Important Notice Regarding Rectifying Incorrectly Registered Packs for Foundation Phase:

Dear Publisher,

It has come to our attention that some Publishers are experiencing problems with the maximum number of packs that may be registered. This is due to the fact that some packs were registered incorrectly as separate packs for each Grade in the Foundation Phase. The incorrect registration of packs will also affect the screening process and the selection of material for the final catalogue. It is therefore critical that packs for the Foundation Phase are registered correctly as per the "2011 Invitation to Submit" – i.e. that a single pack contains all three Grades (1, 2 and 3). Therefore the packs that are registered incorrectly (where separate packs were registered for Grade 1, 2 and 3) need to be rectified.

Please follow the steps below to combine all three Grades into one pack. These steps will guide you to first delete the components from the Grade 2 and Grade 3 packs and then to add these components to the Grade 1 Pack. Subsequently, you will have two packs that contain no components (the redundant Grade 2 and Grade 3 packs) and the initial Grade 1 pack will then be complete, containing all three Grades.

1. Identify 3 incorrect packs in the Registered Packs list for a specific category. E.g. if you are working with category FP-2 you will identify 3 separate packs: The Grade 1 pack for Big Books; the Grade 2 pack for Big Books; and the Grade 3 pack for Big Books.

2. Select the Grade 2 pack from your Registered Packs list by clicking on the Pack ID in the left column. (You may also select the pack from the Search Packs list.)

3. The system will load the pack details with the components listed on the right.

4. Delete all of the components (one by one) from the components list. It may take a few seconds, so wait for the list to refresh after each deletion – i.e. wait for each deleted component to disappear before deleting the next component. The reason for first deleting the components is to make the ISBN numbers "available" for step 7.

5. The Submit button will be greyed out, so simply click on "Home" in the top menu.

6. Repeat steps 2-5 for the Grade 3 pack.

7. Select the Grade 1 pack; add the Grade 2 and Grade 3 components that were deleted in the steps above. Click "Submit" to submit the complete pack containing all three Grades.

The packs that contain no components (the redundant Grade 2 and Grade 3 packs) will later be removed from the system.

<u>Please note the following</u>:

a) Incorrect packs that were accepted will also be moved back to the Registered Packs list so that these can be rectified.

b) While correcting the packs, please ensure that the complete titles are entered. Previously the system only allowed 50 characters including spaces, resulting in titles being shortened.

The system now allows 200 characters including spaces. It is important that complete titles should be entered for the “Pack Title” and “Component Title” fields, because these titles will be used in the final catalogue if the material is accepted.

c) Please ensure that your packs comply with the categories as outlined below and in the “2011 Invitation to Submit” – i.e. when the category requires components for a Text Book and a Teacher’s Guide, then both of these components must be registered with the pack and no additional components must be added over and above these.