Reading Rally Student Campaign Set Up Instructions

Go to www.talleypto.org

- To register for a user account on the PTO Website (mandatory to create a campaign)
  - Click My Info/Sign in at the top right of the page
  - Follow the "Click here to register" link at the bottom of the page
  - Enter your email address
  - Enter the school password: TalleyTigers
  - Enter the required information and choose a password
  - *Please take a few minutes to update your student(s) and parent information if you would like for it to appear in the directory.*

- To create a Reading Rally Campaign
  - Go to PTO Website
  - Click Reading Rally on the blue banner
  - Scroll down on page and click on Add a New Campaign
  - Enter the required information
    - All online campaigns will be visible to the public on the Reading Rally homepage.
    - You have the option to choose a **restricted** view where you will add a Display Name (which can be anonymous) and hide the details of your child's campaign on the Reading Rally homepage.Your sponsors will see the Display Name and Minutes Read.
    - The other view option is **unrestricted** which will show the details of your child's campaign on the Reading Rally homepage and to your sponsors.
  - You will receive an email notification that your campaign was created successfully
  - You will receive a follow up email notifying you when your campaign is approved. This email will contain a shareable link to your child's campaign.
  - You may share a link to your child's campaign from the Reading Rally homepage. You may also share your child's campaign on Facebook from the homepage.

- To log minutes read
  - Go to the Reading Rally tab and click on child's campaign. The search bar can help you find the campaign more quickly.
  - Click Record Your Time and enter the date and number of minutes read then click Submit at the bottom of the page.
  - Students can enter their own data once campaigns are created. They do not have to log in to record minutes. Please discuss the importance of doing so with honesty and integrity so the Reading Rally is a fun experience for all.
  - Students are able to log minutes on devices at home and at school. A link to the Reading Rally page will be available in Launchpad.

Questions or technical difficulties? Please contact Kimberly Mohl or Tiffani Edney at fundraising@talleypto.org.