 'Add to cart'.

activities straight away!								
We will be constantly adding more activities and features to this BETA site over the coming months, so keep checking back to see what's new.								
Team Name <u>*</u>								
The Baxters								
□ Take up a seat (optional)								
Number of Seats:								
3 Add to cart								
Category: <u>Beta</u>								

#### 22. The next page will look like this:



Check the details and click 'Proceed to checkout'.

- 23.On the next page it will ask for all your details, please fill this section in.

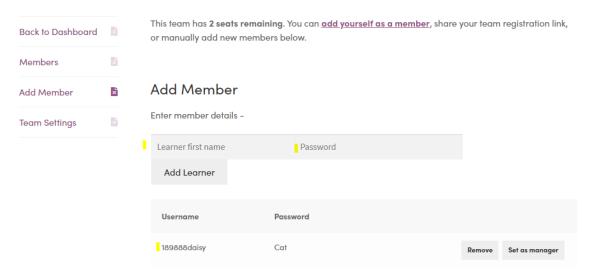
  Make sure you read and make a note of our terms and conditions
  before ticking the box and placing the order.
- 24. The next page is where you can now start adding the team members (your children's names) and includes all the information about your order.

## Start adding learners to your team

Add a Team Member			
Thank you. Your order has be	en received.		
ORDER NUMBER: 189883			
DATE: <b>March 18, 2020</b>			

25. Add your child's name and give them a password they will easily remember. When you click add member, it will generate a username that includes your unique account code.

#### Teams » The Baxters

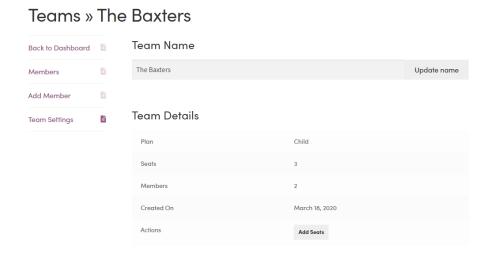


26. Continue to add your children to the team. You will see how many seats you have left at the top. And on the left-hand side, you will see your options for managing your account.

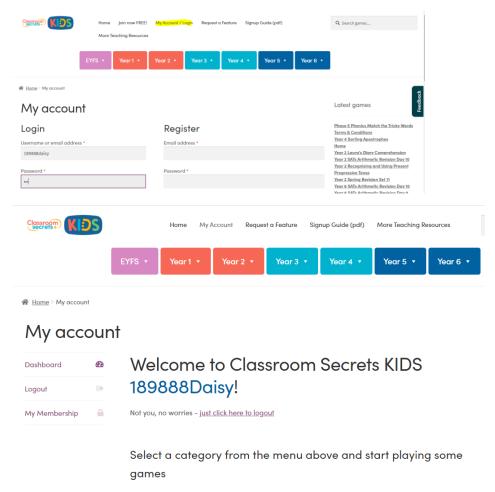
## Teams » The Baxters

	Back to Dashboard		This team has <b>1 seat remaining</b> . You can <u>add yourself as a member</u> , share your team registration link, o manually add new members below.					
i	Members	E						
	Add Member	=	Add Member					
ı	Team Settings	gs Enter member details –						
			Learner first name		Password			
			Add Learner					
			Username	Pass	word			
			189888daisy	Cat		Remove	Set as manager	
			189888hugo	jog		Remove	Set as manager	

27. In team settings, you can change the name and add more seats if needed.



28. And that is it! Your child can now access Classroom Secrets Kids by logging in with their unique username and password.



29. Now relax knowing your children are engaged in interactive and fun learning activities.