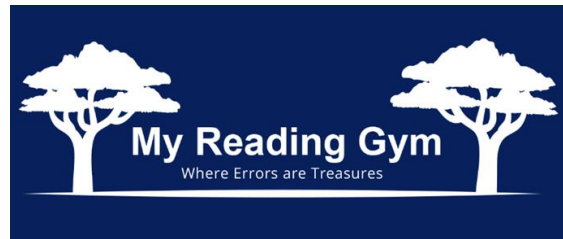
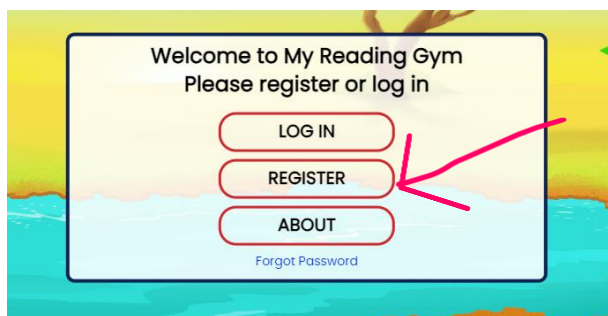


# How to Register a New Institution on MRG: Parent pays

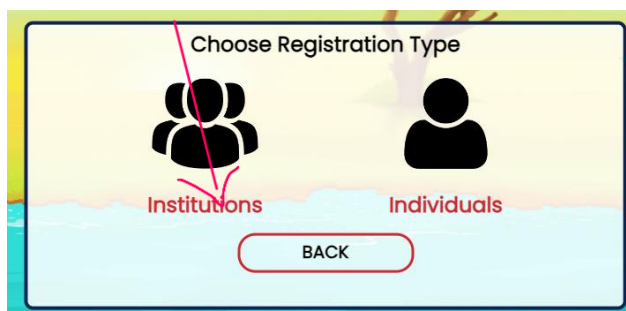


Follow the steps to register a new Institution on MRG, so that the parent pays:

1. Check out FAQs and pricing to make sure that MRG is the best option for your institution: <https://myreadinggym.co.za/>  
Note that the institution admin / 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 be the administrator of MRG.**

They will receive usernames and passwords for readers.

Click on the box: Learner/Reader Pays

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

Buttons: CONTINUE, BACK

5. Once registered, your institution will be verified. You will receive:

- Your supervisor login details
- Institution code
- Free user account to play with (not to be used for a reader)
- A pdf for parents. Send this to parents so they know how to register, pay for their child and link them to your institution.

Enjoy the reading journey with your readers!

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