



Reader Zone

Reader Zone Through the Patrons' Eyes

Your patrons may request assistance from you. It is helpful to understand what they are viewing and how to help them.

In this course we are going to instruct you on how the app works and how to help your patrons. We have highlighted a few key features you may receive questions for.

At the end of the course is a short video on each of the steps you have learned.

Tips:

- Readers can only use one email for one account. You cannot create more than one account with the same email address.
 - If they wish to monitor more than one child, they can create a Parent account and control any number of children from that Parent account.
- The books added into the Group Book Bank are added as suggested reading and the Readers may keep or delete them from their personal Book Bank.
- Readers can use the same Program Code to log into any Group within that Program.
- Readers and Parents can access their account on a desktop or an app.
- If a reader does not have access to create an account, any Account Owner can manually add them into your Program and add their reading entries for them as an Internal User.
- A reader can surpass their reading goals.
 - Once they hit their goal, it will tell them how much they have surpassed their goal.

Before we get into it, make sure the Reader has downloaded the Reader Zone app from the app store on their Apple, Amazon, or Android Device. They can also access it from a desktop.

Creating an account:

First, they will need to create an account. This means selecting the “Don’t have an account? Register now button at the bottom.

Reader Account vs Parent Account:

A Reader Account is where the Reader manages the account themselves.

A Parent Account is where the parent manages the account on behalf of one or more Readers.

When you sign up for a Parent Account, you will be prompted to add your Readers (your children).

For Example:

A Parent with two kids ages 3 and 5 has them both enrolled in a Reading Program. This parent can create a Parent Account and log the reading for each of the children on their behalf.

A Reader would be a high school reader who logs their own reading.

After they create an account, they need to use the Program Code to be added into their Program(s) and Group(s).

**Note how the one Program Code unlocks all the Groups in that Program. Make sure the name of the Group is specific, so they know which one to sign up for.*

Now they will have the opportunity to add books into their Book Bank. Simply type the title, author, or ISBN number to pull up the book.

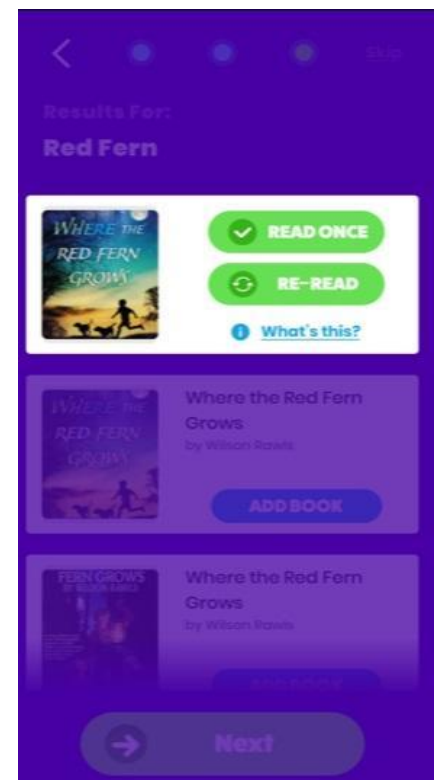
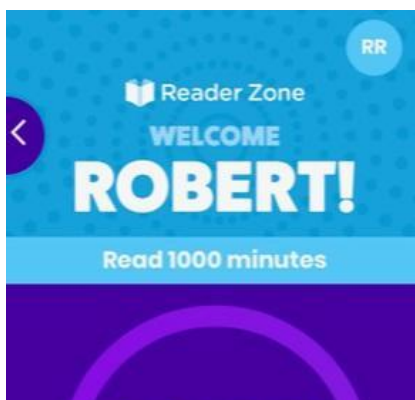
**This is an optional step and they can always add books to their Book Bank later.*

**If a reader cannot find a book in the Book Bank Database, as an Account Owner, you could add a book as completed in the Add Entry section.*

Logging Reading Entries:

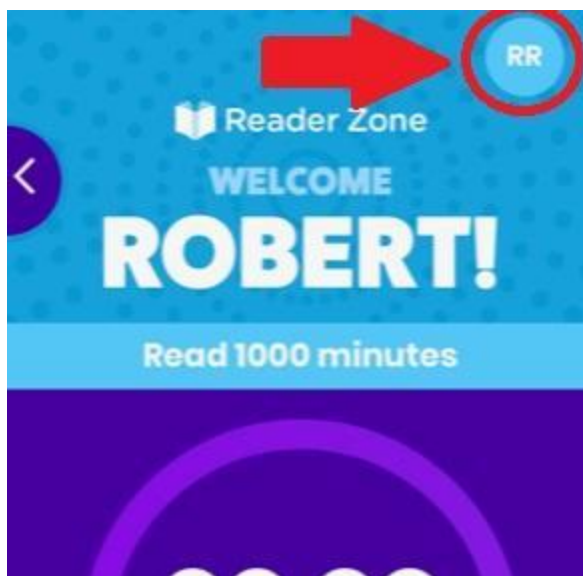
A Reader or Parent can log a reading entry for each day they read. They will log by the metric set up for that group: books, pages, minutes, yes/no answers, etc.

For Example:



If minutes is the required metric, a reader will be allowed to track their minutes by using the timer feature on the app.

You simply start it when you begin reading and stop it when you're done.



**A Reader can manually add in reading time if needed.*

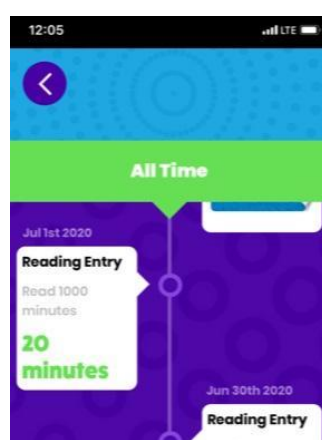
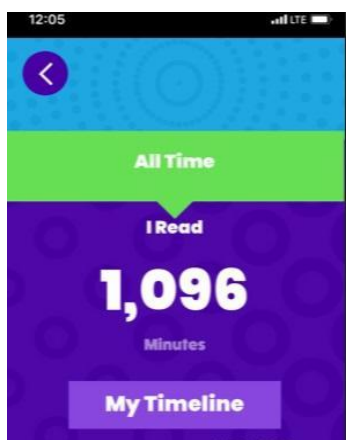
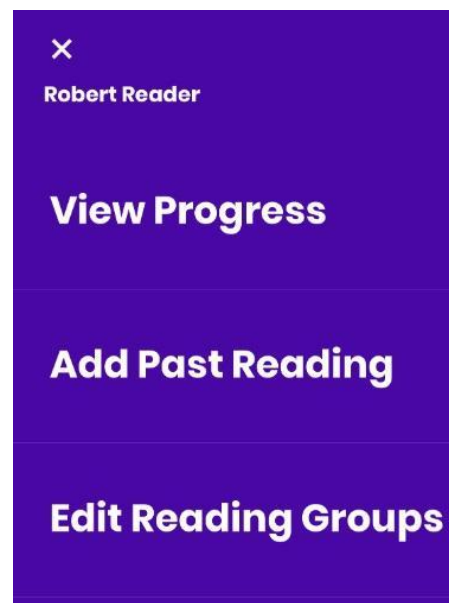
If a Reader needs to go back and log missed reading, they may do so up to 10 days previous.

An Account Owner may go in and add entries manually for any date during the program for any Reader on the account.

Reader adding past entries:

Click the initials in the top right corner and select “Add Past Reading”

Select the day and enter the reading entry.



Clicking the initials gives you access to your progress timeline and leave or enter new groups.

Here's a quick video showing this process:

<https://drive.google.com/file/d/12GqB6X3nxbFyZcjpJoliHEHaNXUFQI5-/view>

Awards: A Reader will earn awards based on the frequency set up by the Account Owner. Once they log the amount that triggers the award, it will pop up on their screen. They can view all the awards they have earned in their account area. Readers can also view a full timeline of their awards and progress.

*Review course 201 for more info on awards