

HOW TO CHECK IN RETURNING FAMILIES AND CHILDREN

**How to give weekly prizes (once every 7 days).

1. Give them 1 coupon and 1 spirit stick (or rubber ducky instead of spirit stick)
2. Log in their weekly prize under “Prizes” and “Add prize”.
 - a. Use this format: “Stewart’s Ice Cream/Sprit Stick”
3. Check date of last prizes to make sure 7 days or more have passed.

Patrons may make up for past weeks and still get the appropriate number of weekly prizes.
Make sure to log each week individually.

**How to help patron “buy” chance to win a prize with their earned raffle tickets.

1. Find patron on dashboard (by entering first or last name).
2. Click on the pencil icon next to name.
3. Click on the red down arrow/triangle next to “Other”. (see image)
4. Click on Raffle Tickets.
5. Click on the green “Buy” icon and select what the patron wants. (see image)
6. This will also tell you how many points they have to “spend” and what they’ve already entered.

Participant Info

JessicaTeen Kaercher
Last Login: 5/20/2019 12:01 PM
Username: kaercherj
kaercherj@colonielibrary.
Program: Teen 2019 CSLP
Account: Independent
Total Points: 1,200

Link Child / Create Family
Link Parent / Create Family

Account Logs Missions Prizes Reviews Other

Program *
Teen 2019 CSLP

Username * kaercherj Password * New Password - To Change
To change the patron's password, enter the New Password in the field above and click Save.

Prizes Earned

Prize	Redeemed	Source
1 raffle ticket	Yes (stwkstadmin0 - 05/20/2019)	Badge

Quickly Log Reading

Participant Raffles

Raffle tickets have been purchased

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Buy Serial # Prize Winner

Buy	#00000823	\$10 Gift Certificate to A Bead Just So in Balston Spa	
Buy	#00000824	\$10 Gift Certificate to A Bead Just So in Balston Spa	

Buy Raffle Tickets

Points Available 80

Prize	Cost	# To Buy	Total Cost
#1 5 Wits	75 pts	<input type="text"/>	0
#2 A Bead Just So	75 pts	<input type="text"/>	0
#3 Airdrenaline	75 pts	<input type="text"/>	0
#4 Albany Empire-Pass for a family of four	75 pts	<input type="text"/>	0
#5 Book House of Stuyvesant Plaza	75 pts	<input type="text"/>	0
#6 Burger 21	75 pts	<input type="text"/>	0
#7 Candle Collective	75 pts	<input type="text"/>	0
#8 Dave and Busters	75 pts	<input type="text"/>	0
#9 Elms Family Farm	75 pts	<input type="text"/>	0



7. Ask which prize they want to try and win. Enter “1” in the appropriate box.
 - a. If they are making up for weeks missed, then they can have 1 raffle ticket per week that they kept up with their reading.

Raffle ticket guidelines

1. If patron read a minimum of 75 minutes and 7 days have passed, only 1 raffle ticket is given in READSquared. (Only 1 ticket, no matter how many minutes over 75 they’ve read.)
2. There are no paper raffle tickets (only used in the Adult reading program.)
3. Raffles will be drawn at the end of the reading program, and winners will be contacted by August 19.