

Activating and Using Your XTRA Weekly Subscription

To activate your subscription:

1. Go to the XTRA Weekly homepage at www.xtraweekly.com.
2. On the homepage click on “Shop” in the top menu bar.
3. On the Shop page, click on “Sign Up Now” under the first product shown – “XTRA Weekly School-Year Subscription (2019-20)”.
4. After you click on the “Sign Up Now” button, click on the red “View Cart” link that appears next to it.
5. On the Cart page, input your Coupon Code into the “Coupon Code” box and click on the “apply Coupon” button. This will add the discount amount leaving your total at \$0. Now click on the “Proceed to Checkout” button.
6. On the Checkout page you will be asked for your name, phone number, and email address. If you were purchasing the subscription yourself, this is where you would input the address associated with your credit card. In your case, although we won’t need credit card information, we do need an address here. Feel free to input either your own or your work address. Also on this page, you will create your account password. Next, click on the “Sign Up Now” button.
7. You are now on the “Order received” page and your account has been activated. From here, simply click on the “Subscribers” menu item to go to the Subscribers page which will list all of the year’s lessons with their corresponding “Download” link.

Using your subscription:

- Each week’s lesson will be posted to the website by Monday morning.
- To download the lesson you’ll need to be logged in with your email and password. You can log in by clicking on the “My Account” menu item.
- From the homepage click on “Subscribers” on the top menu.
- You are now on the Subscribers page on which you’ll find download links for lessons for the current year at the top, with previous years below.
- By clicking the “Download” link you’ll receive a zip file containing the Article file and a file for each lesson part – Questions, Instructions, Answers, Activities – for both Level 1 and Level 2 in PDF format. When you unzip the downloaded file you’ll have 10 PDF files in total.

If you have any questions or problems please email mark@xtraweekly.com.