



Obtaining and entering license keys

All of the optional modules are activated during the 30 day trial period. *If you have not entered a valid license key by the end of the 30 day trial period, you will no longer be able to use the system.*

To enter a license key once you have purchased CharityMaster proceed as follows:

CharityMaster licenses are provided on a “per computer” basis. That means that, on each machine you must install CharityMaster and then follow these steps:

1. Start CharityMaster.
2. On the **Setup** tab of the ribbon, click 'User Options.'
3. On the 'User Options' screen, select the 'License Activation' tab
4. Send an e-mail to [our support desk](#) with the subject 'License Request' and, in the body of your e-mail, include your organization's license code (provided at the time of your purchase) and the computer name EXACTLY as shown on the 'User Options' screen.
5. On receipt of the license key, open the 'License Activation' tab again and press the 'Enter new license key' button. Copy the license key from the e-mail and paste it into the license field on the screen. Click 'Save license' and you are done.
6. **IMPORTANT:** *If there are multiple user accounts on a single machine, the license key must be installed for every user account.*