

My Signing Time Classroom   
Account Manager Instructions

1. Record Your Account Manager Info

Using your confirmation email, fill out this form and print this page for your records:

* + [MySigningTime.com](http://MySigningTime.com) User Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + [MySigningTime.com](http://MySigningTime.com) Password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Account Start Date (date of purchase): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Account End Date (6 or 12 mos. from purchase): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Activation Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Activation Link: https://mysigningtime.com/activate

2. Activate Your Account

* + Go to <https://mysigningtime.com/activate> and enter your activation number.
  + Click/tap the My Library tab to see your products and curriculum.

3. Distribute Activations To Your Members

IMPORTANT: As the account manager, you are responsible for distributing your activations. You have 41 total activations (including yours). *Your code becomes invalid after the 41st redemption.*

* + Print, fill out, and deliver the Member Instruction form (on page 2) to your group members.
  + Remind your members about two things:   
     - Enter the activation code ONE TIME ONLY   
     You will create one account that can be accessed from up to five devices.  
     - Do NOT SHARE the activation link with others   
     Outside activations will reduce your group’s number of remaining activations.
  + Record your activations on the Tracking Sheet provided on page 3. If you think you have unauthorized activations, share your Tracking Sheet with us at [www.mysigningtime.com/support](http://www.mysigningtime.com/support) and we’ll remove any unauthorized members.

Support/Renewal

* + - * + Visit our [FAQ page](https://www.signingtime.com/faqs/digital/) or chat with us at [www.mysigningtime.com/support](http://www.mysigningtime.com/support)
        + In order to accommodate purchase orders, renewal is not automatic. To renew, purchase the [6-month](https://mysigningtime.com/shop/146089) or [12-month](https://mysigningtime.com/shop/145799) program again and distribute your new activation code to your members.

NOTE: My Signing Time Classroom is for classroom, group, or school use only. Your activation code has no cash value and cannot be re-sold. If you have questions, please email info@signingtime.com.



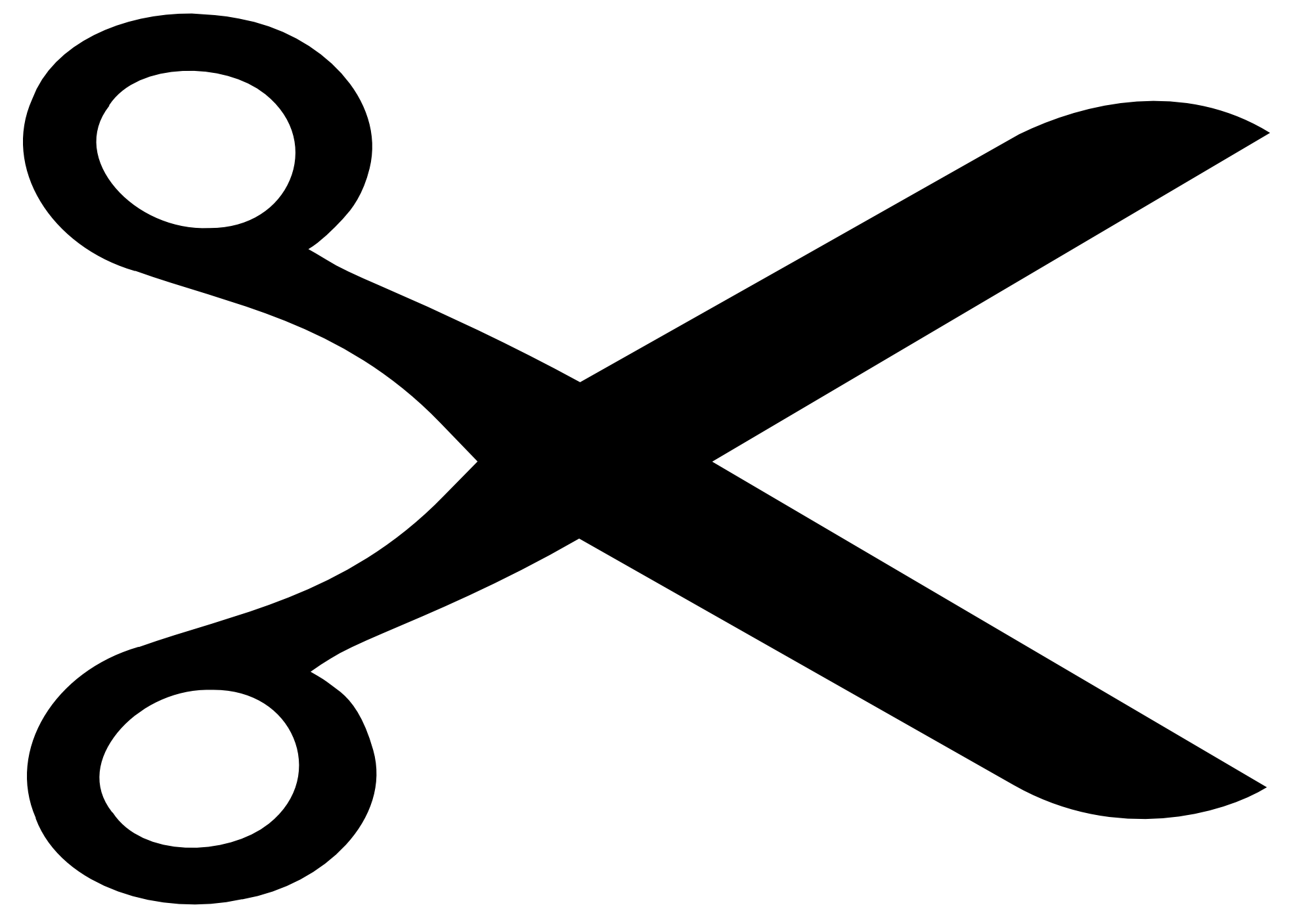
My Signing Time Classroom   
New Member Instructions

Welcome  
As a part of our group, you now have access to an amazing library of educational videos, songs, and ebooks at [www.MySigningTime.com](http://www.MySigningTime.com) where babies can learn first words with Baby Signing Time, preschoolers can learn American Sign Language with Signing Time - and now kids of all ages can learn SCIENCE with the TreeSchoolers!

Get Started

* + Enter this code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at <https://mysigningtime.com/activate>  
    DO NOT SHARE this link or code!
  + Set up your account during free checkout. (Write your user email address below!)  
    USE THIS CODE JUST ONCE. You can access your account from up to five devices.

Watch Videos

* + Streaming: Log in to [MySigningTime.com](http://MySigningTime.com)
  + Streaming/Downloading: Get the My Signing Time app from Google Play or iTunes.

Support

* + - * + Chat with our support team at [www.mysigningtime.com/support](http://www.mysigningtime.com/support)   
          or learn more at <https://www.signingtime.com/faqs/digital/>

End Date

Our group access expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

To register, complete and return this portion of the form to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member First Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Be sure this is the same email address you used/will use to activate your account!

My Signing Time Classroom   
Member Tracking Sheet

Be sure to record the email addresses your members use to create their [MySigningTime.com](http://MySigningTime.com) accounts.   
Why is this important? If your code expires before you issue all 41 activations, or you think you have unauthorized members, you can share this sheet with us at [www.mysigningtime.com/support](http://www.mysigningtime.com/support). We will remove anyone who is not on your list.

| # | Member First Name | Member Last Name | Member Email Address | Issue Date |
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