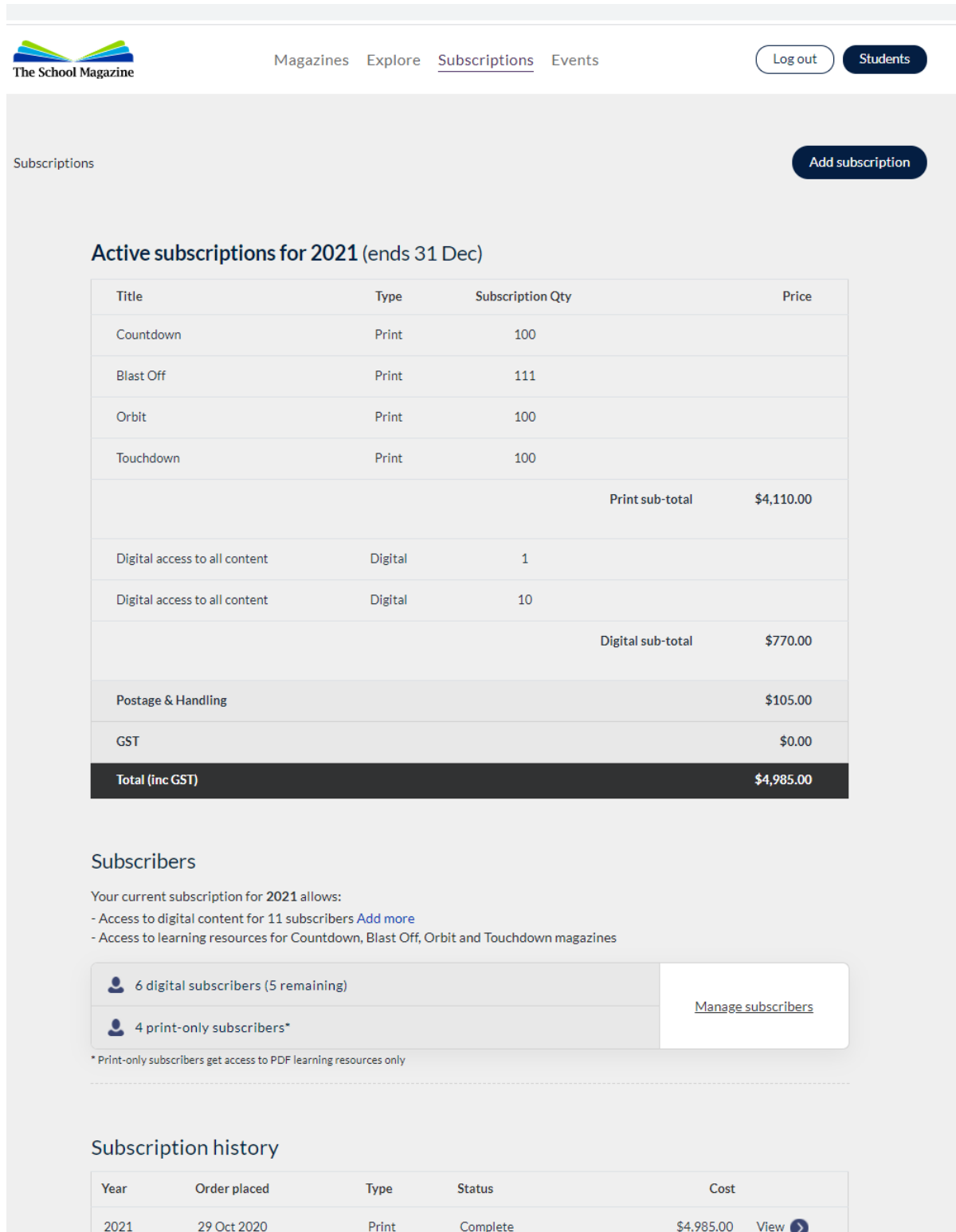


Instruction guide for Account Admins of The School Magazine

Once you login with your Admin Account (this should be the one based on the schools email address NOT your own), go to the **Subscriptions** menu. If you have forgotten the password, please use the [Lost your password?](#) link on the login screen



The screenshot shows the 'Subscriptions' page in the admin interface. At the top, there is a navigation bar with 'Magazines', 'Explore', 'Subscriptions', and 'Events'. A 'Log out' button and a 'Students' button are also present. The main content area is titled 'Subscriptions' and includes an 'Add subscription' button. Below this is a section for 'Active subscriptions for 2021 (ends 31 Dec)'. This section contains a table with columns for Title, Type, Subscription Qty, and Price. The table lists several items: Countdown (Print, 100), Blast Off (Print, 111), Orbit (Print, 100), and Touchdown (Print, 100). It also shows sub-totals for Print (\$4,110.00) and Digital (\$770.00), along with Postage & Handling (\$105.00) and GST (\$0.00). The total cost is \$4,985.00. Below the table is a 'Subscribers' section with a list of benefits and a 'Manage subscribers' button. The subscribers list shows 6 digital subscribers (5 remaining) and 4 print-only subscribers. A note states that print-only subscribers get access to PDF learning resources only. At the bottom, there is a 'Subscription history' table showing a single entry for 2021, ordered on 29 Oct 2020, with a status of 'Complete' and a cost of \$4,985.00.

Subscriptions [Add subscription](#)

Active subscriptions for 2021 (ends 31 Dec)

Title	Type	Subscription Qty	Price
Countdown	Print	100	
Blast Off	Print	111	
Orbit	Print	100	
Touchdown	Print	100	
		Print sub-total	\$4,110.00
Digital access to all content	Digital	1	
Digital access to all content	Digital	10	
		Digital sub-total	\$770.00
Postage & Handling			\$105.00
GST			\$0.00
Total (inc GST)			\$4,985.00

Subscribers

Your current subscription for 2021 allows:

- Access to digital content for 11 subscribers [Add more](#)
- Access to learning resources for Countdown, Blast Off, Orbit and Touchdown magazines

6 digital subscribers (5 remaining) [Manage subscribers](#)

4 print-only subscribers*

* Print-only subscribers get access to PDF learning resources only

Subscription history

Year	Order placed	Type	Status	Cost
2021	29 Oct 2020	Print	Complete	\$4,985.00 View

This shows the subscriptions for your school (Note: this is a sample school above). You can see that this sample school ordered 1 digital licence and then increased that by 10. Further down the page, you can see of the 11 digital licences – there are 5 remaining. To assign any licence – print or digital – you need to click on **Manage Subscribers**

Subscriptions / Manage subscribers: 2021

Invite subscriber

2021 - Print, Digital (ends 31 Dec 2021)

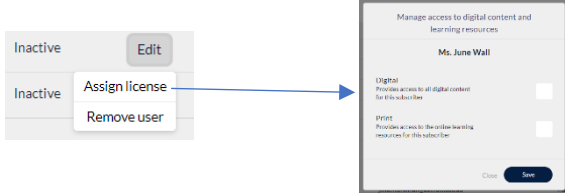
5 available subscriptions remaining
 Add a subscriber to grant access to all digital content

Manage subscriber access to both digital and print subscriptions

Name	Email	Type	User status
		Print	Active Edit
		Print	Active Edit
		Print	Active Edit
		Print	Active Edit
		Digital	Active Edit
		Digital	Active Edit
		Digital	Active Edit
		Digital	Active Edit
		Digital	Pending Edit
		Digital	Active Edit
		—	Inactive Edit

Your view of this screen will show

- teachers names and email addresses and then
- the type of licence they have been assigned,
- the status indicates whether they have responded to the account activation email – pending means they have been sent the email but have not acted on it, inactive means they were removed from the schools list
- the edit button allows you to assign licences.



Click on **Assign licenses** and then either print or digital depending on your subscription. To invite new staff to this, use the **Invite subscriber** button in the top right of the page – let the staff know in case the account activation email goes to their spam folder.

NOTE: Account Admins do not see the digital content unless you assign a licence to yourself under a personal email address eg any.name@det.nsw.edu.au