



Create a SPiN Video Channel for your Organization

- From the home page TheSPiNNetwork.com select 'SCHOOL SIGNUP' at the top menu bar
- Search for your school/organization's name (If not found, you can add your school or organization)
- Select your school/organization name: (Green Select Button to the left of school/organization name)
- You will now see '*why you should create a channel, and what subscription fees are*'.
- Click on green button [Join The SPiN Network Now!]
- Click to Agree to the channel agreement (there is no charge for a channel)
- Follow instructions to create your account and you will then be brought to your organizations admin page.



How to create Directors for your School/Organization

- As the Channel Administrator, you will want to create Directors (or teachers) for each ensemble in your school/organization.
- To create Directors, from your organization admin page click [+Add Ensemble] (bottom right)
- Create an Ensemble Name, Type and Size.
- Director Info: Fill in a first name to search (we first check any existing directors)
- Once the search is completed and person isn't found you will click on [+Add Director]
- Fill in all the information and save.
- Pass on the credentials you created for that Director and they have full access.
- Directors have full premium access to the entire Spin Network.
- To view all the videos, in the top right hand side of browser you will see 'Browse Videos'



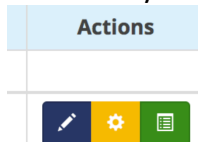
How to give a student free access to SPiN

Requirement: The Channel Administrator will have created an ensemble with a Director in order to register students.

- A student will need to have a link sent to them that will allow them to register and be associated with an ensemble.
- The Channel Admin can view all the ensembles for their school.
- The Director for each ensemble can view their ensemble page.

As a Director or Channel Administrator:

- Click on the yellow 'Ensemble Admin' settings wheel associated with the ensemble you wish a student to join.



- On the 'Ensemble Admin' page in the top banner with the Ensemble name you will see a link you can share with your students to register for that ensemble.

Student Registration: <https://thespinnetwork.com/studentregistration/90931>

- The Student will follow link and register with SPiN and will be redirected to their page.
- Student will see various tabs with videos, and their ensemble videos will be in the 'Subscribed Videos' tab.
- As of this date, a student can only belong to one ensemble with one account.