

# Checking in Teens: Detailed version

1. Ask if they have logged their minutes in READSquared. If not, do it for them by searching for them under “Participants”. Click on the pencil, then “Logs” then “Add Reading Activity.”

COLONIE TOWN LIBRARY

Reading Programs

Quick Add

Participants

Dashboard

Prize Queue

Reviews Moderation

Communications

Reports

Programs

Setup Items

Look And Feel

Security

My Account

Name	Ages	Logging Period	Hidden	Enrollment
Kids 2019 CSLP Children's Reading Program	Ages 0 - 12	06/25/2019 - 08/16/2019	No	920
Teen 2019 CSLP Teen Reading Program	Ages 13 - 18	06/25/2019 - 08/31/2019	No	155
Adult Summer Reading Challenge 2019 Adult Reading Program	Ages 19 - 99	07/08/2019 - 08/18/2019	No	277
Staff Summer Reading Challenge 2019 Staff Reading Program	Ages 19 - 99	06/25/2019 - 08/31/2019	Yes	0

Participants

Import Participants

Info Refresh Request

Mass Delete

New Program Prep

First Name: test

Last Name: [Empty]

Username/Login ID: [Empty]

Email Address: [Empty]

Grade: [All Defined]

Filter

Print Copy CSV Excel PDF

First name	Last name	Username	Email Address
Test		atest	stuartr@colonielibrary.org

Participant Log

A Test Test

Last Login: 6/27/2019 4:55

Username: atest

Program: Kid

Account: Ind

Link Child / Create Family

Link Parent / Create Family

Account

Logs

Missions

Add Event Code

Add Reading Activity

Bulk Add Reading

Reason	Points
Reading	75 points

75 Minutes

06/27/2019

BOOK COVER NOT AVAILABLE

(Finished Book)

**2. If they have read at least 75 minutes per week, they may enter a raffle.**

They may earn up to 5 raffle tickets per week, 75 minutes of reading per ticket.

The raffle choices are on the rockets on the wall of The Cube/Teen Room.



3. Ask which raffle(s) they want to enter, then buy the ticket for them using their points by searching for them under “Participants,” the “Other” menu, then “Raffle Tickets” and “Buy”. They may earn up to 5 raffle tickets per week, 75 minutes of reading per ticket.

The screenshot shows the top navigation bar with the user's name 'stuartr@colonielibrary.org' and account type 'Independent'. Below the navigation bar are buttons for 'Link Child / Create Family', 'Link Parent / Create Family', 'New Password', and 'Change Username'. A 'Complete Program' button is also visible. The main navigation menu includes 'Account', 'Logs', 'Missions', 'Prizes', 'Reviews', and 'Other'. The 'Other' dropdown menu is open, showing options: 'Badges', 'Messages', 'Raffle Tickets', 'Prize Store', 'Surveys', and 'Reading Record'. A large black arrow points to the 'Raffle Tickets' option.

This screenshot shows a message box that says 'Participant has no raffle tickets ...' with a green 'Buy' button below it. A large black arrow points to the 'Buy' button.

Buy Raffle Tickets

Points Available 225

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 Elmms Family Farm	75 pts	<input type="text"/>	0
#10 G Wilikers	75 pts	<input type="text"/>	0
#11 Guptills Roller Skating - pass for a family of four	75 pts	<input type="text"/>	0

A large black arrow points to the table.