

# Reading Eggs Guide: Manage Your Subscription



This guide will demonstrate how to **View the details of your current subscription** and **renew or upgrade your current subscription**

## In this guide ...

- 01** You can view your subscription expiry date at the top of the **Manage Subscription** screen. Note: this information is only available to the subscription co-ordinator
- 02** You can also see how many student licenses you have available within your subscription, as well as how many teachers are currently trialling
- 03** **RENEW ONLINE:** If you would like to renew your current subscription or upgrade to a larger subscription size, complete the online form and hit **'Submit renewal request.'**

The screenshot shows the "Manage Subscription" page. At the top, there's a banner with the ABC Reading Eggs logo and the slogan "Where children become great readers!". Below the banner, the page title "Manage Subscription" is displayed. A light blue box contains the text: "Your Schools Single Class 12 Month expires on 23 November, 2013" and "Active students: 0/30 Active trials: 2 teachers & 2 students".

The main content area is titled "Change your subscription". It includes a section for "Annual Renewal" with a text box for "Total Number of Students" containing the value "30". Below this, there's a question: "Your school could benefit from signing up for a longer agreement period. Would you like to receive information about a 3 Year agreement?" with radio buttons for "Yes" (selected) and "No".

There is a "Comments:" label followed by a text area. Below the text area is a checkbox with the text: "I understand that by completing this form, I am confirming the renewal of our annual school access valid from the date of expiry of our current agreement and as per the pricing specified in the renewal email and information pack I received from 3P Learning. I also agree that the details provided on this form are correct to my knowledge and that I am authorised on behalf of my school to confirm the renewal of ABC Reading Eggs for a further 12 months." Below this is contact information: "If you need to discuss your renewal, please contact our friendly team on 1300 850 331 or send an email to readingeggs@3plearning.com.au". At the bottom of the form are two buttons: "Cancel" and "Submit renewal request".

At the very bottom of the page, a small note states: "By clicking submit an email will be sent to the Reading Eggs Customer Care Team."

The left sidebar contains a navigation menu with categories: Home, READING EGGS (Preview Lessons, Student Stats), READING EGGS PRESS (Preview Lessons, Student Stats), MANAGEMENT (Manage Students, Manage Teachers, Manage Subscription), TEACHING RESOURCES (K-2, 3-4, 5-6, Big Books, Book Notes, NAPLAN, Targeting English), MY ACCOUNT (Edit My Details, Logout), QUICK LINKS (Research Reports, Parent Letter, Brochure / Order Form, News, Pricing, Tell a Colleague), and SUPPORT.