

To access your free Liturgia trial you need to accomplish **3 tasks**:

- 1 Create a Liturgy Brisbane Shop Account\***
- 2 “Purchase” your free one month membership**
- 3 Set up your Liturgia account\* via a registration email**

**\*NOTE: YOU ARE ABOUT TO SET UP 2 ACCOUNTS.**

## Create a Liturgy Brisbane Shop Account

1

- [Go to Liturgy Brisbane Shop](#)
- If you don't have an account, you will need to set one up. (YOU are the authorised purchaser. When you are asked to 'sign in' in the shop, if you don't have an account, click 'sign up').
- Add the trial version (1 Month Membership) of Liturgia to your cart.
- Make your organisation unique (eg: St Matthew's 1) The discount code can be used only once per organisation.

2

## “Purchase” your free one month membership

- In the payment window, use the discount code **1MonthTrial229** to get the item for free

3

## Set up your Liturgia account via a registration email

- After “purchasing” the trial (don't worry, it's free), you will receive two emails – a Liturgy Brisbane receipt and a Liturgia email with log-in details. Click the link in the Liturgia email to access your free trial.

### Very important

When you return to Liturgia to use it again after you have registered, remember to go to [www.Liturgia.com.au](http://www.Liturgia.com.au) to log in. Only use the registration link email once.

You can re-set your password with the 'forgot password' feature at [www.liturgia.com.au](http://www.liturgia.com.au)

### Share your account with colleagues

Once you have accessed your free trial, click the drop down menu under your name and select 'My Organisation'. Share with four other colleagues by entering their email address.

### Having trouble?

The quickest way to resolve most issues is to ask a colleague for help. Oftentimes issues can be about how we are perceiving directions or our own level of comfortableness with technology. If problems persist, please email [liturgia@liturgybrisbane.net.au](mailto:liturgia@liturgybrisbane.net.au) and a Liturgy Brisbane team member will be in touch.

### Some things you need to know:

1. Remember, this is a trial. We are still in our testing phase. We are listening closely to any feedback to ensure that Liturgia is the very best platform for Liturgy planning in 2019.
2. The organisation you list is important. If you want Liturgia account to be private/not shared, then omit your organisation's name.
3. As a primary user you can invite others to collaborate within your account (up to four people). These invited users can edit your work.
4. Your trial version will roll into your purchased account (if you purchase Liturgia for 12 months). Purchased time starts after the trial version of one month. You may purchase at any time during the trial version.
5. Parishes and schools may not share an account.