

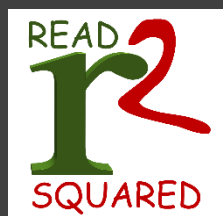
Welcome to the READsquared Community!

READ squared
Habit Forming



Administrative Toolkit

Your guide to a successful online reading program.



Contents

- SETTING UP YOUR PROGRAM 2
- PROMOTING YOUR PROGRAM 3
- RUNNING YOUR PROGRAM 4
- NEED HELP?..... 6

Setting Up Your Program

The following steps are a guide to starting your program:

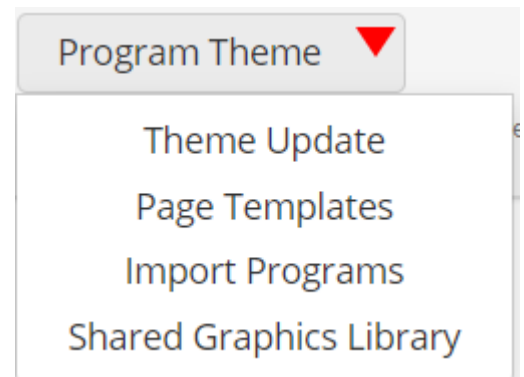
1. The Control Room provides all the features and functions to allow you to customize your site and program(s). Your Control Room is your site name with “/controlroom” at the end. Log in using the User ID and Password provided in your Welcome email.
2. Verify which programs your organization wants to run and associated ages. To customize programs, click on Programs → Program Details. Determine what data is to be collected at registration for each program. Registration fields may be enabled or disabled by clicking on Programs → Registration Fields. (See page 4)
3. Define logging for each program and the associated point values. Points are relative and are used to determine a program’s completion. Click on Programs → Program Details to set logging options.
4. Define where and when physical prizes will be triggered by creating badges rules. Prizes awarded by point milestones are linked by badges. Click on Setup Items → Rules to assign point value milestones through badges.
5. Include additional program features such as reading lists, missions, events, etc. to enhance your reading programs. These features can be found under Setup Items.
6. Create other ways to award prizes such as random drawings which allow participants to have a chance to win a prize. Random drawings are pre-set by administrators and can be found under Setup Items → Random Drawings.
7. Restrict staff access to the control room based on job roles. Click on Security → Groups to determine security permissions. It is highly recommended to only give program setup access to administrators setting up your programs. (See page 5)
8. Create test accounts and run through all current programs as a participant. Test accounts can easily be deleted individually or click on Participants → Mass Delete to delete all test accounts. (See page 4)
9. View the Advanced Features menu in the control room to learn about the other features you can use for your programs.

**Contact support at
support@r2stg.zohosupport.com
for more information on any of
these features or to enable a
feature for your site.**

Promoting Your Program

Let patrons and your community know about your reading program.

- Link to your READsquared URL from your library web site, social media pages and communications such as newsletters or emails.
- Announce the program during activities and story times.
- Set up special events to coincide with your program.
- Spread the word through community partners.
- Create a press release.
- Print bookmarks for circulation desks and to insert into curbside and hold books.
- Make signs and flyers.
- Use [Reading Lists](#) on your site and create book displays to match.
- Use theme graphics for consistency and to attract attention.
- Graphics can be found on our [knowledge base](#) and in your control room in your Programs Menu.



Running Your Program

Control room basics.

Programs

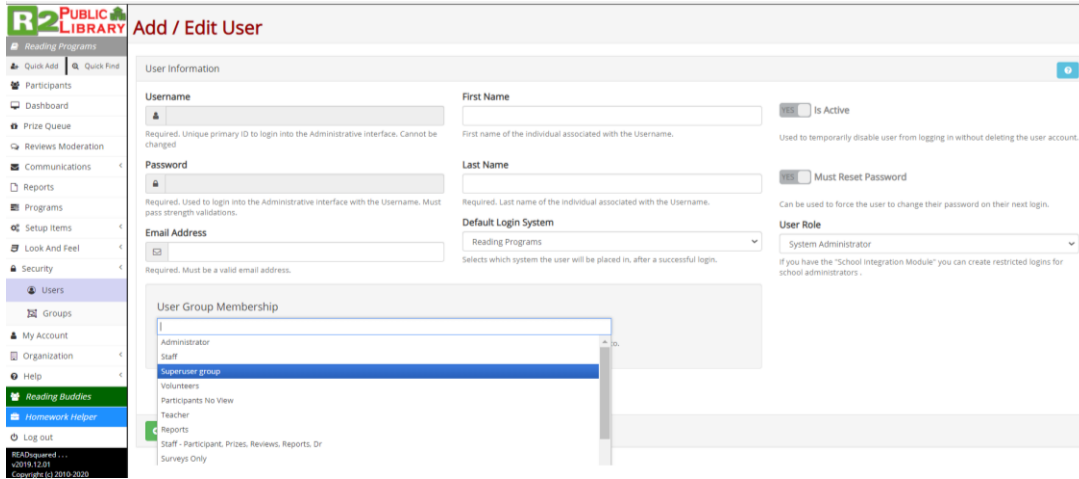
	Name	Ages	Logging Period	Active	Hidden	Count
	1,000 Books [1,000 Books]	Under 1 Years Old - 6 Years Old	06/01/2016 - 06/01/2025	Yes	No	197
	Fall Reading Program [Fall into Reading]	Under 1 Years Old - 19+ Years Old	09/01/2016 - 09/01/2025	Yes	No	28
	Kids Winter [Kids Winter [Age 5-12]]	Under 1 Years Old - 12 Years Old	11/01/2016 - 03/01/2021	Yes	No	23
	Carve Out Time For Reading [Carve Out Time For Reading]	Under 1 Years Old - 19+ Years Old	01/01/2019 - 10/31/2020	Yes	Yes	5
	Children's 2020 Imagine Your Story [Children's Imagine Your Story]	5 Years Old - 12 Years Old	01/01/2019 - 09/01/2020	Yes	No	1,244

**Pencil icon to edit program,
arrows to move placement on
your homepage**

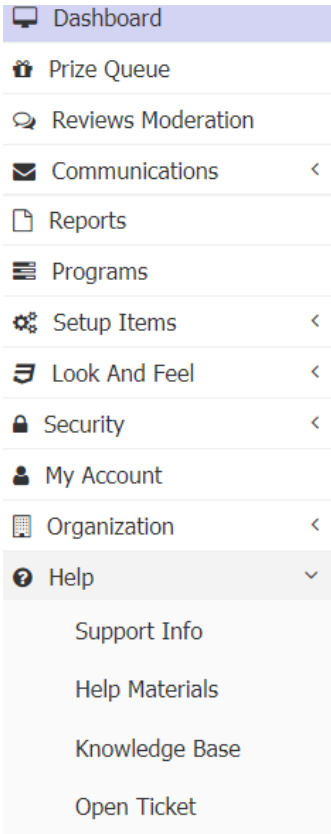
Participants

**Click the blue filter
button to see all
participants across
programs**

Setting up additional staff accounts



Security > Users > Add
Select User GROUP
Membership =
Permissions Level



More details about all the control room options can be found in the Help section of your Control Room.

Need Help?

Have questions?

Visit our searchable [knowledge base](#) for answers, check the Help Materials section of your Control Room, or open a support ticket in your control room or by email support@r2stg.zohosupport.

