

## Organizational Instructions

1. Team Leads should go to “**All Modules of Organizations**” on the **Buy Now page**.
2. Determine the **range of seats** you want on your team. **Enter the “Team Name”** of your organization.
3. You will be taken to the “**All Modules of Organizations**” page.
4. **Enter the exact number of seats** you need for your organization in the slot beside “Add to Cart”. If the lead wants to be included in the total number of seats, check “**Take up a seat**”.
5. **Click “Add to Cart”**.
6. Once the “**View Cart**” button appears, click the button and you will be taken to the “Cart” page.
7. **Review your cart** and make any changes or updates if needed.
8. **Click “Proceed to Checkout”**. You will be taken to the “Checkout” page.
9. **Enter the billing details** and notes (if needed) on the “Checkout” page.
10. **Read the “Terms and Conditions”** of the website and **check the box** that states “I have read and agree to the website terms and conditions”.
11. **Click the “Proceed to PayPal”** button and be taken to the PayPal page.
12. Once your order is processed, **check your order status by going to the “Login” page**.
13. **If your order is “On Hold”**, contact Mathfundamentals.net via the “Contact” form to see what is happening with your order. The status can be completed by Mathfundamentals.net.
14. **Once the status is “Complete”, click on the word “Orders”. Then click “View Team” besides the Team Name.**
15. You will be taken to a page where you (Team Lead) can **invite members to join your team**. This can be done in two ways:
  1. **Registration Link** -- Allows team members to register themselves (Note anyone can join your team; Be careful with this option).
  2. **Add Members** --Enter an email of someone you would like to join your team.
    1. An invitation will be sent with an order number from Mathfundamentals.net.
    2. A second email will be sent to that recipient stating that they have been invited to join the Team along with the team name. The invitation will include the name of the person who invited them to the site.
    3. There will be a message that states “This will give you Math Membership access. Please click the confirmation link below to sign up for an account and accept your invite”. Then “Click here to join (team name).”
16. The team member will be taken to the “Login” page. If the email (username) is not theirs, they should logout and login again using their email. They can create their password at that time.
17. Once logged in, they should click on “My Membership”. A list of their modules will appear from which they can start working. **WE SUGGEST THAT THEY BEGIN WITH THE ADDITION MODULE FIRST.**
18. Once their work is complete for the day, they can logout.
19. The team lead can always determine the number of remaining seats by going to the “Login” page. They can see who the team members are and how many seats are still available.