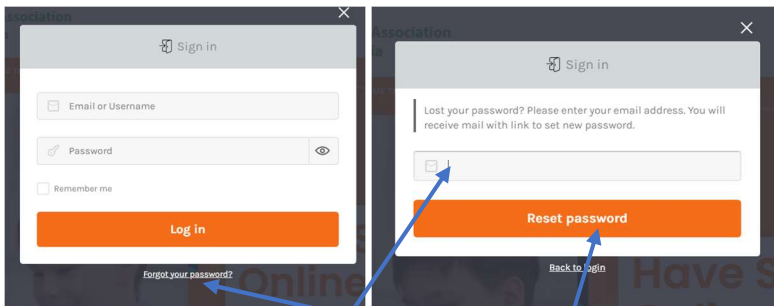


Creating Teams and Assigning Licenses

1. First login to the havesumfunonline.com website.



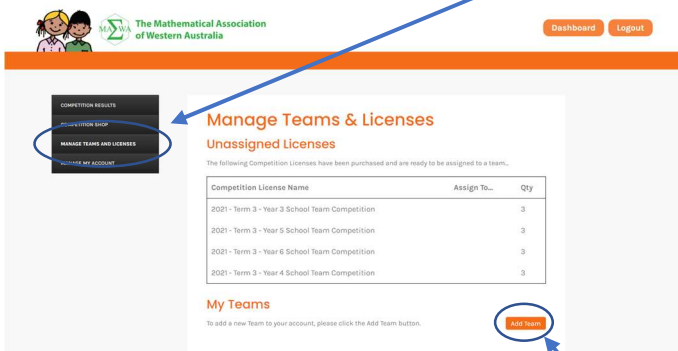
If you have forgotten your password then after you have clicked on the login.



You can click on [Forgot your password?](#)

Then type in your email and click on [Reset password](#) and a link will be sent to your email address so that you can reset your password.

2. Click on the [Manage Teams and Licenses](#)



To add a Team/Individual click on the [Add Team](#)

Then give the Team/Individual a name

And a Username

Give the Team/Individual a password (your choice)

And then click on Add Team

(Note: The Username must be unique across all of HSFOL so you may get a message that the name entered is already in use.

This message will appear in on your screen for approximately 4 seconds before disappearing and no Team will be added)

4. You should now be able to see the Team/Individual that you have added.

5. You can now assign a License to your Team/Individual.

From your list of Unassigned Licenses click on “Select a team” next to the license you want to assign and pick the Team/Individual that you want to assign the license to.

In this case we have selected “Year 3 School Team Competition” and will assign it to “Sample Name 001” Team/Individual.

Manage Teams & Licenses

Unassigned Licenses

The following Competition Licenses have been purchased and are ready to be assigned to a team...

Competition License Name	Assign To...	Qty
2021 - Term 3 - Year 3 School Team Competition	Select a team... Sample Name 001	3
2021 - Term 3 - Year 5 School Team Competition	Select a team...	3
2021 - Term 3 - Year 6 School Team Competition	Select a team...	3
2021 - Term 3 - Year 4 School Team Competition	Select a team...	3

My Teams

6. You should then see the license has been assign to the appropriate Team/Individual.

Also your Unassigned Licenses count will reduce.

Manage Teams & Licenses

Unassigned Licenses

The following Competition Licenses have been purchased and are ready to be assigned to a team...

Competition License Name	Assign To...	Qty
2021 - Term 3 - Year 3 School Team Competition	Select a team...	2
2021 - Term 3 - Year 5 School Team Competition	Select a team...	3
2021 - Term 3 - Year 6 School Team Competition	Select a team...	3
2021 - Term 3 - Year 4 School Team Competition	Select a team...	3

My Teams

To add a new Team to your account, please click the Add Team button.

Sample Name 001 Sample001	Set Team Password
2021 - Term 3 - Year 3 Competition (Teams) Assigned	Retract License

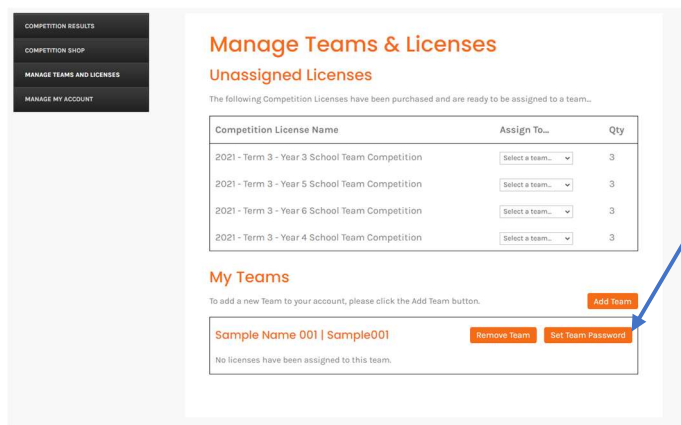
It will show as “Assigned” here until the Team/Individual has started completing Round 1.

If you have accidentally assigned the License to the wrong Team/Individual, you can retract the license by clicking on the “Retract License” and assign to the correct Team/Individual.

(Note: this can only be done as long as it is still showing Assigned)

Resetting your Teams Passwords

Should any of your Teams forget their passwords or not be able to login then you can reset their password by just clicking on the Set Team Password next to the team.



Then just give them a new password (minimum of 8 characters)



Then click on Change Password.