



Creating Teams and Assigning Licenses

1. First login to the <u>havesumfunonline.com</u> website.



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

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-∦ Sign in	-	ි ච් Sign in	
Email or Username		Lost your password? Please enter your email address. You will receive mail with link to set new password.	
2 Password	۲		
Remember me			
Log in		Reset password	
Forgot your password?	nline	Backto bein Have	S
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You can click on Forgot your password?

Then type in your email and clikc 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



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Then give the Team/Individual a name	Add Team
And a Username	Team Name
Give the Team/Individual a password (your choice)	Enter a descriptive name for the new team.
And then click on Add Team	Login Details
(Note: The Username must be unique across all of HSFOL so you may get a message that the name entered is already in use.	New Team Username Sample001 New Team Password MAWA2021!
This message will appear in on your screen for approximately 4 seconds before disappearing and no Team will be added)	These details will be used by the new team to log in. Passwords should be a minimum of 8 characters.
Manage Teams & Licenses	
My Teams	
To add a new Team to your account, please click the Add Team button.	
Test Individual mawatest Set Team Password	

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

The following Competition Licenses have been purchased and are ready to be assigned to a team. Competition License Name Assign To. (ty) D021 - Term 3 - Year 3 School Team Competition Senet team. 0 D021 - Term 3 - Year 4 School Team Competition Senet team. 0 D021 - Term 3 - Year 4 School Team Competition Senet team. 0 D021 - Term 3 - Year 4 School Team Competition Senet team. 0 D021 - Term 3 - Year 4 School Team Competition Senet team. 0 D021 - Term 3 - Year 4 School Team Competition Senet team. 0 D021 - Term 3 - Year 4 School Team Competition Senet team. 0 D021 - Term 3 - Year 4 School Team Competition Senet team. 0 D021 - Term 3 - Year 4 School Team Competition Senet team. 0 D021 - Term 3 - Year 4 School Team Competition Senet team. 0 D021 - Term 3 - Year 4 School Team Competition Senet team. 0 D021 - Term 3 - Year 4 School Team Competition Senet team. 0 D021 - Term 3 - Year 4 School Team Competition Senet team. 0 D021 - Term 3 - Year 4 School Team Competition Senet team. 0 Senet team Team Competition <th>ND LICENSES</th> <th>Unassigned Licenses</th> <th></th> <th></th> <th></th>	ND LICENSES	Unassigned Licenses			
Competition License Name Assign To Qty 2021 - Term 3 - Year 3 School Team Competition Select a team 3 2021 - Term 3 - Year 4 School Team Competition Select a team 3 2021 - Term 3 - Year 4 School Team Competition Select a team 3 2021 - Term 3 - Year 4 School Team Competition Select a team 3 2021 - Term 3 - Year 4 School Team Competition Select a team 3 2021 - Term 3 - Year 4 School Team Competition Select a team 3 2021 - Term 3 - Year 4 School Team Competition Select a team 3	UNT	The following Competition Licenses have been purchased and are	ready to be assigned to a team		
2021 - Term 3 - Year 3 School Team Competition silect atsam. a 2021 - Term 3 - Year 5 School Team Competition silect atsam. a 2021 - Term 3 - Year 6 School Team Competition silect atsam. a 2021 - Term 3 - Year 4 School Team Competition silect atsam. a 2021 - Term 3 - Year 4 School Team Competition silect atsam. a Do add a new Team to your account, please click the Add Team buttor. Add Team Sample Name 001 Sample001 Term Competition silect atsam.		Competition License Name	Assign To	Qty	
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. Add Team Sample Name 001 Sample001 Team Competition Select a team.		2021 - Term 3 - Year 3 School Team Competition	Select a team	3	
2021 - Term 3 - Year 6 School Team Competition Select a taxm. V 3 2021 - Term 3 - Year 4 School Team Competition Select a taxm. V 3 My Teams To add a new Team to your account, please click the Add Team button. Add Team Sample Name 001 Sample001 Team Compare Team Planeword		2021 - Term 3 - Year 5 School Team Competition	Select a team_ v	3	
2021 - Term 3 - Year 4 School Team Competition <u>select a team</u> 3 My Teams To add a new Team to your account, please click the Add Team button. Sample Name 001 Sample001 Remove Team Set Team Reasword		2021 - Term 3 - Year 6 School Team Competition	Select a team	3	
My Teams To add a new Team to your account, please click the Add Team button. Add Team Sample Name 001 Sample001 Remove Team Set Team Pd3sword		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 but Sample Name 001 Sample001	ton.	Add Team Password	





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.



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

Also your Unassigned Licenses count will reduce.

e following Competition Licenses have been purchased and are re	eady 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	

It will show as "Assigned" here until the Tearh/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)



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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.

Unassigned Licenses		
The following Competition Licenses have been purchased	d and are ready to be assigned to a tear	n
Competition License Name	Assign To	Qty
2021 - Term 3 - Year 3 School Team Competition	Select a team	3
2021 - Term 3 - Year 5 School Team Competition	Select a team	з
2021 - Term 3 - Year 6 School Team Competition	Select a team	з
2021 - Term 3 - Year 4 School Team Competition	Select a team	3

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



Then click on Change Password.