

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 is a navigation bar with the Reading Eggs logo and "My Account" and "Logout" links. A left-hand menu contains various options like Home, Teacher Toolkit, Management, Reading Eggs, Lessons, Reports, Reading Eggspress, Quick Links, and Contact Us. The main content area is titled "Manage Subscription" and shows "Active students: 841". A green box displays subscription details: "Your Blake & Pascal Press Subscription expires on January 18, 2017", "Active students: 840 / 1000", and "Active trials: 5 teachers, 1 student". Below this is a "Change your subscription" section with an "Annual Renewal" form. The form includes a "Total Number of Students" field set to 1000, a question about a 3-year agreement with "Yes" and "No" radio buttons, and a "Comments" text area. At the bottom, there is a checkbox for terms and conditions, a "Cancel" button, and a "Submit renewal request" button. A small note at the very bottom states: "By clicking submit an email will be sent to the Reading Eggs Customer Care Team."