Website: www.widgit.com/support
Telephone: 01926 333680
Email: support@widgit.com

How to Set Up a Group Account

A group account is a single Widgit Online account with multiple users, making it easy to work collaboratively and share documents.

Users can have different roles and permissions assigned to them (please see the separate guide for this).

Converting a Trial Account

If you already have a trial account set up, you can convert this to a full account.

1. **Log in** to Widgit Online.

   Log in to Widgit Online

   Email address or group ID/username: _____

   Password: _____

   Remember Me: ☐

   Forgotten your password?

   Log in

2. Go to the **Settings** page from the link in the top right corner.

   ⚙ **Settings**

3. Click on the **Subscriptions** link from the menu.

   Subscriptions

4. With your purchase you will have received a 24 digit serial/licence key. To use this key scroll to the **Licence key** input box.

Licence key

Enter a licence key here to upgrade your account or add extras to it. You can also use a promotional key or a SymWriter key to extend your account.

Submit key

5. Enter your licence key and click **Submit key**.

xwnl-rhlh-rflp-rywf-pgjj-yjbq

Submit key

6. Your account will now be valid for the duration of your subscription. The **Subscriptions** page always gives you an overview of the size and time remaining on the subscription.

Subscriptions

You are an administrator for the Widgit Small School account.

You currently have a **1-year** subscription which will expire on **30 November 2025**.

Licence Agreement

View all recent invoices

Setting Up a Brand New Account.

To create a new account, go to www.widgitonline.com

1. With your purchase you will have received a 24 digit serial/licence key. To use this key, click on the blue **Activate** button.

Have a licence key?

If you have purchased Widgit Online by invoice or from a reseller, you may have a 24-character licence key. You can use this to set up and activate your account.

Activate

2. Enter the key in the box and click **Next.**

Licence key

Please enter your licence key in the box below:

xwnl-zrqh-gmwt-ybnf-wywr-xfdz

Next

3. Complete the **Sign Up** Form with your chosen details. The first parts will be completed based on the licence key.
You can add a trial of the Dual Language add-on here.

Sign up for a Widgit Online group account

You are signing up for a **1-year Class / Teachers Group** account.

Licence Key

Licence key

xwnl-zrqh-gmwt-ybnf-wywr-xfdz

Widgit Online Language and Location

Language and Location

English, United Kingdom

Add Extras to your account

☐ Dual Language Feature Pack (Free 21 day trial)

Extras are not part of your Widgit Online subscription.

They can be purchased for a one-off payment.

Group Details

4. Create a **group name** and an **ID** (make this easy to remember).

Group Details

Account type

Class / Teachers Group

Group Name
This is the descriptive name for your group.

Group ID
This will be the start of the login ID for all users in this group.
Letters and numbers only, no spaces.

5. Fill in the required information for the main **Administrator** for the group – this person will "run" the account.

Group Administrator Details

The Group Administrator manages the group's users and sets permissions.

Email

Password

Confirm Password

Username
Used for logging in
Letters and numbers only, no spaces

Display Name
How your name appears to other users in your group

Telephone (Optional)
We only use telephone numbers for technical support. We do not make sales calls.

6. Enter the **Billing Contact** – this can be the Administrator on the account, or you can add a specific email address, for example bursar@myschool.com

> **Billing Contact**
>
> The Billing Contact only receives emails about renewals and subscriptions.
>
> Billing Contact
>
> | Group administrator ⌄ |
> | Group administrator |
> | Specific email address |

7. If you have a promotional key, you can add it here. Please also **answer** the drop-down question.

> **Promotions**
>
> Promotional or SymWriter key (Optional)
> *If you have a promotional key, enter it below.*
> *You can use a licence key for SymWriter 2 for an extended trial of Widgit Online.*
>
> [   ]
>
> How did you hear about us?
>
> | --- ⌄ |

8. The final section of the form is to **tick** if you wish to receive updates, and to agree to our Terms and Conditions.

> **Email Consent**
>
> Widgit occasionally sends emails about new features and updates to Widgit Online. If you would like to receive these emails, please tick the box below. You can change this preference at any time in the Settings area.
>
> ☐ I would like to receive emails about updates to Widgit Online
>
> **Terms and Conditions**
>
> ☐ I agree to the Terms and Conditions
>
> Sign up

9. You will now see the
Welcome screen.
We HIGHLY RECOMMEND
that you watch the video.

Welcome to
Widgit Online

Visit the Help Centre

Watch the Getting Started video

Add more users to your group account

No Thanks