

2019 Adult Summer Reading Challenge Guide

Program Basics:

- Program is for adults 19+
- Our theme is “A Universe of Stories” – think outer space!
- We have dozens of events coming up
- Registration for the program and for all our July and August SRP events begins June 25, with the program officially starting on July 8th and ending August 23rd
- Patrons may complete their logging and activities online using **ReadSquared** or on paper via the **Challenge Packet** - ALL activities can all be completed in either format
- Patrons may sign themselves up online by visiting **libr.info/srp**, or visit us in person at the desk to sign up
- Patrons must visit the desk in person in order to receive raffle tickets for all activity, whether they are tracking online or on paper
- For patrons who track on paper, we need to enter the basic details of their reading into ReadSquared manually, so that we will have accurate statistics

ReadSquared Admin Login:

- Web Address: <https://wkstlny08.readsquared.com/ControlRoom/>
- Username: stwkstladmin0
- Password: \$anFord629

What Activity Earns a Raffle Ticket:

- Tracking ANY reading – books or articles
- Completing a line of Bingo
- Completing one of the Bonus Activities
- Completing a Challenge Survey
- Hitting the “Raffle Ticket” slice on the Recommendation Wheel
- Attending an Event

Program Rules:

- Program is for adults 19+
- One prize per person – if a duplicate name is drawn after a prize has already been awarded, we will draw again to maximize the number of winners
- Drawings will be held at the Readers Bash on Friday, August 23rd. You do not need to be present to win
- Reading must be conducted for the adult (so reading books to children does not count)
- Articles can be online articles, newspaper articles, magazine articles, journal articles, or blog posts. Social media posts don't count!
- For Bingo:
 - Each Bingo sheets earns a maximum of 1 raffle ticket, no matter how many lines are completed
 - You must complete and show us each weekly Bingo sheet by the Due Date listed on the sheet
- Participants may spin the Recommendation Wheel once per week, for a chance to win a raffle ticket – all spins thereafter will not be awarded a raffle ticket, even if the spinner lands on the Raffle Ticket slice

Weekly Logging/Bingo Periods

Week 1 7/8-7/13

Week 2 7/14-7/20

Week 3 7/21-7/27

Week 4 7/28-8/3

Week 5 8/4-8/10

Week 6 8/11-8/17

Note:


- All bingo sheets need to be handed in by the end of the week for which they are designated – do NOT give out a raffle ticket if the sheet has gone past the end of that week
- You should issue one raffle ticket per week, for any week in which there was any reading logged, regardless if the person met their goal – they can do multiple weeks at a time

How To: Sign Up a New Participant

1. When a new participant approaches the desk, provide them with a packet
2. Ask them to fill in their details on the Sign Up Form in the packet (page 2)
3. Open the ReadSquared Shortcut on the computer desktop or visit **libr.info/srp**
4. Click “Myself” if you are registering them alone – otherwise, send them to the YS room to complete setup after creating their account
5. Follow the prompts to sign them up
6. Create a username and password for them
 - a. Username: LastNameFirstInitial (e.g. mellop)
 - b. Password: Library1
7. Write down their username and password on the form where indicated
8. Inform the patron of how they can earn raffle tickets, and let them know that that they will need to visit with us to receive their tickets, regardless of which method of tracking they use

How To: Issue Raffle Tickets for Online Loggers

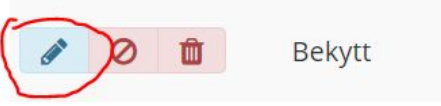

Issuing Raffle Tickets for Reading Logged in ReadSquared:

1. Log into ReadSquared as an admin
2. Click “Participants” on the left
3. Search for the patron
4. Click on the pencil icon next to their name 
5. Click “Raffle Tickets”
6. Click “Buy” button
7. You will see a total number of points at the top – provide the patron with **ONE** raffle ticket per weekly logging period, but spend **ALL** the points on tickets, to clear out their point queue completely

Example:


- Brenda comes to see us in Week 3. She is an online logger, and has logged the following reading in Readsquared
 - Week 1: 1 book, 5 articles
 - Week 2: 0 books, 10 articles
 - Week 3: 2 books, 3 articles
- You would review her activity, issue her 3 raffle tickets for logging each week, and then spend all her points on the digital raffle tickets (3 for books, 18 for articles), leaving her with 0 points left to be redeemed.

Issuing a Raffle Ticket for Online Bingo or Bonus Activities (called Missions in ReadSquared)

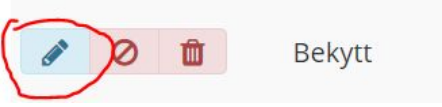
1. Log into ReadSquared as an admin
2. Click on “Participants” on the left
3. Search for the patron
4. Click on the pencil icon next to their name 
5. On the right, under “Prizes Earned”, click  the yellow “No” button for the activity completed (Bingo or other) – this will update to show when the ticket was awarded
6. Hand them a raffle ticket

How To: Log Stats and Issue Raffle Tickets for Paper Loggers

Entering Paper Reading logs and Issuing Raffle Tickets for Reading:

1. Log into ReadSquared as an admin
2. Click “Participants” on the left
3. Search for the patron
4. Click the pencil icon next to their name 
5. On the right side, there is a “Quickly Log Reading” section
6. Enter the details, and then hit the “Log Reading” button to credit the account with reading points
 - a. You do not need to enter the names or authors – simply input a count of the number of books/articles/audiobooks to be logged in the “Amount” box
 - b. You will need to enter the amount of articles and books separately
7. Click the “Other” dropdown on the right side
8. Click “Raffle Tickets”
9. Click “Buy” button
10. You will see a total number of points at the top – provide the patron with **ONE** raffle ticket per weekly logging period, but spend **ALL** the points on tickets, to clear out their point queue completely
11. Stamp their Log to show it has been entered already

Issuing a Raffle Ticket for Paper Bingo

1. Check that the Bingo Sheet is for the current week (Bingo sheets must be redeemed during the Bingo period listed on them)
2. Log into ReadSquared as an admin
3. Click “Participants” on the left
4. Search for the patron
5. Click the pencil icon next to their name 
6. Click the “Other” dropdown
7. Click “Badges”
8. Check that the patron does not already have the Badge for that week
9. Click “Add Badge” button
10. Click the dropdown and find the week’s badge
11. Click “Award Badge”
12. Click “Prize Queue” on the left
13. Search for the Patron
14. Click “Hand out Prize” Button
15. Stamp their Bingo Sheet to show it has been entered already

How To: Misc.

Issuing a Raffle Ticket for Event Attendance

1. When a patron indicates they attended the event at the desk, hand them a raffle ticket. One per person, per event.

Administering the Recommendation Wheel

1. Patrons may spin the wheel for a chance at a raffle ticket once a week
2. If they do, and they hit the raffle ticket slice, provide them with one ticket
3. After they spin, log into ReadSquared, find the participant, and give them a “Adult Recommendation Wheel” badge for that week so we know they spun already
4. Any additional spins are fine – but they can’t earn a raffle ticket after the first time spinning

Issuing Raffle Tickets for Surveys

- Raffle tickets for online surveys will be issued automatically – folks do not need to check in with us at desk
- If a patron completes a paper survey, please give them one ticket in exchange