

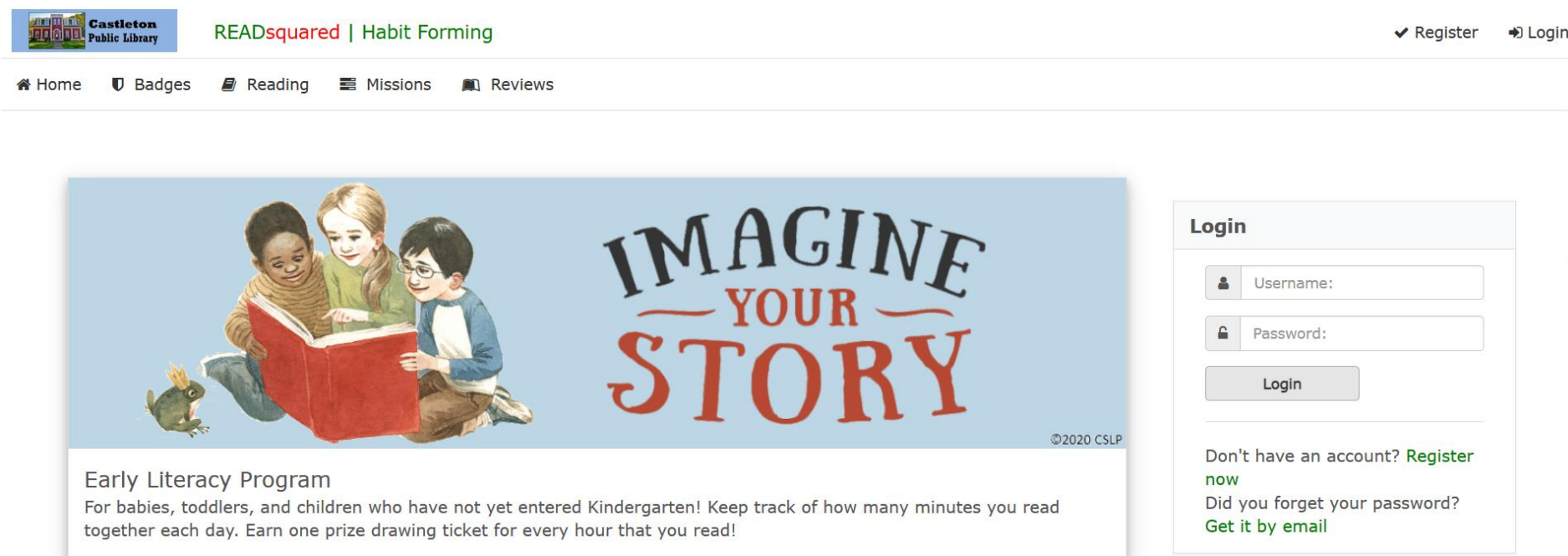
READsquared Guide for Summer 2020

Welcome to the Castleton Public Library Reading Program for Summer 2020! We're very excited to be able to offer a digital program this summer!

This guide includes information on registering, logging in, and tracking reading and activities for the Reading Programs. If you need further help, please contact us at 518-732-0879 or youthservices@castletonpubliclibrary.org.

1. Homepage:

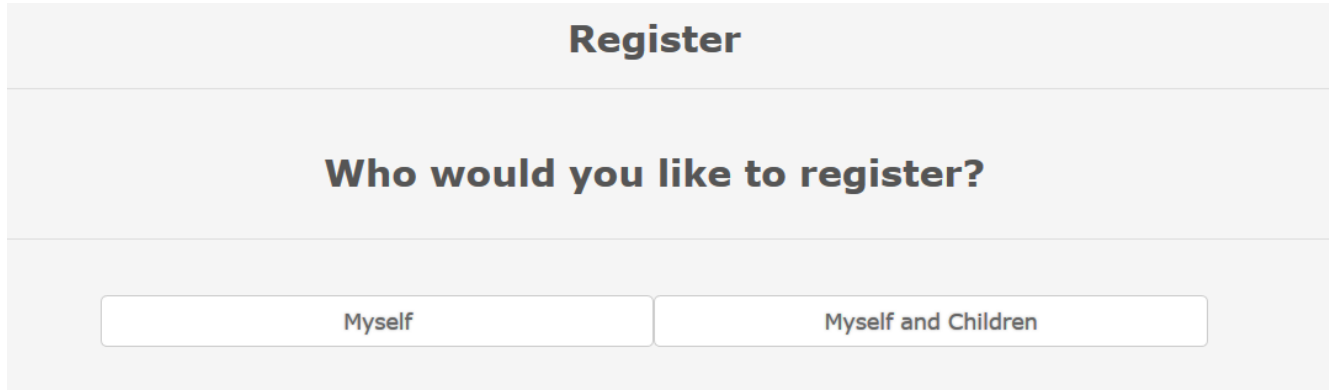
When you enter the READsquared website, you will see the following page. Click "Register" in the top right corner to create a new account, or "Login" if you have an existing account. You can also use the login box to the right of the page.



The screenshot shows the homepage of the READsquared website. At the top left is the Castleton Public Library logo. To its right is the text "READsquared | Habit Forming". In the top right corner, there are links for "Register" and "Login". Below the header is a navigation menu with icons and labels for "Home", "Badges", "Reading", "Missions", and "Reviews". The main content area features a large banner with an illustration of three children reading a book together, with a small green frog-like creature nearby. To the right of the illustration, the text "IMAGINE YOUR STORY" is written in a stylized font. Below the banner is the "Early Literacy Program" section, which includes a description: "For babies, toddlers, and children who have not yet entered Kindergarten! Keep track of how many minutes you read together each day. Earn one prize drawing ticket for every hour that you read!". On the right side of the page, there is a "Login" form with fields for "Username:" and "Password:", a "Login" button, and links for "Register now", "Did you forget your password?", and "Get it by email".

2. Registration – Individual Account:

If you are signing yourself up, or signing up only one family member, select “Myself” when you see the below screen.

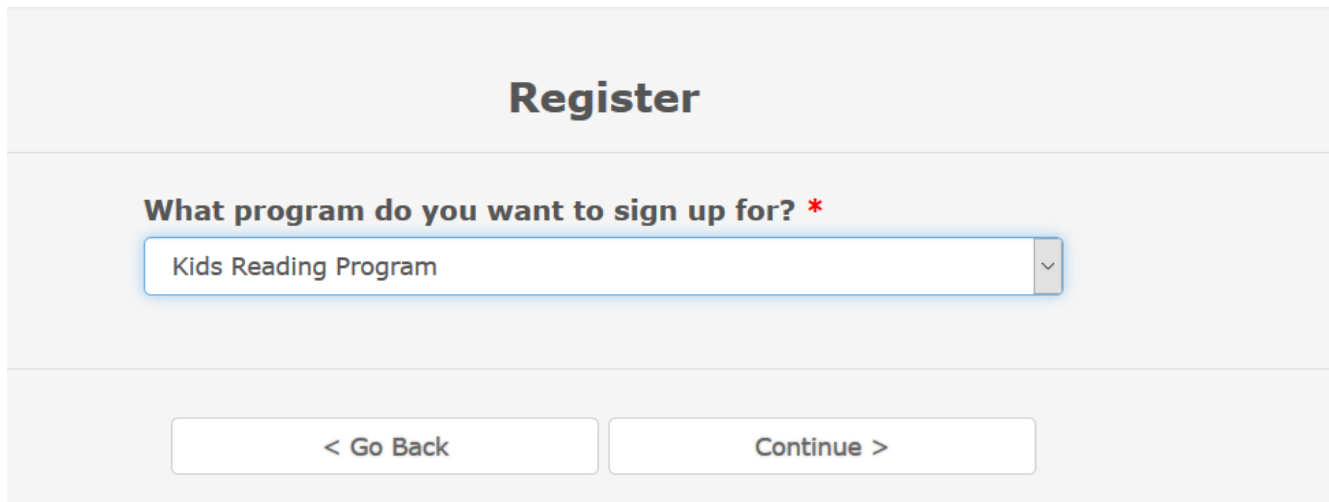


Register

Who would you like to register?

Myself Myself and Children

Choose which program you are signing up for and select “Continue.”



Register

What program do you want to sign up for? *

Kids Reading Program

< Go Back Continue >

Fill in the registration form. The form that you see will vary slightly based on which program you are signing up for. The items with red stars next to them are required. You will need to create a username and a password. When you are finished, press “Continue” to complete your registration.

Register

Program: Kids Reading Program

First Name *

Last Name *

Phone Number *

Email Address

Street Address1 *

Street Address2

City *

State *

Zip Code *

Username *

Password *

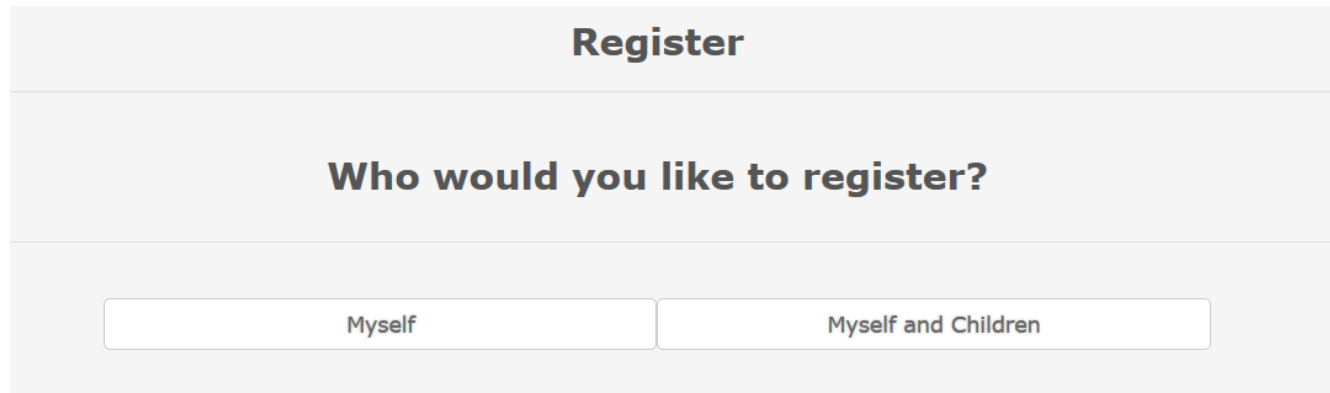
Confirm Password *

< Go Back

Continue >

3. Registration – Family Account:

If you are signing up two or more family members and want the accounts to be connected, then on the registration screen select “Myself and Children.”

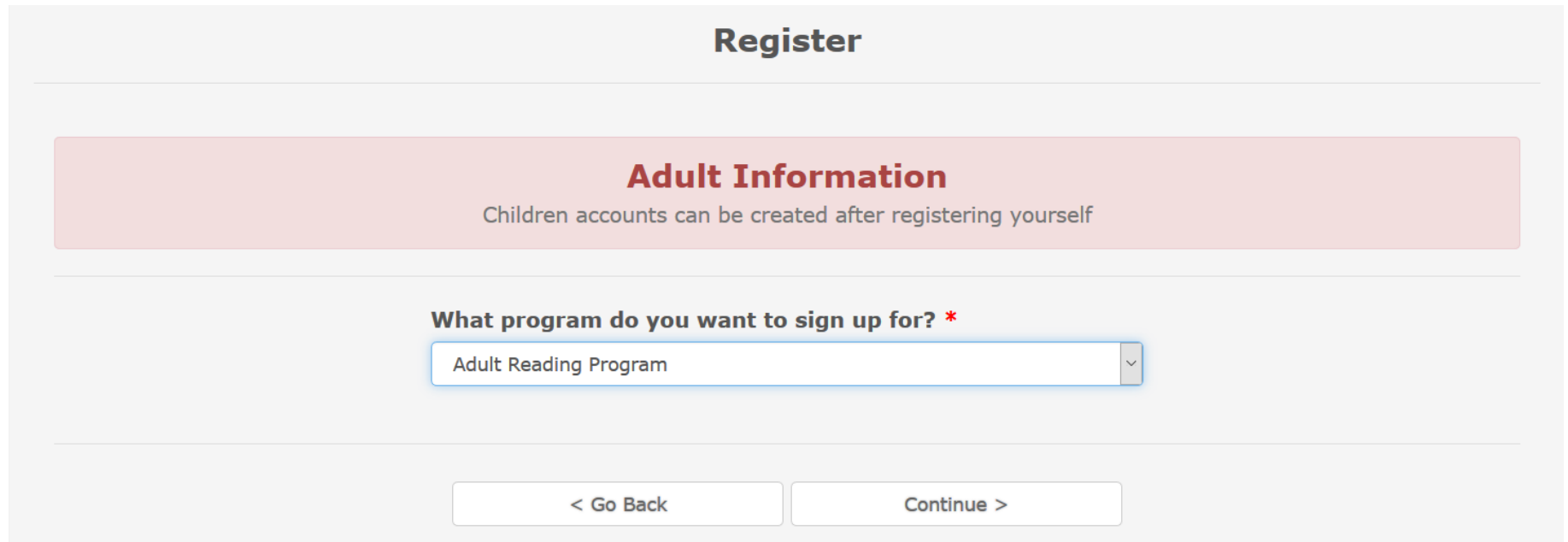


Register

Who would you like to register?

Myself Myself and Children

After you register yourself for a program, you can register additional family members. Press “Continue” and fill out the registration form.



Register

Adult Information
Children accounts can be created after registering yourself

What program do you want to sign up for? *

Adult Reading Program

< Go Back Continue >

Sign up your family member by selecting a program from the list, pressing “Continue,” and then filling out the form.

Register

Child #1 Information

What program do you want to sign up the child in? *

Early Literacy Program ▼

Continue >

The registration forms vary slightly for each program. Address information will be pre-filled based on the registration form you filled out for yourself, but it can be edited. If you have another family member to add, press “Continue.” When you are finished adding family members, press “Done Adding Children.”

Username and password are not required.

Username

👤

Confirm Password

🔒

< Go Back

Continue >

Done Adding Children

4. Navigating the READsquared Website:

After you register or login, you will see the following homepage. The appearance will vary based on which program you are signed up for. You will be able to see total points earned and which badges you have earned.

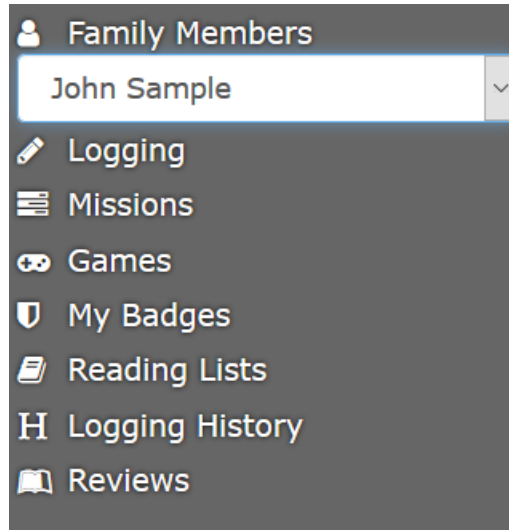
The screenshot displays the READsquared website interface for Castleton Public Library. At the top left, the library's logo and name are visible. The main navigation bar includes 'Home' and 'Events' on the left, and 'Account' and 'Logout' on the right. A dark gray sidebar on the left contains a menu with items: 'Logging', 'Missions', 'My Badges', 'Reading Lists', 'Logging History', and 'Reviews'. The main content area is titled 'Welcome, Castleton' and features a 'Kids Reading Program' dashboard. This dashboard includes a table with columns for 'Total', 'Month', and 'Progress', showing '0 Pts' for both and a '0%' progress bar. Below the table are buttons for 'Log Reading', 'Review Book', 'Logging History', 'Missions', 'Reading Lists', and 'Info/Help'. A 'Dashboard' button is also present. The 'Badges' section shows four items: a 'Registration Badge' dated 'Jun 19, 2020', and three 'Prize Drawing Tickets' (1, 2, and 3 tickets) with promotional text: 'YOU'VE EARNED 1 CHANCE TO WIN A RAFFLE PRIZE! KEEP READING TO EARN MORE CHANCES TO WIN!' and similar for the other two. On the right side, there is a user profile section with a placeholder for an avatar and a settings gear icon. Below that is a 'My Wish List' section, which is currently empty, with a '+', a trash icon, and a 'Wish list is empty' message. A small chat bubble icon is visible at the bottom right of the page.

In the gray bar on the left, you can click on “Logging” to track minutes of reading (for Early Literacy, Kids, and Teen Programs). You can click on “Missions” to complete other activities.

In the upper right section, you can create an “Avatar” image.

5. Navigation Bar for Families:

If you signed up as a family, your homepage will look slightly different. You will have the option on the gray bar to the left to choose which family member's reading account you want to see by choosing from a dropdown list.



Each account will have a different homepage. The point totals and avatars will be different.

6. Logging Reading Minutes for an Individual Account:

If you are registered as an individual in the Early Literacy, Kids, or Teen Reading Program, logging minutes spent reading each day is the primary way to earn points. Click “Logging” in the gray bar on the side and then press “Log Reading.” You will see the following form.

Log Activity ✕

How many Minutes did you read?

Date of Activity

[+ Add Book Review](#)

[Submit](#) [Cancel](#)

Enter how many minutes you read for and select the date on which you completed the reading, then press “Submit.” Your total point count will be updated.

Kids Reading Program						
Total	Month			Progress		
20 Pts ℹ	20 Pts			<div style="background-color: #333; color: white; text-align: center; padding: 5px;">0%</div>		
Log Reading	Review Book	Logging History	Missions	Reading Lists	Info/Help	
Dashboard						

7. Logging Reading Minutes for a Family Account:

For any family members registered in the Early Literacy, Kids, or Teen Reading Program, logging minutes spent reading each day is the primary way to earn points. Click “Logging” in the gray bar on the side and then press “Log Reading.” You will see the following form.

Log Activity ✕







How many Minutes did you read?

+ Add Book Review

Select the family members who participated

* (if name not available, you cannot log the selected activity for the family member)

Select All

 John Sample Adult Reading Program 	 Jane Sample Early Literacy Program 
 Judy Sample Teen Reading Program 	

Submit Cancel

Enter the amount of minutes spent reading that day and select which family members completed this amount of reading. Please note that family members signed up for the Adult Reading Program cannot be selected. In the example above, both Jane Sample and Judy Sample read for 30 minutes. You can tell they are selected because of the green checkmark on their boxes. Press “Submit” to log the reading minutes.

8. Completing Activities:

In order to complete activities, click on “Missions” on the gray bar to the left. Please note that the Missions section is where Adult Reading Program participants earn all of their points.

When you navigate to Missions, you will see the Mission available for the program you are signed up for (or the program the family member selected is signed up for). Click “Go To Mission.”



Kids' Activity Sheet

Complete these bonus activities to earn points!

You completed 0 of 35 activities and you need to complete 35 more activities to finish this activity.

 [Go To Mission](#)

Scroll down the list to see all available activities. Once you have completed an activity, press the “Complete Now” box. Some activities can be completed quickly while others may take longer.

Kids' Activity Sheet



Complete these bonus activities to earn points!

Sign up for Summer Reading Club

Complete Now

Watch one of our Cool Science videos and try the experiment at home!

Complete Now

Do one of our Take and Make craft projects

Complete Now

Press "Complete Activity" to confirm that you finished the activity.

Complete Activity



Sign up for Summer Reading Club

Complete Activity

Cancel

After you are finished, you will see a green message showing that your activity progress was saved. The completed activity will have a checkmark next to it. Activities that have not been completed will not have a checkmark next to them and will still show the “Complete Now” box.

Kids' Activity Sheet



Your activity progress has been saved.

Complete these bonus activities to earn points!

Sign up for Summer Reading Club



Completed !

Watch one of our Cool Science videos and try the experiment at home!

Complete Now