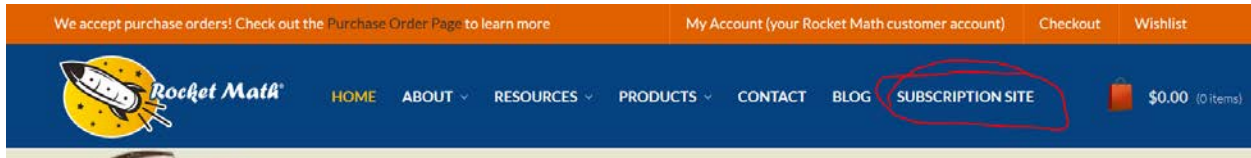


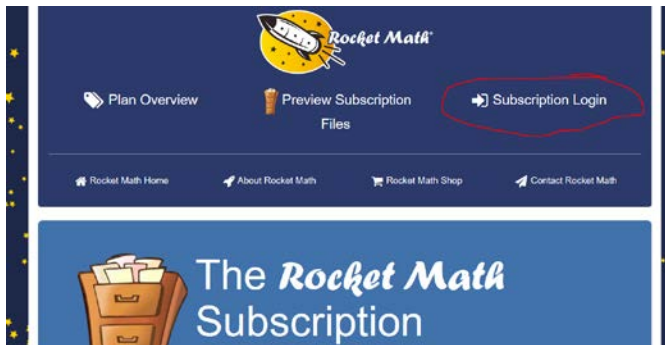
## First step is to set up your own subscription

The person whose email is on the order, will get an email saying the order went through. After about 15 minutes or so she will get an email to activate her subscription. She clicks on the orange button, goes in and then sets up her password to go with her username (which is her email).

From then on to get to the subscription once she (or anyone else is in) Rocket Math she needs to get to the Subscription site. I circled the place you are to click in red in the picture below:



Once she is in the subscription site it looks like the picture below. The picture above is NOT the subscription site (it is the Rocket Math.com site) and if you try to log-in there it won't work. Make sure everyone understands where they should be before they try to log-in with their subscription password. The subscription site should look like the picture below.



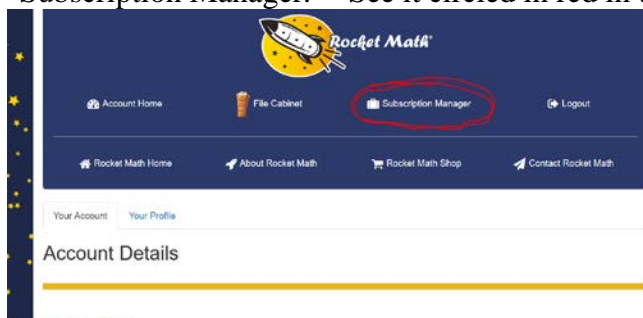
The subscription login box where you put your password looks like this:



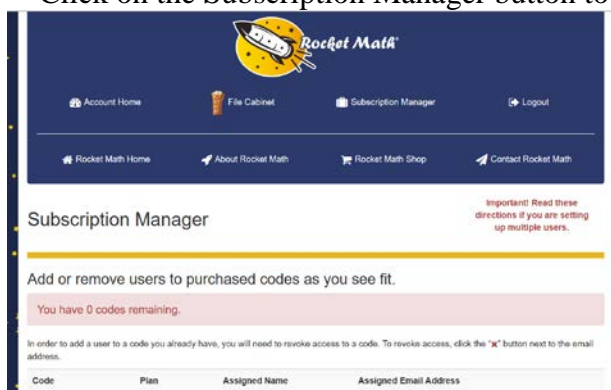
Next is how to set up the other teacher's subscriptions.

Here is how to set up the other teachers' subscriptions. You're the main person because your email was on the order, so this ends up as your job. You are now officially the Subscription Manager.

Go to the Subscription site page. Login with your password. Then magically a new button/tab shows up between the log-in/log-out button and the Filing Cabinet button which says "Subscription Manager." See it circled in red in the picture below.



Click on the Subscription Manager button to go to the Subscription Manager page below.



It tells you that you can "Add or remove users to purchased codes as you see fit." It's a lot of power, but we trust you! Make sure the number of "codes" remaining is correct and that they are the right kinds of subscriptions. Let us know if it isn't right so we can fix it. Remember, you as the Subscription Manager are one user already. So you should have one less code remaining than you bought. [Note: If you have been assigned the wrong kind of subscription, assign yourself the right kind of subscription first, then use the "x" all the way on the right of your name to revoke your email's access to the subscription you don't want.]

In the box where it says "available for use" type-in the email address of the teacher that you want to receive that subscription. Hit the black "+" to add that person and to activate their subscription. They will then get the activation email with the orange bar to activate their subscriptions and set up their own passwords. Thank goodness you don't have to do that for them!

If you hit plus and then realize you made an error (or the teacher changed their email over the summer or want it to go somewhere else) you will need to hit the "x" to revoke that email's access to that subscription code. Then you can assign it to a different email.

Once you've assigned an email address to each subscription code, you are done. You can hit the button at the top for the filing cabinet and get down to printing out your own sheets! Thanks for being the Subscription Manager. Your help is invaluable. Remember, though if there's anything wrong with who got which subscription, you can get back into the Subscription Manager page and fix it.