

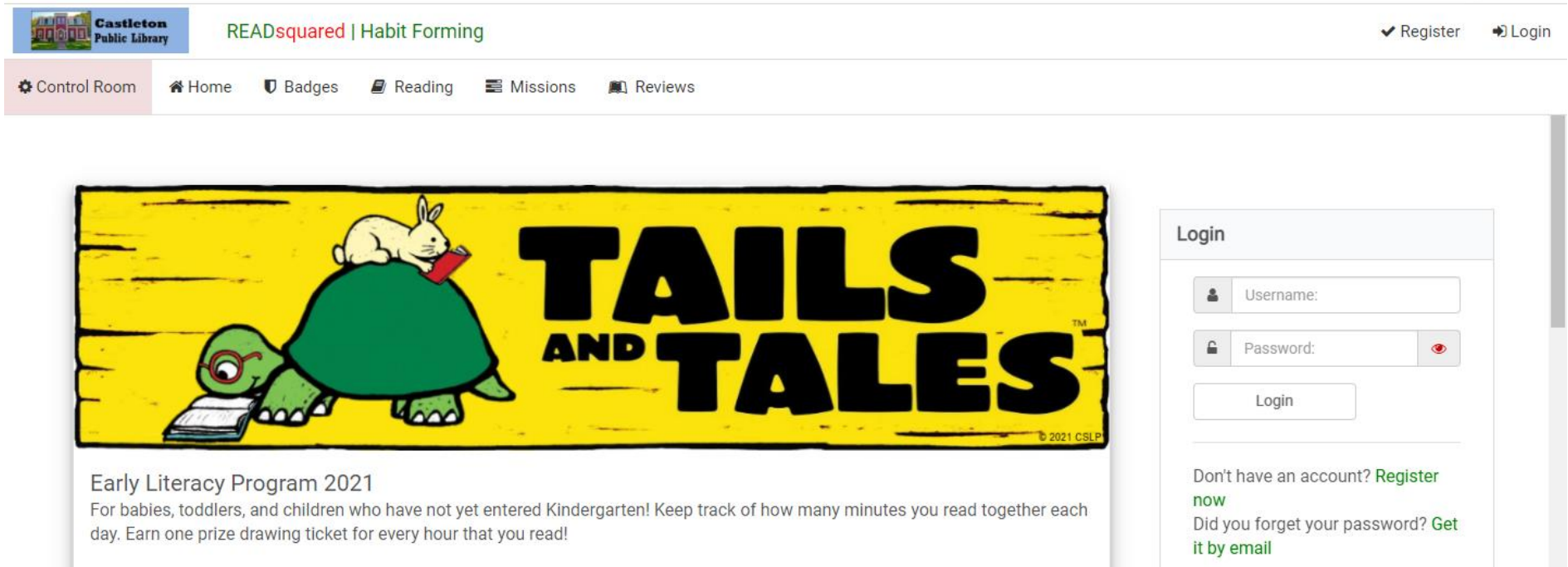
READsquared Guide for Summer 2021

Welcome to the Castleton Public Library Reading Program for Summer 2021!

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

1. Homepage:

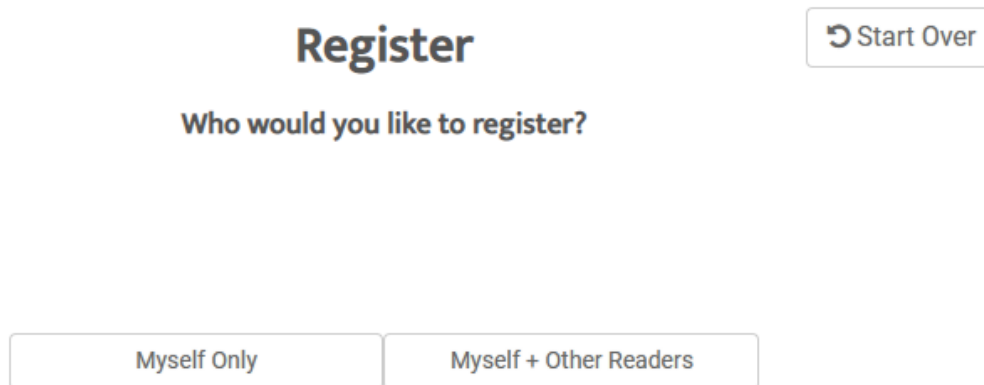
When you enter the READsquared website, you will see the following page. Click “Register” in the top right corner to create a new account, or “Login” if you have an existing account. You can also use the login box to the right of the page.



The screenshot shows the homepage of the READsquared website. At the top left is the Castleton Public Library logo. The main header reads "READsquared | Habit Forming". In the top right corner, there are links for "Register" and "Login". Below the header is a navigation menu with icons for "Control Room", "Home", "Badges", "Reading", "Missions", and "Reviews". The main content area features a large yellow banner for the "TAILS AND TALES" program. The banner includes a cartoon illustration of a green turtle wearing glasses and holding a book, with a white rabbit sitting on its back reading a book. Below the banner, the text reads "Early Literacy Program 2021" and "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!". To the right of the banner is a "Login" form with fields for "Username:" and "Password:", a "Login" button, and links for "Register now" and "Get it by email".

2. Registration – Individual Account:

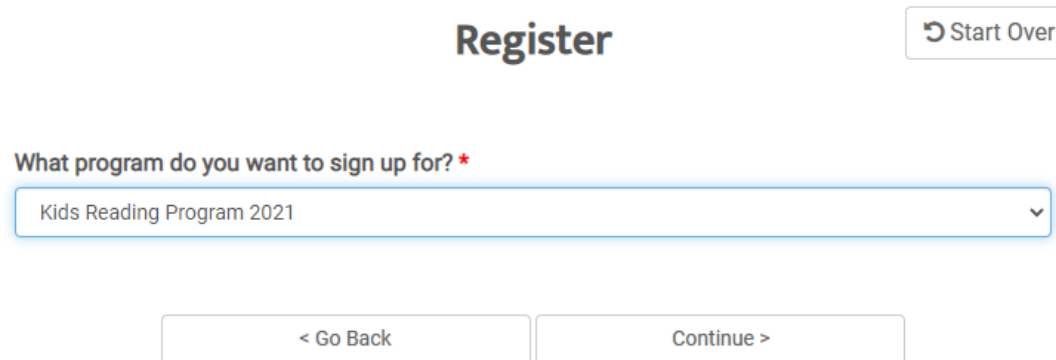
If you are signing yourself up, or signing up only one family member, select “Myself Only” when you see the below screen.



Register ↻ Start Over

Who would you like to register?

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



Register ↻ Start Over

What program do you want to sign up for? *

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

 Start Over

Program: Kids Reading Program 2021

First Name *

Last Name *

Email *

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 + Other Readers.”

The screenshot shows a registration screen with the following elements:

- Register** (large bold text)
- Start Over** (button with a refresh icon)
- Who would you like to register?** (question text)
- Myself Only** (button)
- Myself + Other Readers** (button)

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

The screenshot shows a registration screen with the following elements:

- Register** (large bold text)
- Start Over** (button with a refresh icon)
- Primary Account Information** (section header in a pink box)
- Additional reader accounts can be created after completing your registration** (text in a pink box)
- What program do you want to sign up for? *** (question text)
- Adult Reading Program 2021** (dropdown menu selection)
- < Go Back** (button)
- Continue >** (button)

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

Register

Additional Reader #2

After registering this reader you will have the option to register another reader or not.

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

Early Literacy Program 2021

Continue >

If you have another family member to add, press “Continue.” When you are finished adding family members, press “Done Adding Readers.”

Username and password are not required.

Username



Password



Confirm Password



< Go Back

Continue >

Done Adding Readers

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.

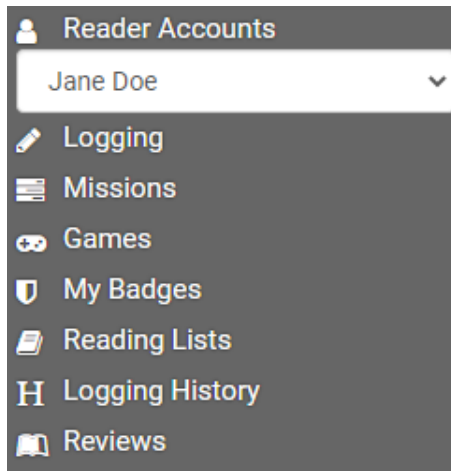
The screenshot shows the READsquared website interface. At the top left is the Castleton Public Library logo. To its right is the text "READsquared | Habit Forming". Below this is a navigation bar with "Control Room", "Home", and "Events" on the left, and "Account" and "Logout" on the right. A dark gray sidebar on the left contains a menu with "Logging", "Missions", "My Badges", "Reading Lists", "Logging History", and "Reviews". The main content area starts with "Welcome, CPL". Below this is a "Kids Reading Program 2021" dashboard. It features a table with columns for "Total", "Month", and "Progress". The "Total" column shows "0 Pts" with a green plus icon. The "Month" column shows "0 Pts". The "Progress" column shows a black progress bar at "0%". Below the table are buttons for "Log Reading", "Review Book", "Logging History", "Missions", "Reading Lists", and "Info/Help". A "Dashboard" button is centered below these. Underneath is a "Badges" section with four cards: "REGISTRATION" (Jun 22, 2021), "1 Prize Drawing Ticket", "2 Prize Drawing Tickets", and "3 Prize Drawing Tickets". On the right side of the dashboard is an avatar of a girl with a red nose and a top hat, with a "Change Avatar" button below it. At the bottom right is a "My Wish List" section with a plus and minus icon, and the text "Wish list is empty".

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

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.

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?




Date of Activity

[+ Add Book Review](#)

Select the readers who participated

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

[Select All](#)

	Jane Doe Adult Reading Program 2021	<input type="checkbox"/>
	John Doe Teen Reading Program 2021	<input checked="" type="checkbox"/>
	Jack Doe Early Literacy Program 2021	<input checked="" type="checkbox"/>

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 John Doe and Jack Doe 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.”

Missions




Complete activities to earn points and more chances to win a prize drawing!



Teen 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 mission.

 [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.

Teen Activity Sheet

Complete these bonus activities to earn points!

Sign up for Summer Reading Club

Complete Now

Participate in our Summer Photo Challenge

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.

Teen Activity Sheet

Your activity progress has been saved.

Complete these bonus activities to earn points!

Sign up for Summer Reading Club



Completed !

Participate in our Summer Photo Challenge

Complete Now