Academic Calendar add-in for Outlook™

Order Form (Sept 2023)

Annual licences

Academic Calendar is licenced per user on an annual basis. An annual licence includes all software updates and technical support for the year. This means you will be kept up-to-date with developing versions as we respond to school's requests and Microsoft developments.

Per user annual licence

You can order licences for any number of users and the price will depend on the number ordered. Please tick the price band and specify the number of users. Users are identified by their email address

Single user licence	…………..	users at £15 per user per year
At least 10 user licences	…………..	users at £12 per user per year
At least 25 user licences	…………..	users at £10 per user per year
At least 50 user licences	…………..	users at £9 per user per year
At least 100 users	…………..	users at £6 per user per year

Annual site licence

Site licences start at £275 for schools with 1000 on roll or less. Please contact us for a quotation, which will be based on the number on roll as recorded on /www.education.gov.uk/edubase

Please enter quoted cost …………..

Please provide licences for the Academic Calendar add-in as indicated above.

Signed ………………………………………………………………. Date …………………… Contact's

name ………………………………………………………………………..

Contact's role ...……………………………………………………………………….

Contact's Email address ..………………………………………………………………………..

Establishment ………..…………………………………………………………...………..… Contact

phone number ………………………..………………………………………………………

Greenhill Software, Greenhill Lane, Lower Whitley
Nr Warrington, WA4 4JE

Tel: 01925 730310

Fax: 0872 352 6336 (Cost 10p per minute from a BT landline)

Email: support@greenhillsoftware.co.uk

Before ordering

1. Download the Outlook Academic Calendar add-in from www.AcademicCalendar.co.uk

2. Run Outlook. It should recognize the Academic Calendar and show its ribbon tab.

3. Try it out. Contact us if you have any problems.

When you are ready to order

1. Send this order form together with an official school order to Greenhill Software.

2. We will notify you that your details have been added to the database of subscribers.

3. Each user will need to click the *Register* button on the Academic Calendar toolbar. (It has an icon of a key.) Academic Calendar then contacts Greenhill Software's customer licence database over the internet and submits the user's email address.

4. The email address submitted is checked against the records. If the email address is already recorded as licenced that information is returned. If it is not then records are checked to see whether the licence request comes from a computer associated with a school that has paid for a number of licences. For example if a school has paid for 20 licences the first twenty licence requests from computers associated with the school will be treated as licenced.

What if I change my computer?

The results of the licence request are stored in your computer's registry so they can be checked each time you start Outlook. If you change your computer they will not be there. Simply click the *Register* button we will recognise that the email comes from a paid-up email address.

Site licence

If you order a site licence a new version of the software will be prepared that includes your licence details. We will notify you when this is published and you can install it for all users. This means that if anyone with an email address from your establishment uses that or any subsequent version of Academic Calendar they will automatically be recognised as registered without needing to click the button.