

How to sign up for a Jigzi School subscription

Congratulations!

Your teachers have asked for a Jigzi school subscription.

What do you do now?

1. Choose an admin:

Choose a person at the school who will be the admin. The admin will be the direct contact at the school for the Jigzi team and will be responsible for the payment details. This admin person can be an administrator at the school, or even one of the teachers.

2. Admin registers as a user on Jigzi:

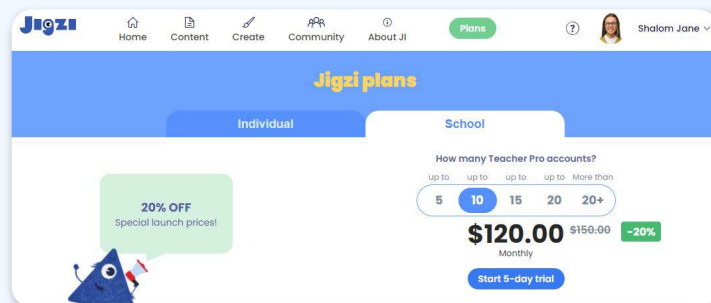
- If the admin has not yet registered as a user on Jigzi, then click **Sign up** on the top right corner of <https://jigzi.org/> and follow the steps to register as a user.
- If the admin is a registered user on Jigzi, then **Login** using your credentials for Jigzi.



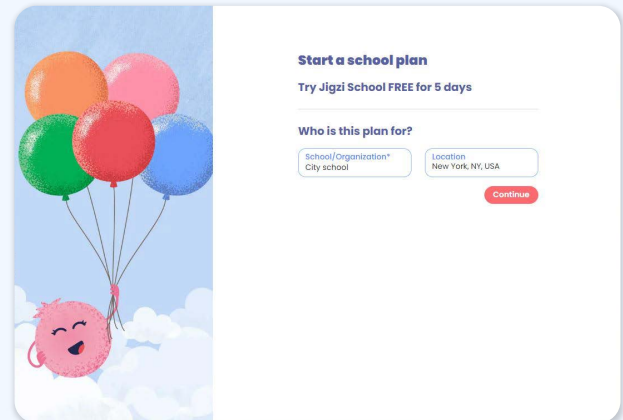
- #### 3. Ask your teachers to register as Jigzi users, and then to give the admin the email addresses that they registered with. They must be the same email addresses, otherwise Jigzi will not recognize them!

4. Choose a plan:

- Click the green **Plans** button at the top of the page.
- Select the **School** tab.
- How many teachers are you signing up?
Click the plan you need.
For example, if you are signing up 8 teachers, then click the button **up to 10**. You will clearly see the discounted price that will be charged monthly for that plan.
- Click **Start 5-day trial**.



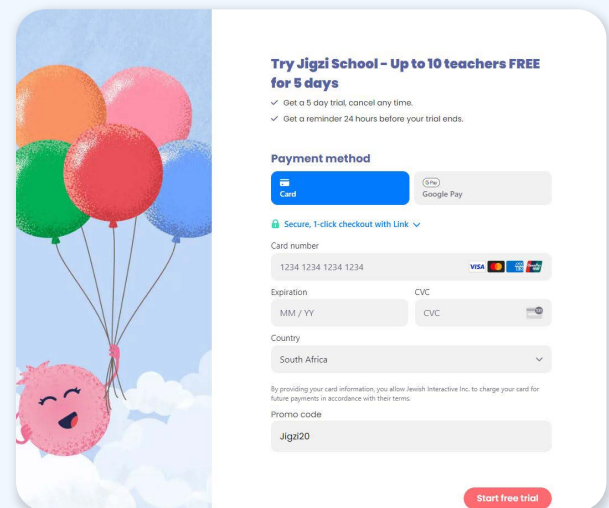
- Enter the **full name of the school**, not initials, so that we can identify it easily. For the location, start typing the city where the school is located, and click the most appropriate suggestion of city and country.
- Click **Continue**.



- Fill in the credit card details for the card that will be used to pay for the school plan.

NOTE: Leave the **Promo code** as it is! Don't erase it, as that will erase the 20% discount that we are giving on launch.

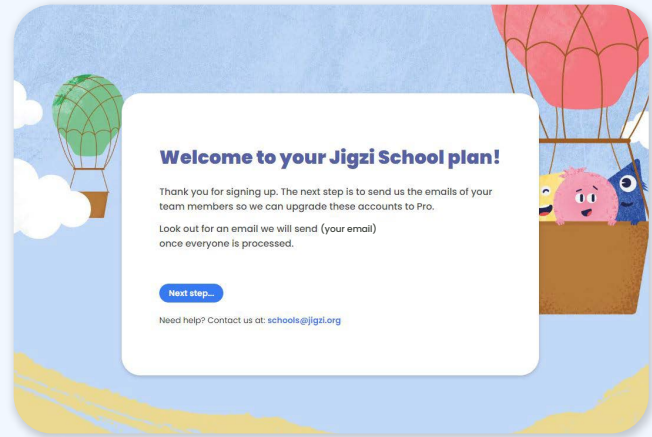
- Click **Start free trial**.



- The last screen of the sign up is for you to give more information about your school or organization. (This is optional)
- Click **Done**.



- The final confirmation screen will explain that you need to send us a list of the teachers who will be part of your team and who will be given a Pro account.
- Click **Next step...**



5. Send us the emails of your Pro teachers:

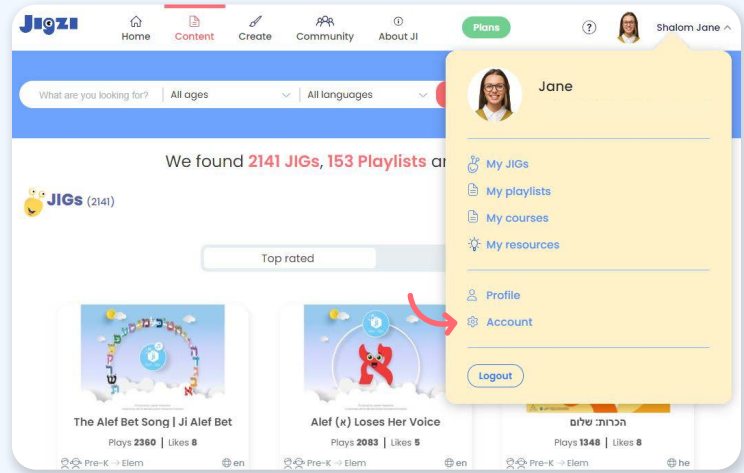
- A form will open up with all your details in place. If you have any email addresses of the team ready, then paste them into the form as shown here.
- If you don't have any team emails yet, don't worry! Submit the form anyway, and we will get back to you.
- **Submit** the form, and we will upload the team emails to the system so that they will become Pro users connected with your school. You will receive a confirmation email with further instructions.

At any time, you can send new team emails or changes to schools@jigzi.org

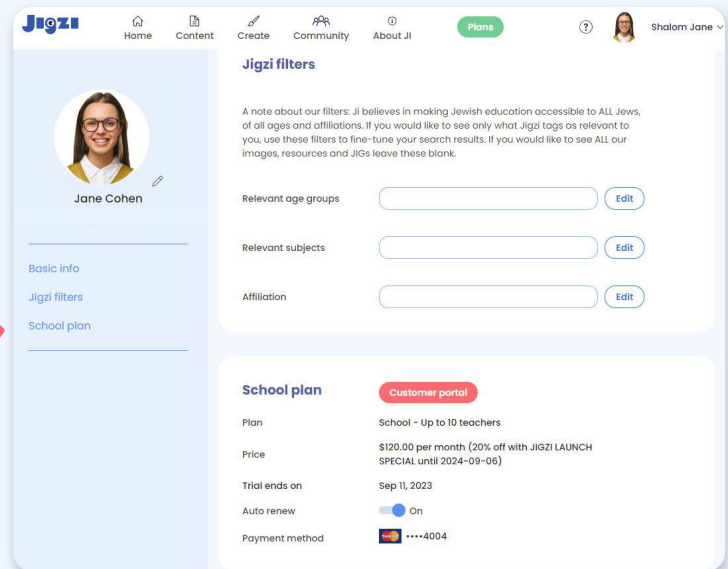
How to manage your Jigzi School subscription

How to see your account details

1. Once you have signed up, you can check your account details by clicking **Account** from the pull-down menu you see when you click your name on the top right of the screen.



2. Click **School plan** in the left-hand panel.
3. You can now see the plan that you chose, the credit card you are paying with and when the trial will end. If you need to change any of the details, or to cancel your plan, click the **Customer portal** button, and make your changes there.



For any help with your school account or to book a training:
schools@jigzi.org