Parent and Teacher Guide

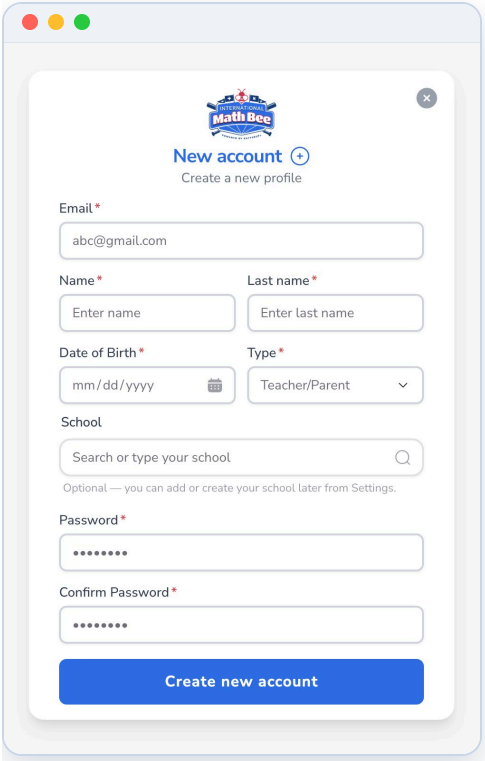
International Math Bee® powered by BatterUp®

Parent/Teacher Portal: portal.internationalmathbee.org

This guide shows you how to create your account, add your students, buy seats and get your students playing BatterUp®. It takes about 10 minutes. Students play at **game.internationalmathbee.org** on a phone or computer.

Quick overview

1. Create your account · 2. Add your school · 3. Sign in · 4. Get to know the portal · 5. Add your students · 6. Buy seats · 7. Assign a seat to each student



1 Create your account

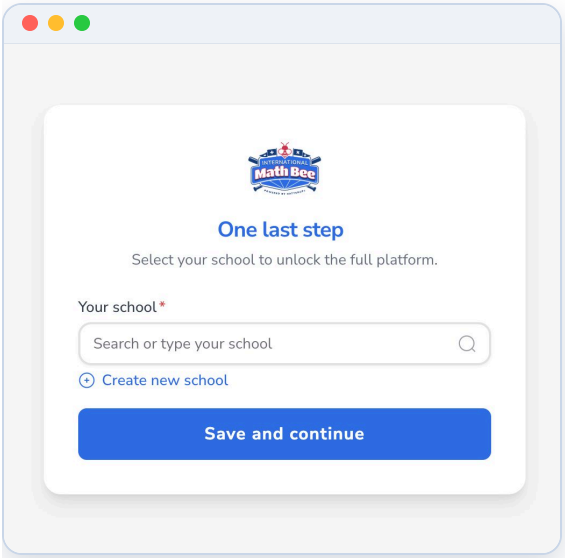
Go to **portal.internationalmathbee.org** and click **Sign up**.

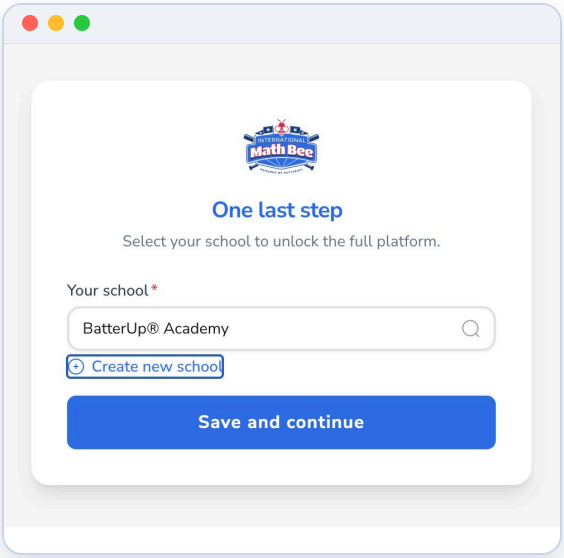
Enter your **Email**, first name (**Name**), **Last name** and **Date of Birth**, choose **Teacher/Parent** under **Type**, create your **Password** and click **Create new account**.

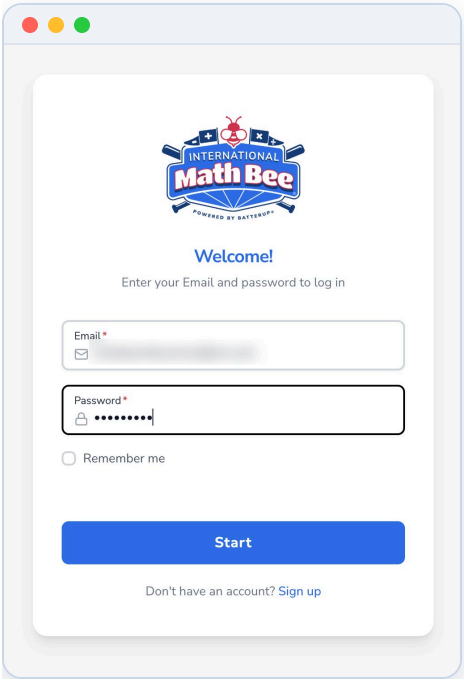
2 Add your school

Search for your school under **Your school**. If it is not on the list, click **Create new school**. Then click **Save and continue**.

Use the school's **full official name and complete address**, so classmates compete together in the State, National Math Bee® and International Math Bee® rankings. Homeschool families can add their homeschool as their school.







3 Sign in

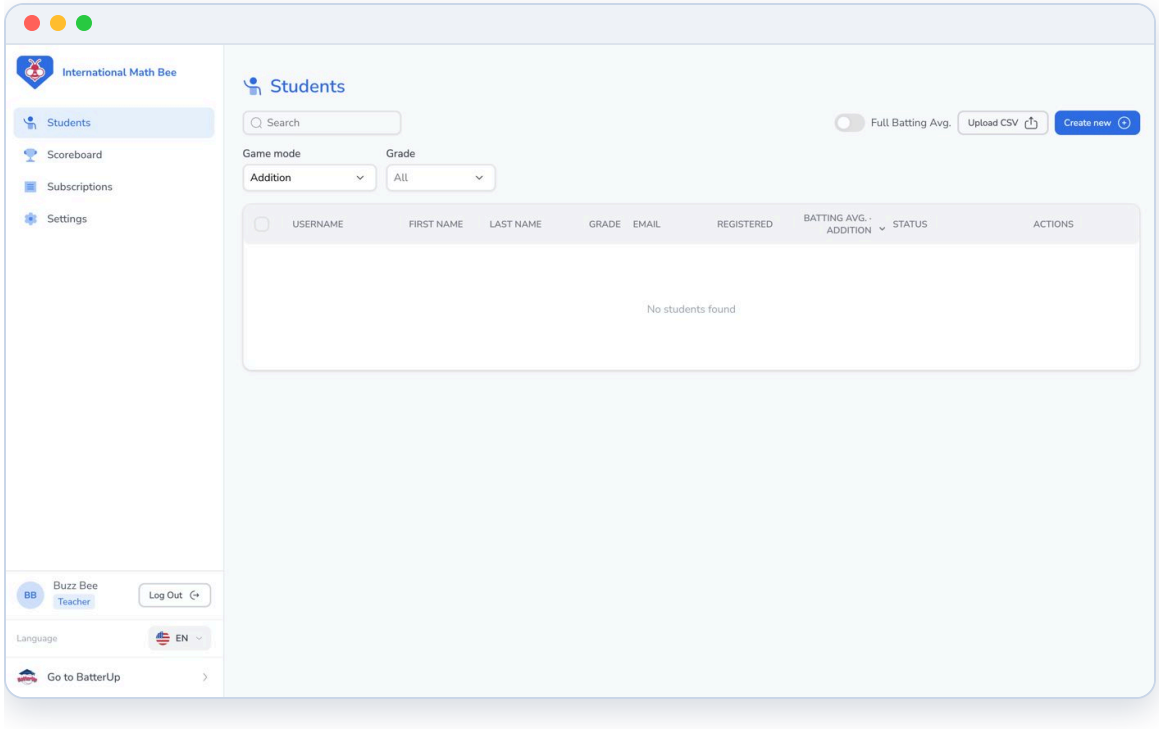
Go to **portal.internationalmathbee.org**, enter your **Email** and **Password** and click **Start**.

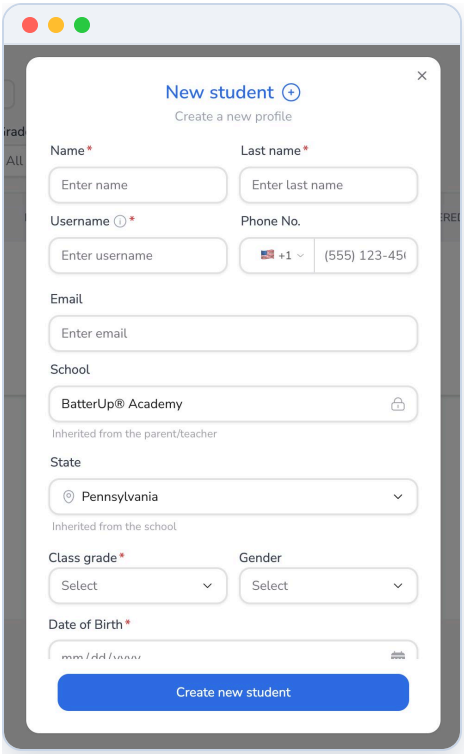
4 Your Parent/Teacher Portal

The menu on the left has:

Students	Add, edit, transfer students and assign seats
Scoreboard	See your students' rankings
Subscriptions	Buy seats, see invoices, cancel
Settings	Your account details

You can also change the language and jump to BatterUp® from here.

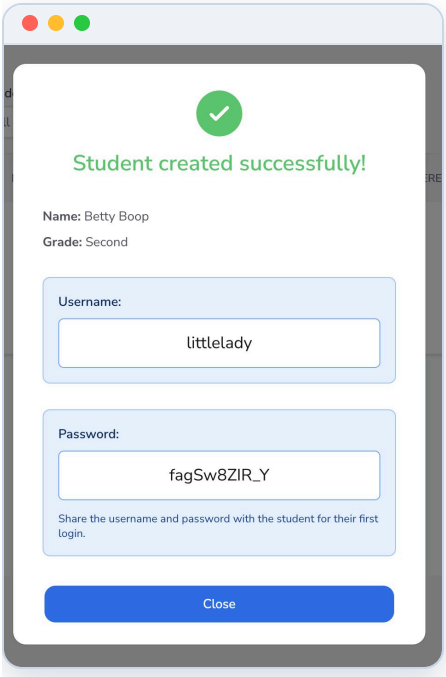




5 Add your students

Open **Students** and click **Create new**. Enter the student's first name, last name, **Username**, **Class grade** and **Date of Birth**, then click **Create new student**.

- The **School** and **State** are filled in from your account.
- **Email** and **Gender** are optional. Student details stay private in your portal and are not shown publicly in the game.
- For privacy, choose a username that does not include the child's real name.
- Have a whole class? Use **Upload CSV** to add many students at once.



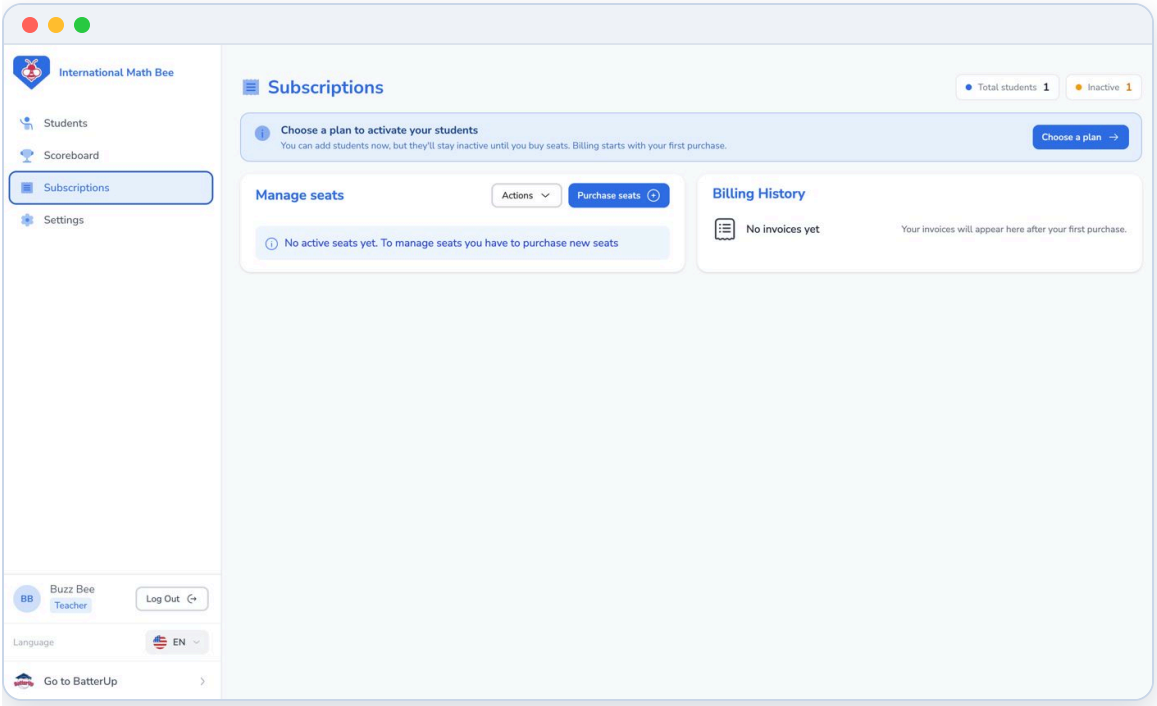
Save the student's username and password

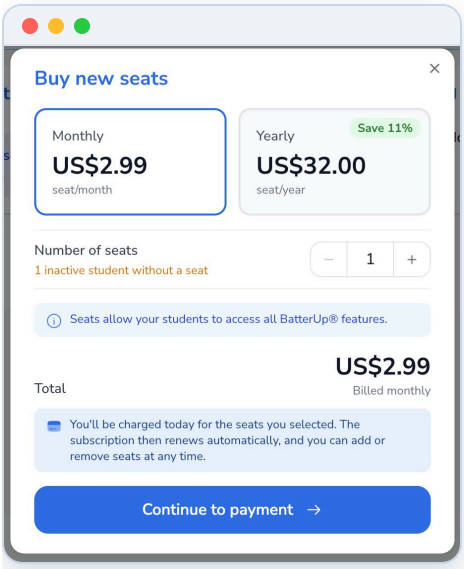
Write down or copy the **Username** and **Password** shown on the screen and share them with the student. Students keep this password.

If a student forgets it, you can reset it any time in the portal: open **Students** and click the pencil icon next to the student.

6 Buy seats

Each student needs one seat to play. Open **Subscriptions** and click **Choose a plan** or **Purchase seats**. Students you add stay **Inactive** until they have a seat.





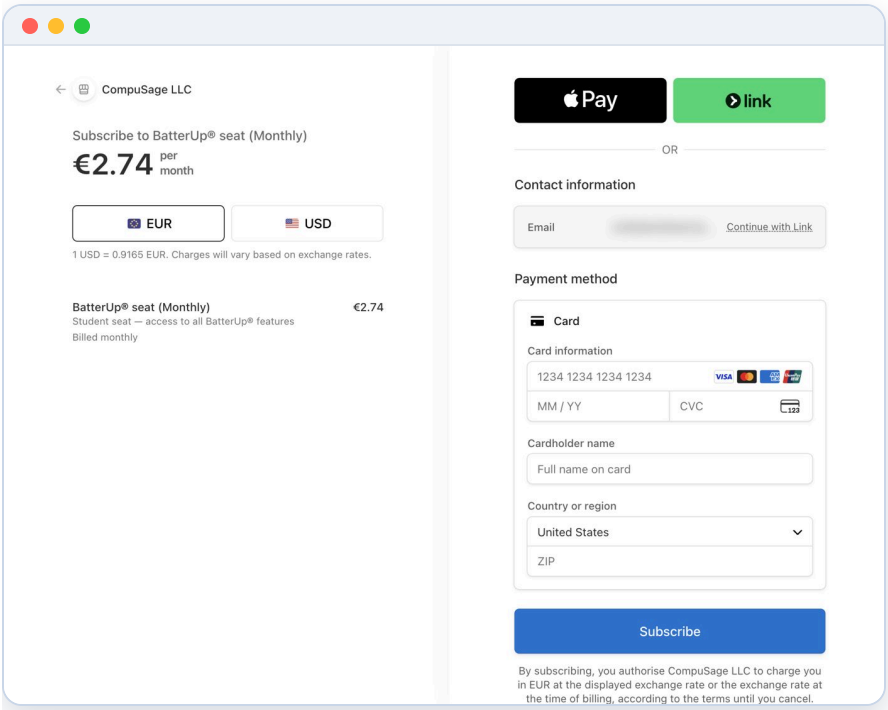
Choose your plan and number of seats

Pick **Monthly** (US$2.99 per seat) or **Yearly** (US$32.00 per seat, save 11%). Choose how many seats you need and click **Continue to payment**.

- There is no free trial. You are charged when you buy seats.
- Plans renew automatically until you cancel them in the portal.

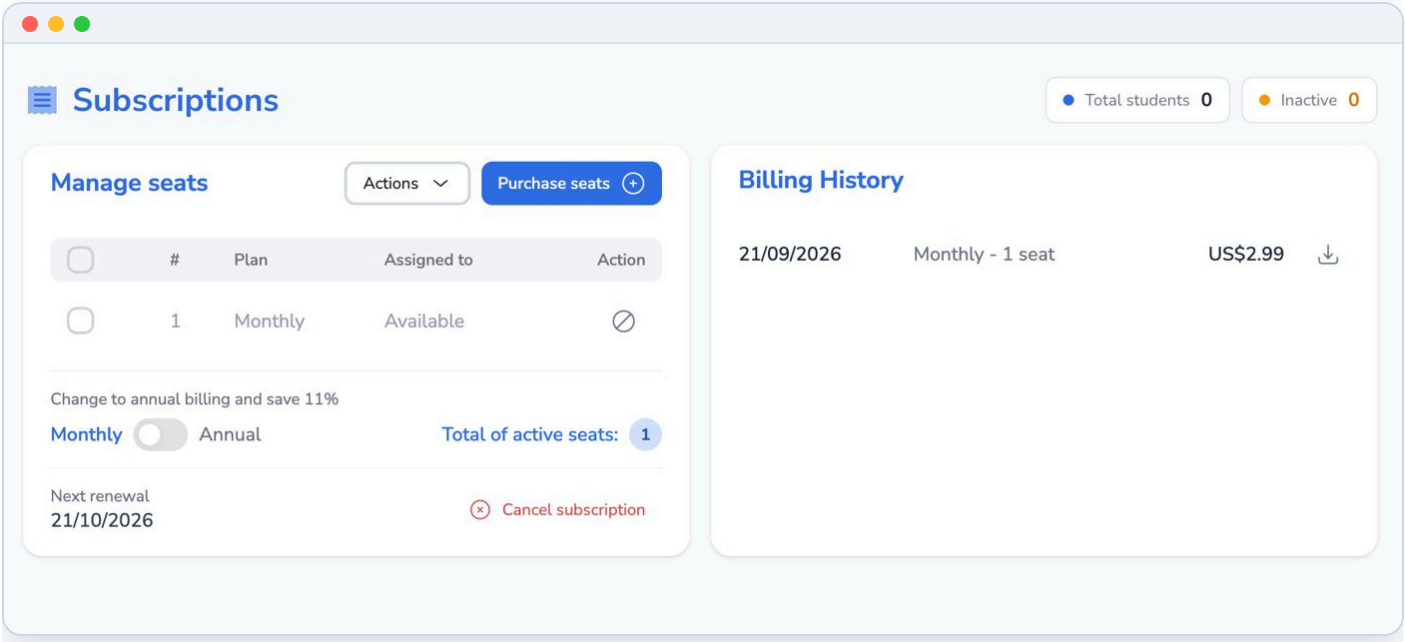
Pay securely with Stripe

Pay by card, Apple Pay or Link and click **Subscribe**. Prices are in US dollars. Depending on your location, Stripe may show and charge your local currency at the current exchange rate.



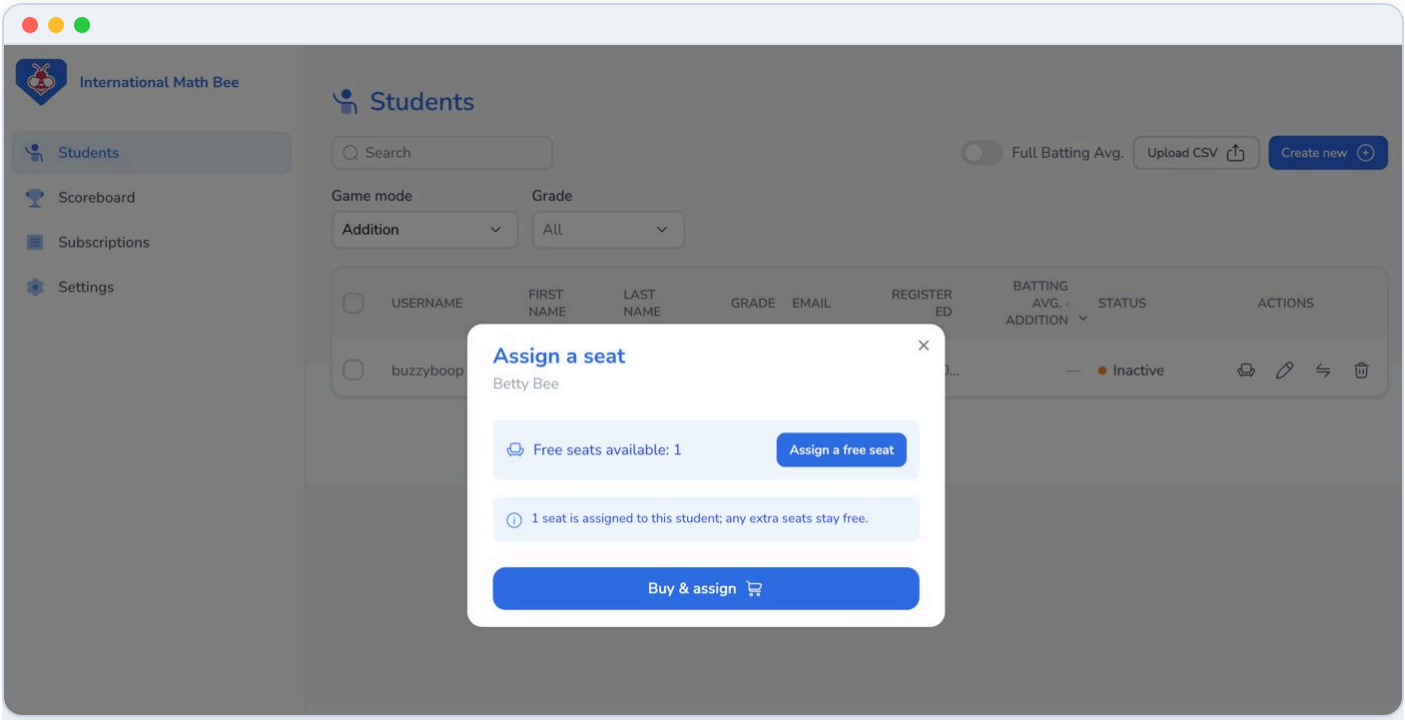
Your subscription dashboard

After paying, **Subscriptions** shows your seats, plan, next renewal date and **Billing History** with a downloadable invoice for each payment. You can switch to annual billing or cancel here. When you cancel, seats stay active until the end of the billing period.



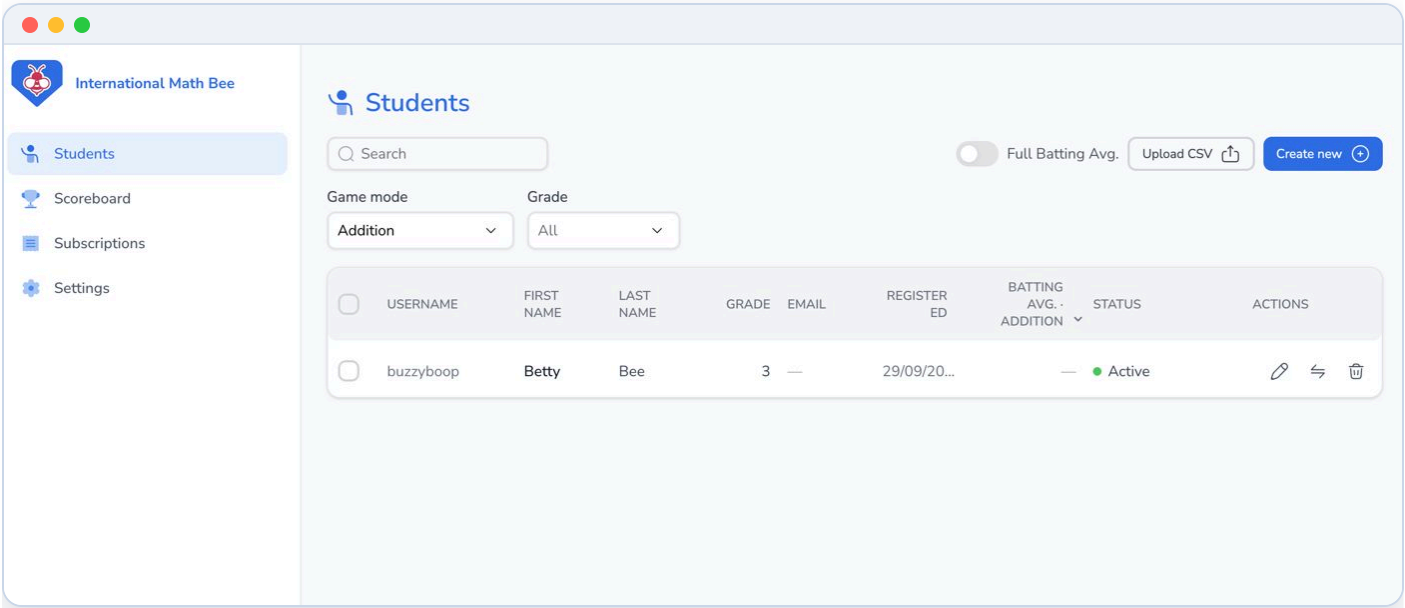
7 Assign a seat to each student

Open **Students** and click the seat icon next to the student. Click **Assign a free seat**, or **Buy & assign** if you need another one.



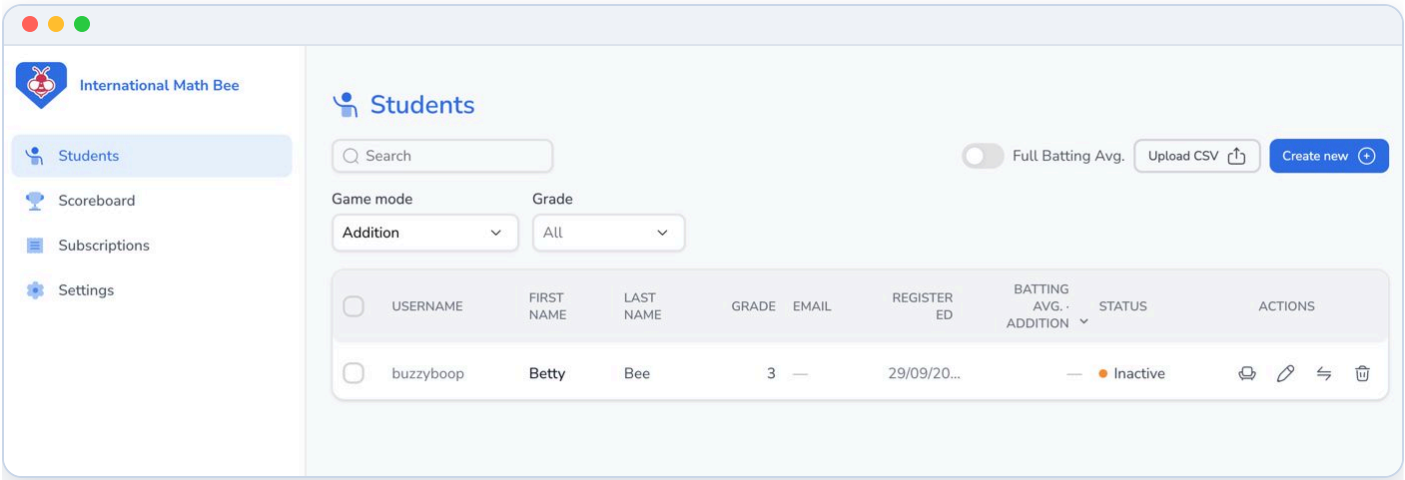
The student is now Active

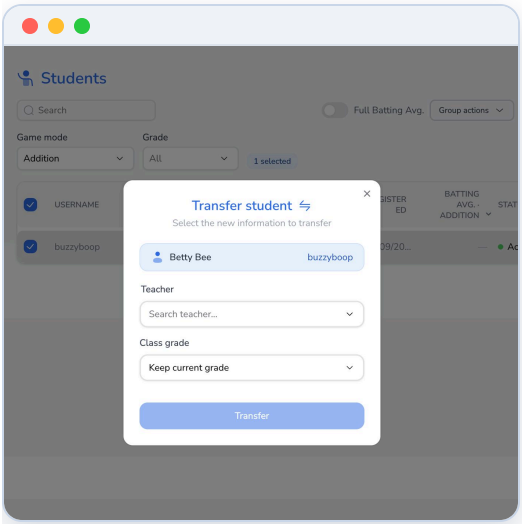
The status changes from **Inactive** to **Active**. The student can log in at **game.internationalmathbee.org** and start playing. One seat covers one student at a time, and you can move a seat to another student whenever you need to.



Managing your students

- Filter by **Game mode** and **Grade**.
- Switch on **Full Batting Avg.** to see the full 20 decimal batting average and break ties.
- Use the icons on each row to assign a seat, edit the student or change the password, transfer the student, or delete them.
- A student appears on the scoreboard after completing a full 9 inning game in that math mode.





Transferring a student

When a student changes school, select them and choose **Transfer**. Pick the new Parent/Teacher (they need an account), choose to keep or change the grade, and click **Transfer**.

The new Parent/Teacher accepts, and the student keeps their account and batting average.

Need help?

Write to us at **buzz@internationalmathbee.org**. We answer in English and Spanish.

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