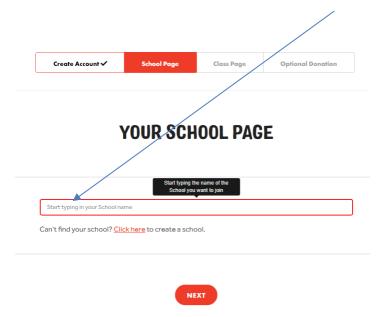
Step 1. Sign up your school and add one class (See below on how to sign up more than one class)



Step 2. Fill out your own details

	New Registration	Already Registered	
Cont Address     Particular                         <	TEA	CHER DETAILS	
Image:     Image: <td>First Name *</td> <td>Last Name *</td> <td></td>	First Name *	Last Name *	
	Email Address *	Password *	
Centry O Mar O Merce	Hobile*	Apa *	
Address Line 1*     Address Line 2 light       Standardson, Kill Inter     Marrienter, Kall Kall Kall Kall Kall Kall Kall Kal	Preferred Nethod		
	County*		



Step 3. Find your school by typing your Roll Number here

4. Create Your Class Name, be sure to add the school name after it e.g. Ms. Pat's 1<sup>st</sup> Class, St. Mary's NS, Skerries

	CREATE	A CLASS	
Class Name			
Fundraising Target			
€ 500			

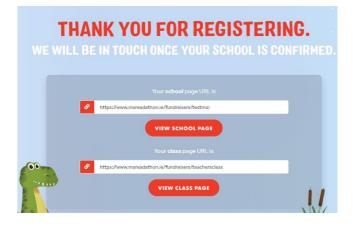
5. Option to Kickstart your class fundraising - Click No Thanks to move on



KICKSTART YOUR SCHOOLS FUNDRAISING



6. Completion - We will confirm your registration and activate your school within 24 hrs.



ADDING EXTRA CLASSES

- 1. <u>Once your registration has been verified by us</u> your colleagues can then attach each of their classes on to the school. Each teacher signs up using their own email address for each class.
- 2. Each teacher who wants to add their class follows steps 1-5 above

## **GETTING YOR STUDENTS INVOLVED**

- 1. Once the school and all classes have been set up you can then let your students and their parents know. (Email/WhatsApp group/word of mouth)
- 2. For safety, parents must register their children. (See How to Register My Child in the Resources Section)
- 3. The easiest way for parents to register and join the school group is to give them the school roll number, this limits the chances of them joining the wrong school.
- 4. We suggest a WhatsApp/Email message to the parents letting them know that the school are taking part in the MS Readathon and that if they would like their children to be involved, they can find out how on the website (Parents Resources) and give them the school roll number.