I’ve got a code. What do I do now?

If you’ve got a key code for the ImageCenter, you have everything you need to set up and participate in an online activity! There are four steps to making it happen:

- Setting up an ImageCenter account
- Redeeming your code
- Setting up your activity
- Doing the activity

Setting up an ImageCenter Account

(Note: You can skip this step if you already have an account.)

To do anything in the ImageCenter, you need an account. Here’s how to set one up:

- Click the Need an Account? link.
- Enter your first name, last name, and email address.
- Pick a username for yourself. It has to be at least five letters/numbers long.
- Pick a password for yourself. It, too, has to be at least five letters/numbers/symbols long.
- Click the Submit button at the bottom.

From there, the system will send a confirmation e-mail to the address you entered. To complete your account set-up, head to your e-mail box and click the link in the e-mail. Then you’ll be all set up!

Redeeming Your Code

Once you have an account, log into the system at http://www.visualsspeak.com/vots/votsmail.shtml.

Now, from your Inbox, click on the link under Key Codes that says Redeem Codes for Uses. You’ll go to a screen with a big text box on it. Enter the code you’ve been given—if you have more than one, just hit return after each one, so that you have one on each line.

Then, click on Redeem Codes. The system will convert your code into activity uses for the system. If it says the code could not be redeemed, check to make sure that you entered it correctly, and that you (or someone else) hasn’t already used it.

Head back to your Inbox by clicking on Main menu in the upper-right corner.
I’ve got a code. What do I do now? (continued)

Setting Up Your Activity

Under the What’s New area in your inbox, it should now say “You have xx uses to allocate.” (If you don’t see that, you’ll need to redeem a code for more uses.) Click on the Assign the uses. link on the same line.

To set up a solo use for yourself:

• Choose a prompt from the list on the left-hand side. Pick one that seems most appropriate for the purpose of your activity.
• Choose a set of images from the drop-down menu. Although you can mix-and-match, it’s usually best (especially the first time) to choose one that is in the same area as the prompt you chose.
• Click on your name in the “Who will be participating?” box.
• Click on Allocate Use at the bottom of the column.

The system will set up an activity for you to try. (If you want to customize your own prompt, or to set up an activity for other people, refer to the specific help sheet on that topic.)

Head back to your Inbox by clicking on Main menu in the upper-right corner.

Doing the Activity

Now, in your Inbox, you will see a new entry under What’s New: “You have an activity waiting for you!” Click the link that says Get started.

You will then see a screen of instructions. Review the instructions, and when you’re ready, click Let’s Begin!

If you want to refer back to the instructions, you can click the Instructions link in the upper-left corner. When you’re done, click I’m Done.

You can always look back at your work from the Inbox, under the Review Past Activities area.