
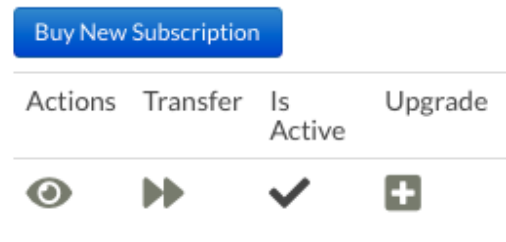


Adding Seats to a Subscription

It's not unusual for a subscription to run low on seats. Whether it be the addition of new students to your class or the decision to add an additional Task Tracker feature to a class, sometimes you need to upgrade to a larger subscription. Additional seats can be purchased at any time in packs of 5 seats. The cost of five seats is determined at the time of your original subscription purchase and can be as low as \$4 for a 5-pack. Follow the following directions for adding seats to your subscription.

Directions

1. The subscriber (or owner) should log into the account and tap on the **Subscriptions** link found on the **Account** page.
2. Current and past subscriptions are listed on this page. All active subscriptions on this page will have an **Upgrade** button () shown to the left of the subscription's Name. Tap on this button to increase the limits of subscription. You will be taken to the Store where you will complete your purchase.
3. At the store, you will need to **Select Plan to Upgrade**. If you are the owner of more than one active subscription, then you will need to select it from the pull-down menu.
4. Enter the number of additional seats that you wish to add to your subscription plan (a multiple of 5 seats). The cost per seat is stated above the field. The cost of the seats you are purchasing will be displayed next to the **Add to Cart** button. When satisfied with your selection, tap on the **Add to Cart** button.
5. Your purchase is summarized on the next page. Tap **Next** to continue.
6. The information in the **Billing Contact** and **Billing Address** fields should auto-fill.
7. For purchases less than \$50, the payment options are Credit Card and PayPal transfer. Purchase Order is an additional option for purchases of \$50 or more. Select your **Payment Method** and tap on the **Next** button.
8. Once you have selected a Payment Method and agree with the **Order Summary**, tap on the **Order Now** button. If ordering by Credit Card or PayPal transfer, you will be re-directed to the secure PayPal Payment Gateway to complete the order. If you are paying with a Purchase Order, you will provide the School Name and Purchase Order Number to complete the order.
9. Once payment is made, the additional seats will be immediately added to your subscription.



Select Plan to Upgrade

Select a Subscription to Upgrade

Upgrade

Add additional seats to your subscription in increments of 5 seats at \$0.80 per seat.

Additional Seats

Add To Cart Cost: \$20.00 USD