



THANK YOU  
FOR YOUR

*download*

To access your new **School Planner** simply click [here](#).

## HOW TO DUPLICATE

### Step 1: Open Your Template Link

After your purchase, you will receive an email containing a link to access your Notion template. Click on this link to open the template in your web browser.

### Step 2: Sign in to Notion

You will need to sign in to your Notion account to access the template. If you do not have a Notion account, you can create one for free on the Notion website.

### Step 3: Duplicate the Template

Once you're signed in and the template is open, go to the upper-right corner of the screen. You will see a button labeled "Duplicate". Click on this button.

### Step 4: Select Workspace

A pop-up window will appear asking you to select the workspace where you want the template to be duplicated. Choose the desired workspace and click on "Duplicate".

### Step 5: Start Using Your Template

After duplication, the template will appear in the selected workspace. You can start editing and customizing the template according to your needs.

### Troubleshooting

If you encounter any issues while duplicating the template, please check the following:

- Make sure you are logged in to your Notion account.
- Ensure you have sufficient permissions in the workspace where you're trying to duplicate the template. If not, you might need to create a new workspace or adjust your permissions.

