



iStampClub

TEACHER'S GUIDELINES AND REGISTRATION

Within the Royal Mail iStamp Club we want your students to have a fun, safe and educational experience. We're asking all teachers to create and manage your class's usernames and passwords and their access to the iStamp Club album.

It's easy:

Step 1: Register yourself.

Step 2: Choose how many usernames and passwords you need for your pupils.

Step 3: Distribute usernames and passwords to your pupils.

Step 1 – Register

We want to be sure that we hold an email address that you can be contacted on. That's why we validate the email address you give us at registration.

Register here: **www.royalmail.com/iStampclub**

Click on the 'Teacher Area', and follow the process to register and log in.

Step 2 – Choose how many usernames and passwords you need for your pupils.

Set up your class by clicking the "Add Class" button on the Class List page. Enter a name for your class, as well as the name of your school. Complete the class creation by clicking the "Add Class" button.

You will now be brought to the Manage Class page for your new class. To add pupils to the class enter the number of pupils at the bottom of the "Pupil List" section and click the "Add" button.

We generate the usernames and passwords for you to give out; we do not hold any individual information about your pupils to ensure a safe online environment. However, by clicking on 'Edit Pupil Details' you can add each pupil's name in if you want.

You can add additional accounts to your class at any time.

We recommend creating a username and password for yourself also, so you can log on to the album and see how it works.

Step 3 – Distribute usernames and passwords to your pupils.

To manage your class, click on the class name in the 'Manage Class' table.

You will see a list of usernames and passwords and a table showing how each pupil is engaging with the iStamp Club.

If your computer is connected to a printer you can print your usernames and passwords from here.

iStampClub TEACHER AREA

The iStampClub Teacher Area also allows you to keep track of, and manage, your pupils. We tell you how many stamps each pupil has collected, how many trades they have made, and how many Achievement Points they have earned. Pupils earn Achievement Points by completing sections in the album.

If you need to you can stop a pupil's access to the album. Do this by clicking "Disable" in the Suspend column. You can, at any time, restore their access by clicking "Enable".

You can also Disable/Re-enable an entire class, from the Manage Class screen.

If you are managing more than one class, you can create and switch to other classes by clicking on the class name on the Class List page. You can manage up to five classes in your school from one email address.

Trading with other classes/schools

By default, your class is only able to trade stamps with each other. You can enable trading with other classes, in your own school or other schools, by "pairing" with them.

To pair with another class you need to know its Class Code. Each class has a unique Class Code; you can find your Class Code on the Manage Class page.

On the Manage Class page, in the "Can Trade With" section, enter the Class Code of the class you want to trade with, and click the "Add" button.

You can remove a class from a trading group by clicking the "Remove" button beside its name in the "Can Trade With" list.

Even if you are managing more than one class you will have to pair with them to allow them to trade together.

Please note that the album also creates computer generated users for the children to swap with. This ensures that the children have the option to trade, but in a safe online environment. They can choose to accept or decline the computer-generated trade.

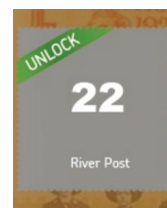
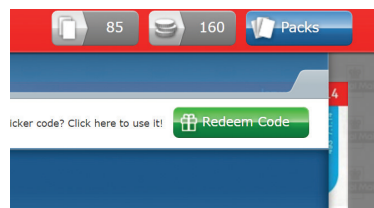
YOUR PUPILS ARE NOW READY TO START USING THE ALBUM! Once you have distributed the usernames and passwords, direct your pupils to the 'Pupils Area' on the homepage and get collecting!

Rewards For Completing Lesson Plans

Throughout the Royal Mail iStamp Club album there are special iStamps that you can only unlock using special codes, matched to the lesson plans provided. Once you have completed the lesson plans and activities for a certain subject, use the special code for that subject to reward your pupils with these special iStamps.

To unlock a special iStamp the pupil simply clicks on the 'Packs Menu', and then clicks on the 'Redeem Code' button and enters the special code.

Alternatively, they can go to the empty stamp space and click there, where they will get the same 'Redeem Code' pop-up.



The special codes to enter for each subject are:

Inventive Britain	Stainless Steel	INVE114
Royal Mail 500	River Post	RMV5007
Animail	Chimpanzee	ANIM116
The Queen's 90th birthday	Nelson Mandela	HRMB909
Football Heroes	George Best	FB11V113
The Great War	Poppy	GTWAR17

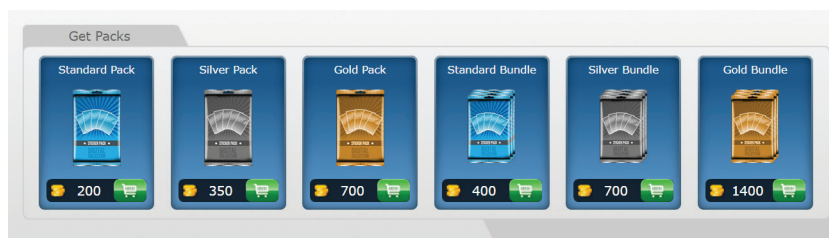
HOW THE ALBUM WORKS FOR THE PUPILS

To get started, **turn the pages of your album by clicking the top right corner of the album.** (You can go back a page by clicking the top left corner).

Fill in your iStamp album in one of three ways:

1. Get one iStamp pack every 15 minutes.

- To retrieve your packs, please click on the packs icon in the top right corner.
- Each pack contains six random iStamps. These can be a combination of general iStamps, rare and ultra rares. For every iStamp you get, you earn coins. (Rare and ultra rares earn more coins!)
- With the coins you earn from collecting the iStamps, you can buy more packs from a selection of packs on offer.

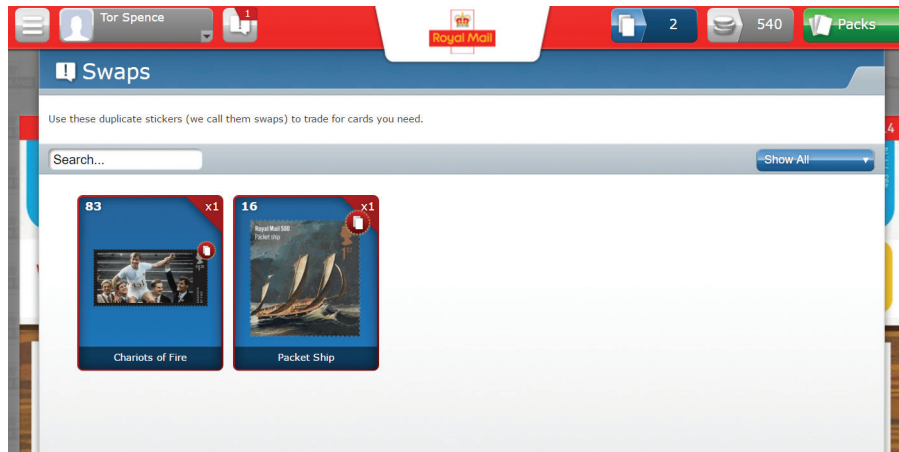


- You can also earn points by watching the two Royal Mail videos, when you click on the coin icon.



2. Swap your doubles for iStamps you still need.

- Click on a blank iStamp space.
- Check out who has the one you need. Click on 'trade' to find out who has the stamp you need.
- Make an offer of your iStamps and see if the swap is accepted.
- Or click on your available swaps in the toolbar to see your 'swaps' available to trade.



3. Complete puzzles to earn iStamps.

You can also collect iStamps by completing a variety of puzzle questions. You can complete these by clicking on the puzzle icon on a spare iStamp when you see it.



4. Completing the album.

The album is then split into collections. For example, Inventive Britain is a collection. When you complete a collection, you will earn an Achievement iStamp which will be placed at the back of the album.

Complete your album to get your digital certificate!

