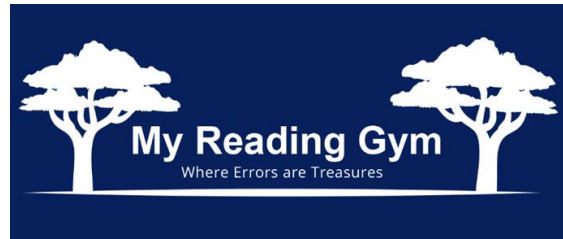
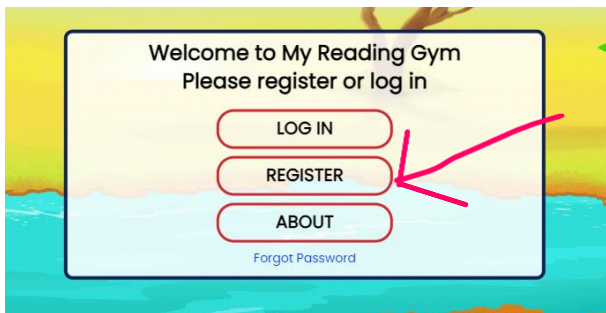


How to Register a New Institution on MRG: Institution pays

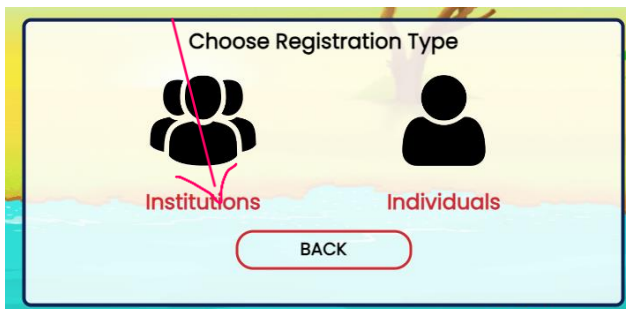


Follow the steps to register a new Institution on MRG, so that the institution pays:

1. Check Pricing on the MRG website.
Add numbers of readers, to see bulk discounts of up to 50%
<https://myreadinggym.co.za/>
Note that the institution supervisor gets a **free account to practice**. This is not to be used for a reader. My Reading Gym Safari **Admin Functions** Video on YouTube or in the menu, will demonstrate how to use your admin account:
<https://www.youtube.com/@MyReadingGym>
2. Access the MRG reading site: <https://mrg.azurewebsites.net/> and click REGISTER.



3. Click INSTITUTIONS



4. Create a new account.

Make sure the **school supervisor's email address** is filled in as the **contact person**. They will receive usernames and passwords.

Ignore the box: Learner/Reader Pays

Select users & payment plan

Contact Person Jane Jones

Contact Details 083500000 myschool@gmail.com

Institution Best School BC

Address 12 Sea Road Muizenberg
Cape Town Western Cape

Details School South Africa

Learner/Reader Pays What's this?

Terms & Conditions I have read and agree to the Terms & Conditions

CONTINUE

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5. Select number of readers to be added to the institution and payment plan. Note bulk discounts.

Select users & payment plan

Users Required 21

Plan A	Plan B	Plan C
3 month	6 month Plan	12 month plan
R6 090	R11 340	R19 740
Select Plan	Select Plan	Select Plan
R97/user/month	R90/user/month	R79/user/month

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6. Select payment method: MRG will need to verify the institution before the supervisor's username and password is sent. You will receive an email once verified.
For EFT payments, the account is activated once proof of payment is received.

Select users & payment plan

Users Required: 21

Plan A	Plan B	Plan C
3 month	6 month Plan	12 month plan
R6 090	R11 340	R19 740
Select Plan	Select Plan	Select Plan ✓
R97/user/month	R90/user/month	R78/user/month

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MANUAL EFT
PAY WITH PayFast®

7. Once proof of payment has been received, the supervisor will be able to register new users. A PDF will be sent explaining how to add users to your institution.

Enjoy the reading journey with your readers!

Please feel free to contact us on: support@myreadinggym.co.za, or on 0847017077 if you need any help or training.