

2019



BookPoints

Planning Workbook & Setup Guide

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BookPoints Support Services

BookPoints Hosting Customers:

Phone: +1 (607) 323-0806
(Mon - Fri: 9am - 6pm PST; Sat: 10am - 4pm)

Online:



The "Support" button is available on the bottom of every page on BookPoints.org. During support hours, the button opens a chat widget. After hours, the button opens a "report problem" form which is emailed to the on-call support tech.

Support for Open Source Users:

Paid incident support is available for open source users by contacting The Galecia Group at team@galecia.com or 707-763-6869.

Bugs and security vulnerabilities can be reported via email to team@bookpoints.org.

Interested in helping plan the BookPoints 2020 re-design? Contact us at team@bookpoints.org.

Basic Site Administration

Accessing Your New Site

After signing up for BookPoints hosting, your welcome email will include two URLs for your BookPoints site - one for use by administrators during setup, and one for use by librarians and patrons. For instance, if your library name is Example Public Library, your URLs might be:

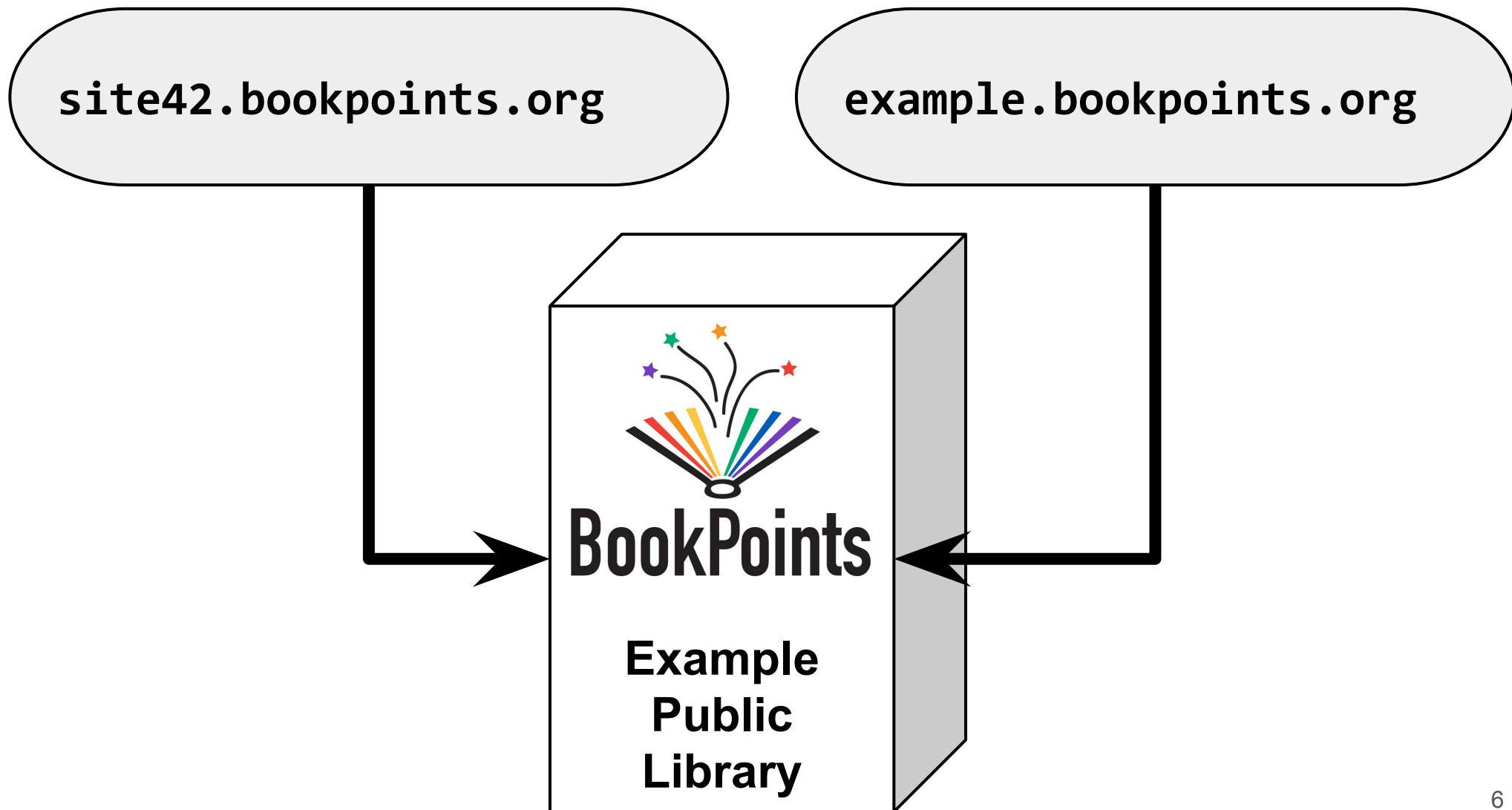
Admin URL: *<https://site42.bookpoints.org>*

Public URL: *<https://example.bookpoints.org>*

Optional Custom URL: *<https://summer.example.com>**

** custom URL requires custom DNS fee and setup*

Accessing Your New Site: 2 URLs, 1 Site



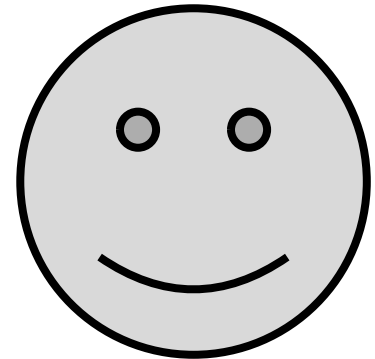
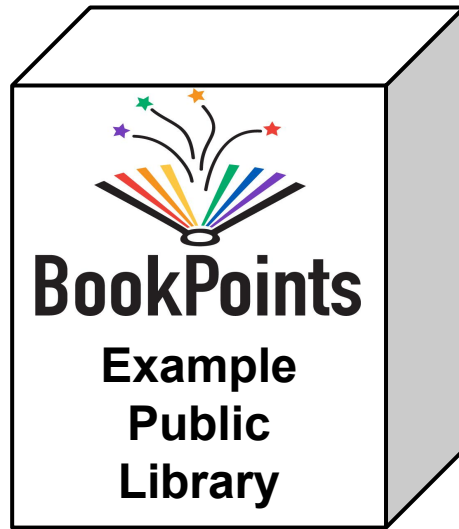
Your Email Alias

Your BookPoints app sends email to new users and to users who forget their passwords, so it needs its own email address ending in @bookpoints.org to bypass patrons' spam filters.

Users will try to reply to this email address if they have questions about BookPoints, so we need to make sure that email sent to that address is forwarded to your staff.

When we set up your BookPoints site, we'll also set up an email address, e.g., *example@bookpoints.org*, that sends email from the server. If users try to send email to that address, it will be forwarded to up to five library staff that you designated on your setup paperwork.

Your Email Alias



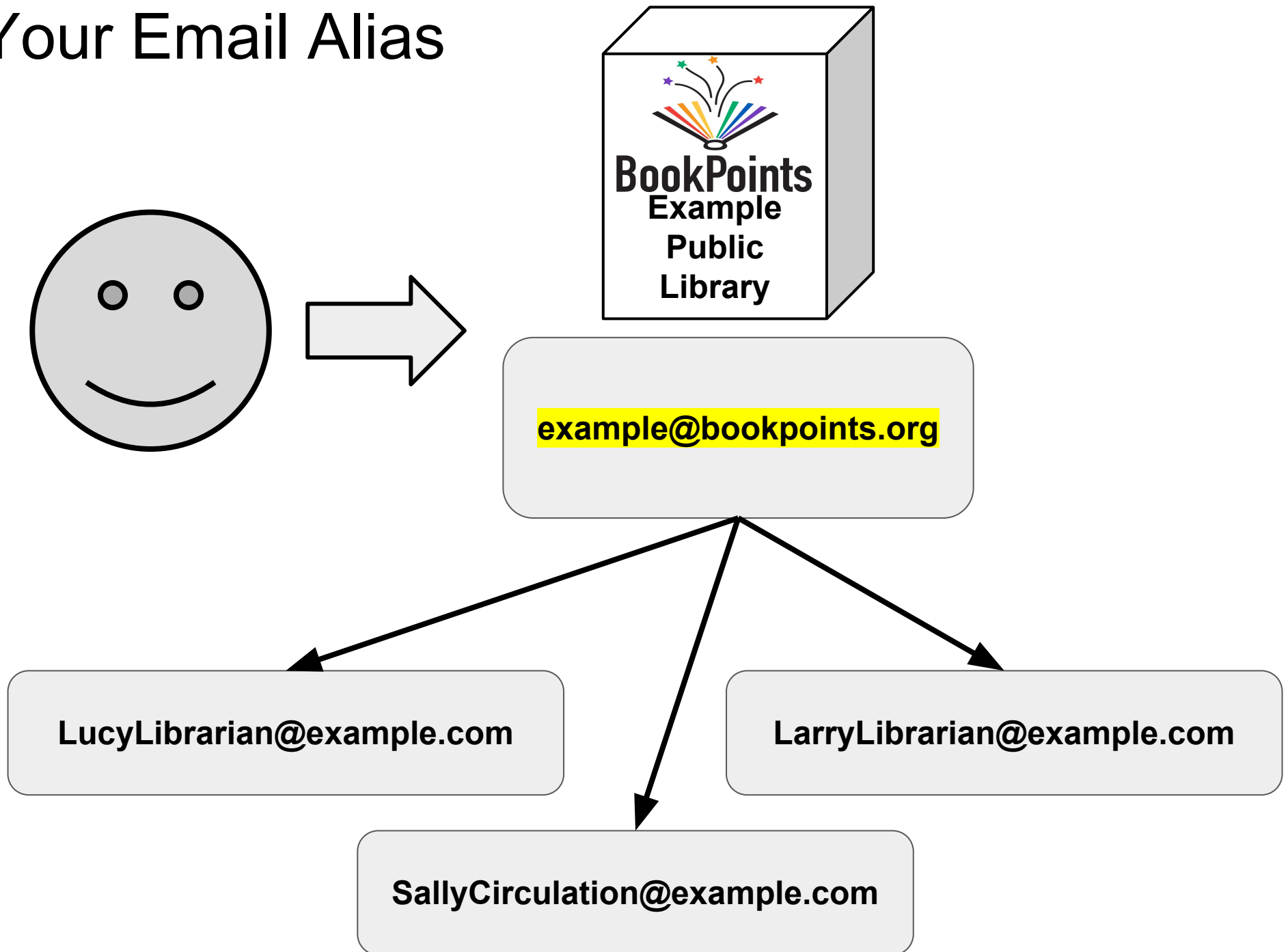
From: Example Library <example@bookpoints.org>

To: Polly Patron <patron@example.com>

Re: Password Change

This is an automated password reset email.

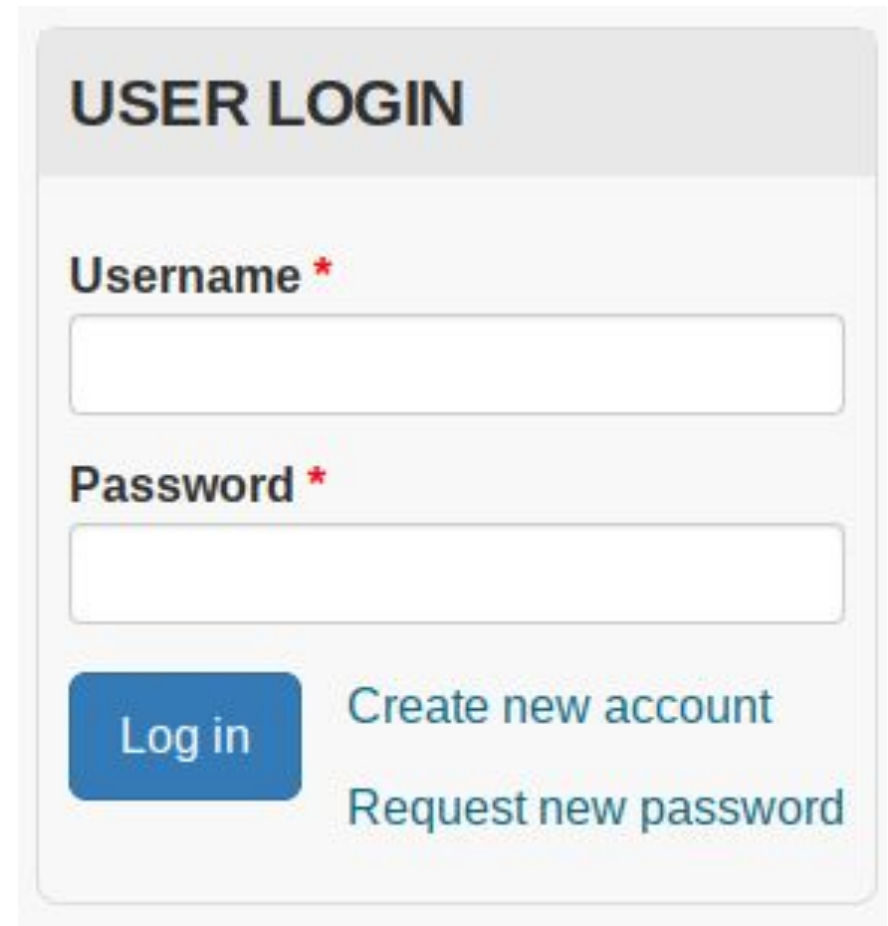
Your Email Alias



Logging On To Your BookPoints Site

Visit <https://YourSiteURL> and enter your SetupAdmin username and password.

You may have also received a welcome link via email.

A user login form with a light gray background and rounded corners. At the top, there is a header bar with the text "USER LOGIN" in bold, dark blue capital letters. Below the header, the form contains two input fields. The first is labeled "Username *" in bold black text, with a red asterisk indicating a required field. The second is labeled "Password *" in bold black text, also with a red asterisk. Both labels are positioned to the left of their respective input boxes. Below the password field, there are three elements: a blue button with the text "Log in" in white, and two links in blue text: "Create new account" and "Request new password".

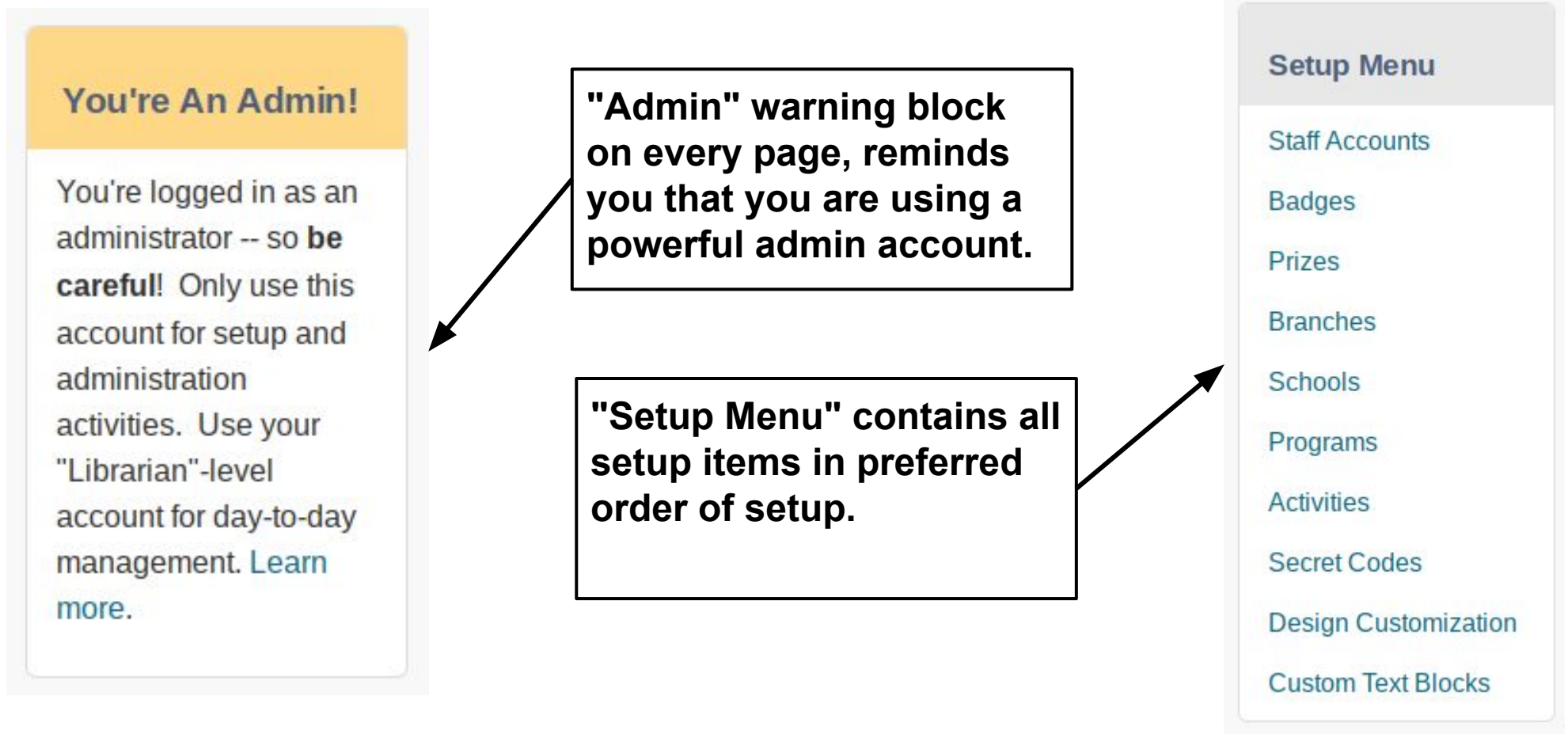
USER LOGIN

Username *

Password *

[Log in](#) [Create new account](#) [Request new password](#)

First Time Logging In



Managing Staff Accounts

One of the first tasks you should do is create staff accounts for your fellow librarians.

The "Staff Accounts" option in the "Setup" Menu will allow you to view existing librarian users and add new accounts.

Some libraries choose to give every library staff person their own account. Other libraries just create a single staff account for each branch which is shared by workers at that branch.

If you have questions, contact your BookPoints Support team!

Creating Other User Accounts

Every library has different needs for how they manage their BookPoints site so there are different ways you can manage your staff accounts.

Smaller libraries: a smaller library might have just a single librarian that sets up BookPoints using the default SetupAdmin account. She can then create staff accounts for herself and her colleagues.

Larger libraries: a larger library might have a team of several people working together to setup their site. Each would have their own "admin" account. Once the site is set up, an admin can create staff accounts for every librarian in the organization before beginning staff training.

To begin, choose "**Staff Accounts**" from the **Setup Menu**.

More About the Three "Roles" of Users

Admin	Used for initial setup of programs, customizing design, and adding Librarian accounts for staff.
Librarian	Used for day-to-day operations by staff, such as awarding prizes to patrons or viewing reports.
Reader	Used by patrons to access their individual or family reader profiles.

Setting Up Staff "Librarian" Accounts

When adding new staff accounts, you must give them the "Librarian" role. If they are setup staff, you can ALSO give them the administrator role.

Only SETUP staff need to be administrators!

Username *

Sally Staffer

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

sally@example.com

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used to receive certain news or notifications by e-mail.

Password *

Confirm password *

Provide a password for the new account in both fields.

Password strength:

Status

☐ Blocked

☒ Active

Roles

☒ authenticated user

☐ administrator

☐ Reader

☒ Librarian

☒ Notify user of new account

First Name

Sally

Last Name

Staffer

Favorite Branch

☐ N/A

☒ Village Library

Library Card

Phone Number

Create new account

Patron Signup Process

Customizing the Patron Signup Process

Patron Signup involves two steps:

- The **USER ACCOUNT** is created. Each individual or family has a user account. The user account contains a username, password, email address, and household-level information such as phone number and favorite branch. Only BookPoints Support can add or remove the data fields on the User Account Signup Form but you can add branches to the dropdown list and customize the legal terms and conditions.
- The **user account** creates one or more **READER PROFILES** for their household. An individual reader user has 1 reader profile. A family user account can have up to 12 readers. Each reader profile contains reader-specific fields such as name, age, grade, local school, and choice of program. Only BookPoints Support can add or remove the data fields on the Reader Profile form but you can add schools to the autocomplete list.

Customize the User Signup Form

Changes to the instructions or legal terms can be made at Setup Menu > Custom Text Blocks.

Add Branches at Setup Menu > Branches

Create new account

FAMILY ACCOUNT: Create **ONE** website account on this page for your entire family. Add all of your family's Summer Readers on the following pages!

INDIVIDUAL ACCOUNT: Create a website account on this page. Add yourself as a Summer Reader on the next page!

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password *

Password strength:

Confirm password *

Provide a password for the new account in both fields.

First Name

Last Name

Favorite Branch

☐ N/A

☐ Village Library

Library Card

Phone Number

Terms of Use

By using this website, I agree to the following terms and conditions: * I am at least 13 years old, or I am a parent/legal guardian creating an account for my child under 13 years old.

☐ I agree with these terms *

Create new account

Contact BookPoints Support to discuss making changes to the data collected here.

Reader Signup Form

To hide any field, or make a certain field required or optional, contact BookPoints Support.

You can add schools to the list of potential schools in the autocomplete list. Visit **Setup Menu > Schools**.

Add Readers

First NameEnter your Reader's first name.

Last NameEnter your Reader's last name or initial.

AgeEnter your reader's age.

Grade

Kindergarten

Select the last grade completed.

SchoolSelect the school last attended. Start typing and click on your school when it shows in the autocomplete list.

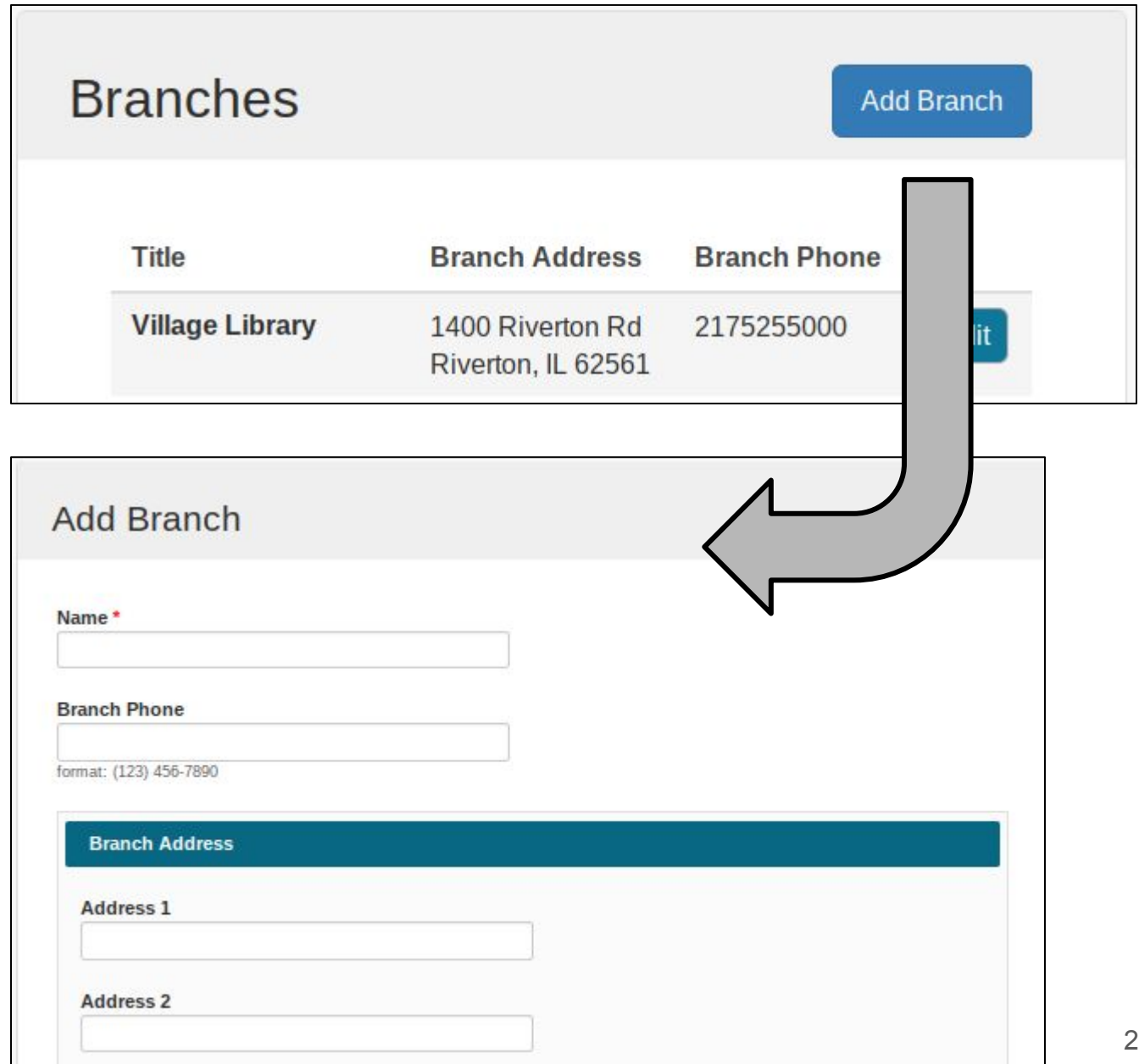
Next

Add and Manage Branches for User Signup

Choose "**Branches**" from the **Setup Menu** to view branches.

You can click "**Add Branch**" to add a new branch or "**Edit**" an existing branch.

You can also import a list of branches from a spreadsheet.



The screenshot displays the 'Branches' management interface. At the top, there is a header 'Branches' and a blue 'Add Branch' button. Below the header is a table with three columns: 'Title', 'Branch Address', and 'Branch Phone'. The table contains one entry: 'Village Library' with address '1400 Riverton Rd, Riverton, IL 62561' and phone '2175255000'. To the right of the table is an 'Edit' button. A large grey arrow points from the 'Add Branch' button in the top right to the 'Add Branch' form below. The 'Add Branch' form has a header 'Add Branch' and contains the following fields: 'Name' (required, indicated by a red asterisk), 'Branch Phone' (with a format hint '(123) 456-7890'), and a 'Branch Address' section with 'Address 1' and 'Address 2' fields.

Title	Branch Address	Branch Phone
Village Library	1400 Riverton Rd Riverton, IL 62561	2175255000

Add Branch

Name *

Branch Phone

format: (123) 456-7890

Branch Address

Address 1

Address 2

Add and Manage Schools for Reader Signup

Choose "**Schools**" from the **Setup Menu** to view schools.

You can click "**Add School**" to add a new school or "**Edit**" an existing school.

You can also import a list of schools from a spreadsheet.

The image shows two parts of a web application interface. The top part is a 'Manage Schools' page with a table of schools. The bottom part is an 'Add School' modal form. A large grey arrow points from the 'Add School' button in the top panel to the 'Add School' modal form in the bottom panel.

Manage Schools

Id	Title	School Address
39	Example Elementary School	

Add School

Title *

School Address

Save

Patron Help Text

From the **Setup Menu**, choose **"Custom Text Blocks"** to edit the home page or signup form text. You can also edit the legal terms and conditions here.

There is also a dedicated "Help" page on every site that can be customized from the Custom Text Blocks page.

Because every BookPoints site is different, you may want to add your own specific help notes to this page.

Edit Custom Text Blocks

Home Page (visitor) Welcome

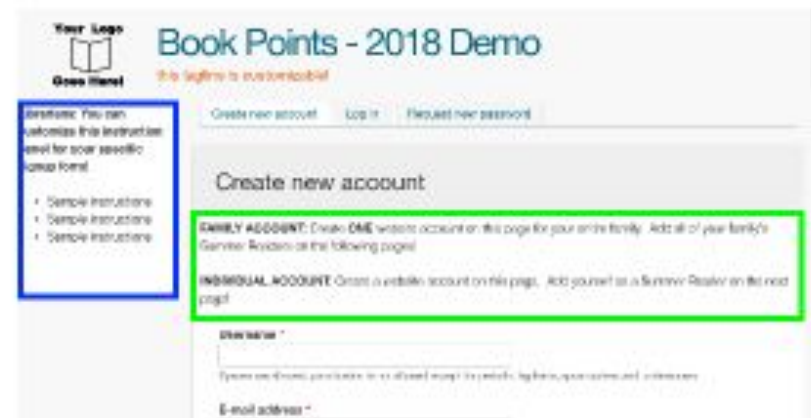
Edit the home page welcome block.



User Signup Page Instructions

Edit the sidebar instructions (blue)

Edit the Family vs Individual instructions (green)



Building Your Programs

Building an Online Reading Program

Let's look at building an online program!

We'll start by examining some simple paper-based programs, similar to what you may have used in the past. We'll create corresponding online versions of these simple programs. Then we'll enhance them with online features, like digital badges!

Simple Example Programs

Most libraries run four simultaneous summer reading programs: pre-readers, kids, teens, and adults. (Some libraries only run one or two; some libraries run up to eight to include special populations.)

These are examples of simple programs where logging Books or Minutes can earn the reader a prize and/or drawing tickets.

BookPoints allows you to enhance these programs with online features.

Program #1: "Read 10 books, earn a prize."

Program #2: "Read 300 minutes total, earn a drawing ticket. Read 300 more minutes, earn a second drawing ticket and a prize!"

Building an Online Reading Program I

Now let's look at the online features available to your patron --
from the patron's point of view!

The next pages show the "Reader Dashboard" interface that your patrons will see when they log in, as well as descriptions of each feature. We'll explore the features in depth later.

BookPoints Online Program Features

Reader Dashboard

You have at least one prize waiting! See your librarian!

Current Reader

> Petey

Polly

Add Reader

Petey - Book Log

Enter Title

Enter Author(s) (optional)

Enter How Many Minutes You Read

Rate this book!

☆☆☆☆

Submit

383 pts

Enter a secret code!

Submit

Your Activity

Say hi to a librarian!

Just say hi to a librarian we love to meet new patrons.

Claimed

1

2

3

4

5

6

7

BookPoints Online Program Features

1. **"Prize Notice"** informs readers if they have a prize to collect. This notice disappears when a librarian marks the prize "claimed" using the Librarian interface.
2. **"Reader Switcher"** allows user to switch between different family reader accounts.
3. **"Reading Log"** allows user to enter and rate books and log minutes, pages, etc.
4. **"Points"** are earned by reading and completing activities.
5. **"Secret Codes"** can be given out at events or hidden around the library so readers can earn bonus points and badges.
6. **"Activities"** can be completed by the reader to earn bonus points and badges.
7. **"Digital Badges"** are earned by reading, completing activities, or manually awarded by librarians.
8. (Not pictured) **"Drawing tickets"** are earned by reading.

Building an Online Reading Program

Now let's add some online features
to our example programs...

We use a table to illustrate how the reader progresses through the program. As readers accumulate points by reading or completing activities, they earn badges, drawing tickets, and prizes. You can also specify custom congratulations messages for each award.

Simple Online Program: Badges & Prizes

In this online version of Program #1, we still award a single prize for the 10th book read. We also take advantage of BookPoints's digital badge feature to award a badge for every book a reader enters.



BOOKS READ	REWARD AWARDED
1	Space Badge #1: Mercury
2	Space Badge #2: Venus
3	Space Badge #3: Earth
4	Space Badge #4: Mars
5	Space Badge #5: Jupiter
6	Space Badge #6: Saturn
7	Space Badge #7: Uranus
8	Space Badge #8: Neptune
9	Space Badge #9: Moon
10	\$5 Pizza Gift Card

Online Program w/ Badge, Prize, and Tickets

In this online version of program #2, we award a drawing ticket after 300 minutes read. After 600 minutes read, we award a second ticket and a prize. We also award digital badges for each hour read.

MINUTES READ	BADGE AWARDED	PRIZE AWARDED	TICKETS AWARD.
60	Space Badge #1		
120	Space Badge #2		
180	Space Badge #3		
240	Space Badge #4		
300	Space Badge #5		1 drawing ticket
360	Space Badge #6		
420	Space Badge #7		
480	Space Badge #8		
540	Space Badge #9		
600	Space Badge #10	Free Paperback Book	1 drawing ticket

Notes about "Points" and "Activities"

BookPoints gives patrons points when they enter reading log entries. You can choose how many points to award per book, minute, page, or hour read. When you set up each program, you decide how many points it takes to earn a badge, prize, or drawing ticket.

You CAN choose to award points for activities and codes -- if so, those points will count toward badges and prizes just like reading. Some libraries prefer this "reading plus activities" approach to summer reading.

Alternatively, you can award 0 points for activities and codes -- if so, readers will only earn points by reading. This is the "reading-only" approach. You can still award badges for activities and codes.

You can use the point scale to "unify" your programs. For example, if Kids earn 100 points/book with a goal of 10 books, and Teens earn 200 points/book with a goal of 5 books, they both have a goal of 1000 points.

Program Planning Worksheets

The following pages include an example program planning worksheet and four blank worksheet templates.

Things to remember when completing your planning worksheets:

- You can change the starter badge and the welcome message when you set up your site.
- You can have as many levels as you'd like -- one library set up 60 levels so they could award 60 digital badges to each reader! Just print out more worksheets for programs with more than 10 levels.
- Not sure about the best way to set up your program? Just schedule a call with the BookPoints Support team to discuss!

Program Plan: ***Example Kids***



Books



Pages



Hours



Minutes

LEVEL	AMT. READ	BADGE	PRIZE	TICKET	MESSAGE
0	0	Starter Badge			Welcome aboard!
1	60	Badge #1			First hour read!
2	120	Badge #2			Congrats!
3	180	Badge #3			Way to go!
4	240	Badge #4			Four hours done.
5	300	Badge #5		1	Halfway there...
6	360	Badge #6			Six hours down!
7	420	Badge #7			You've read 7 hours!
8	480	Badge #8			Great job!
9	540	Badge #9			9 done, 1 to go!
10	600	Badge #10	Prize #1	1	Congrats, you're done!
11	900	Bonus Badge		1	You earned the Bonus...

Program Plan:

☐

Books

☐

Pages

☐

Hours

☐

Minutes

LEVEL	AMT. READ	BADGE	PRIZE	TICKET	MESSAGE
0	0	Starter Badge			Welcome aboard!
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Program Plan:

☐

Books

☐

Pages

☐

Hours

☐

Minutes

LEVEL	AMT. READ	BADGE	PRIZE	TICKET	MESSAGE
0	0	Starter Badge			Welcome aboard!
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Program Plan:

☐

Books

☐

Pages

☐

Hours

☐

Minutes

LEVEL	AMT. READ	BADGE	PRIZE	TICKET	MESSAGE
0	0	Starter Badge			Welcome aboard!
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Program Plan:

☐

Books

☐

Pages

☐

Hours

☐

Minutes

LEVEL	AMT. READ	BADGE	PRIZE	TICKET	MESSAGE
0	0	Starter Badge			Welcome aboard!
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Building Your Programs

We're **almost** ready to begin adding your programs. But first, we'll need to add any custom Prizes and Badges that you'll need for your programs. In other words, the Kids Program can't award the "Cool Kid Badge" until you upload the "Cool Kid Badge."

(Looking to build a simple program? You can:

- *Simply rename the built-in Example Prize and use that for your program's prize.*
- *Use some of the dozens of free badges that come with BookPoints 2019.)*

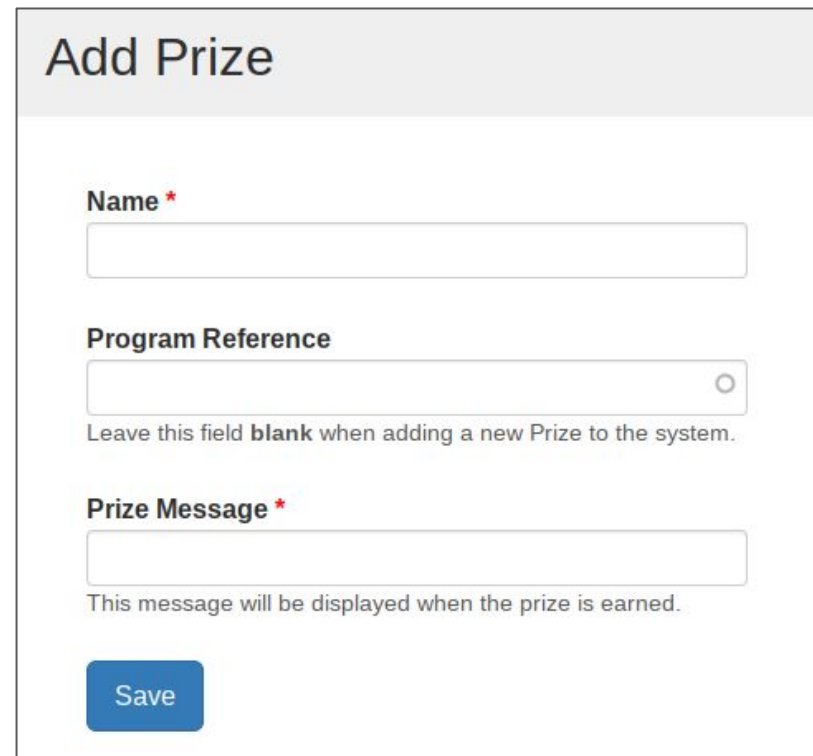
Adding and Managing Prizes

Select "**Prizes**" from the **Setup Menu** to edit existing prizes or add new ones.



The screenshot shows a web interface for managing prizes. At the top, there is a header bar with the word "Prizes" on the left and a blue "Add Prize" button on the right. Below the header, there is a table with a single row. The table has a column labeled "Title" and a cell containing "Sample Prize 1". To the right of the "Sample Prize 1" cell is a blue "edit" button.

Complete the "Add Prize" form to add a new prize to the system. Leave the Program Reference field blank.

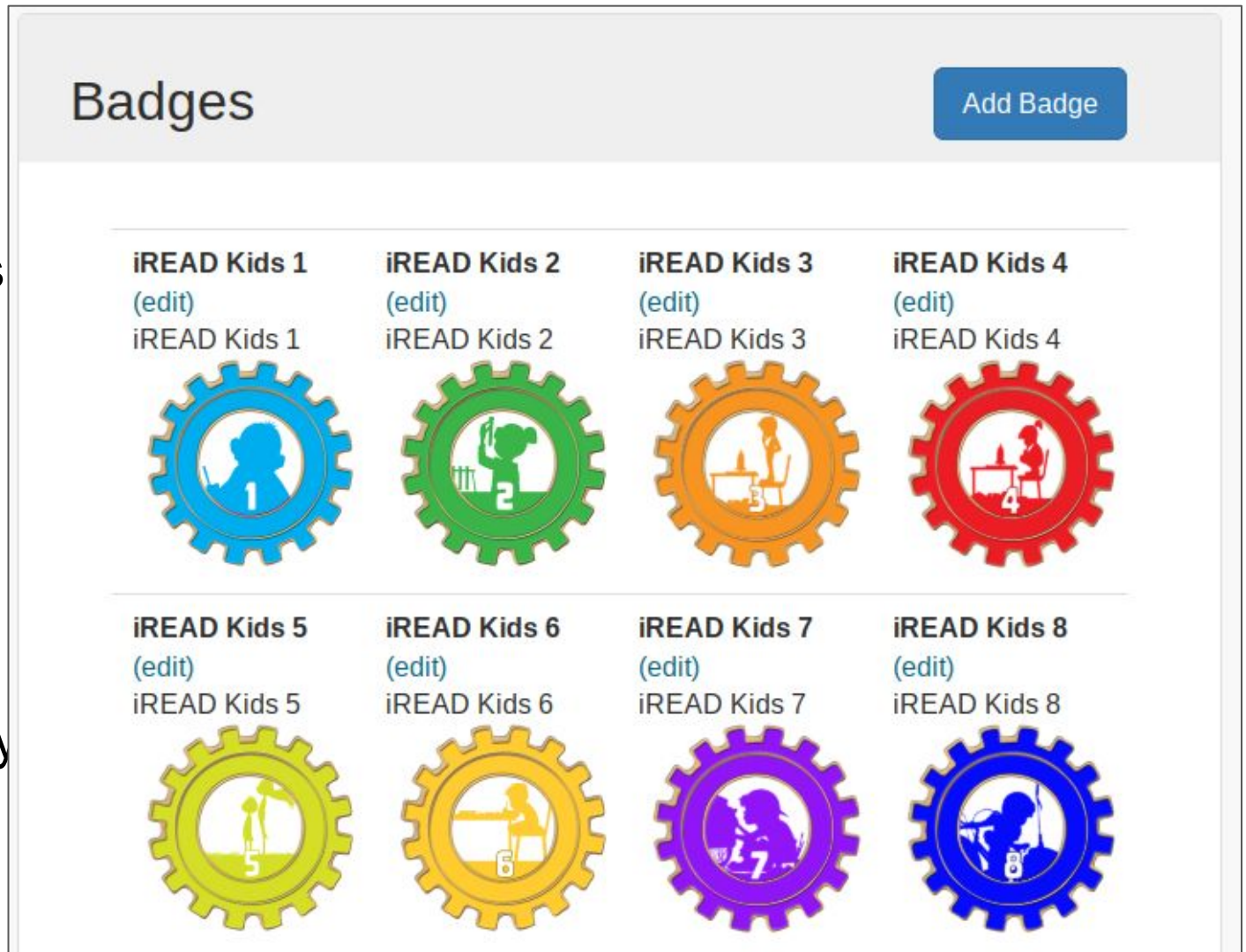


The screenshot shows the "Add Prize" form. It has a header bar with the text "Add Prize". Below the header, there are three input fields. The first field is labeled "Name *" and is empty. The second field is labeled "Program Reference" and is empty. Below the "Program Reference" field is a note: "Leave this field blank when adding a new Prize to the system." The third field is labeled "Prize Message *" and is empty. Below the "Prize Message" field is a note: "This message will be displayed when the prize is earned." At the bottom of the form is a blue "Save" button.

Adding and Managing Badges

Click "**Badges**" from the **Setup Menu** to edit existing badges and add new badges

BookPoints 2019 includes dozens of badges contributed by BookPoints staff as well as several of our library community members over the years!



Adding a Badge

Name appears in the "My Reading Log" Badge Gallery.

Description is for behind-the-scenes use by your staff.

Add **Image** and Alt Text for screen readers.

Message appears when badge is earned.


Add Badge

Name *

Badge Description

This is the badge description.

Badge Image



Example Badge.png (15.78 KB) [Remove](#)

Alternate text

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Title

The title is used as a tool tip when the user hovers the mouse over the image.

Badge Message *

[Save](#)

Building Your First Program

OK, we've added the Prizes and Badges that will make up our first program. Time to add the program and begin configuring it!

We'll start with the "Example Kids" Program from earlier:

- Earn 1 "point" per minute read
- 300 points = 1 drawing ticket
- 600 points = Prize, 2nd drawing ticket
- 900 points = Secret 3rd drawing ticket prize
- We only want to award prizes for reading. Later we'll add Activities and Secret Codes but we'll make them "for fun only" and worth 0 points toward the Program.

Add or Manage Programs

Click "**Programs**" from the **Setup Menu** to see the existing programs or add a new one.

For each program, you can edit it or add or manage the point/prize levels.

Programs			Add Program
Title	Number of Levels	Manage Levels	
Example Pre-Reader	6	edit	Add Manage
Teens	1	edit	Add Manage

You may have example programs in your application depending on if you requested a pilot or beta instance. Please contact BookPoints Support to request us to delete these programs.

Add a Program

Enter your program's name. Choose minutes or pages or books or hours. Enter the number of points for every unit read.

You can also add an introductory description to help readers pick the right program for them.


Add Programs

Name *

Per Unit Label *

Per Unit Point Value

Program Description *



Have a great summer with our "out of this world" kids program! Read 5 hours to earn a ticket in our end-of-summer drawing for an eReader! Read another 5 hours for another ticket AND a free personal pan pizza at Local Pizza Place!

Path:

[Disable rich-text](#)

Text format

[More information about text formats](#)

Web page addresses and e-mail addresses turn into links automatically.
Lines and paragraphs break automatically.

[Save](#)

Program Confirmation

You should see a confirmation message after you save your program.



[Click here to add another Program](#)

Entity 11 - "Outer Space Adventure!" Kids Program has been saved

[Click here to add another Level to the "Outer Space Adventure!" Kids Program Program](#)

Default level for "Outer Space Adventure!" Kids Program also created. You may edit any of the default level details now.

You can "click... to add another program" immediately.

You can also "click here to add another level to..." the Program that you just created.

Before we do, let's see what we have so far...

"Outer Space Adventure!" Kids Program

Per Unit Label: Minute

Per Unit Point Value: 1

Program Description:



Have a great summer with our "out of this world" kids program! Read 5 hours to earn a ticket in our end-of-summer drawing for an eReader! Read another 5

hours for another ticket AND a free personal pan pizza at Local Pizza Place!

The Starter ("Default") Level

Select "**Programs**" from the **Setup Menu** and confirm that your newly-created program is in the list.



The screenshot shows the 'Program Overview' page for the 'Outer Space Adventure!' Kids Program. At the top right is a blue 'Add Level' button. Below the title is a table with columns: Level, Points, Prize, Drawing Ticket(s), and Badge. The first row shows '0 "Outer Space Adventure!" Kids Program' with 0 points. An 'edit' button is visible next to the row.

Level	Points	Prize	Drawing Ticket(s)	Badge
0 "Outer Space Adventure!" Kids Program	0			edit

Click "Manage" in the row for your program to see the Program Overview (above). This shows "Level 0" which is the "Starter Level" where everyone starts, with 0 points. You can **Edit** this level to award a Starter Badge, or "a free drawing ticket just for signing up," for instance. When you're done editing your Starter Level 0, click the "**Add Level**" button to add the first level from your planning worksheet.

Adding a Level to a Program

Enter your level number, then the number of points/units required to achieve it. You can also enter a message that will be displayed to the reader.

In the Prize Reference field, if necessary, start typing the name of a prize and select the prize from the drop-down list.

Add Level

Level *

1

Point Threshold

60

Level Message

You've read for an hour - congratulations and keep up the great work!

Enter the message the Reader will see when they achieve this threshold.

Prize Reference

Select a Prize that will be awarded when the Reader reaches this Level.

Adding a Level to a Program - Continued

Pick a badge by typing in the badge field until you see your badge in the dropdown list.

Enter the number of tickets to be awarded at this level.

Ignore the legacy Level Number field and click the "**Save**" button.

You should see a confirmation message and a link to create the next level.

Reader Badge

mercury.jpg (269)

Select the Badge to be awarded when the Reader reaches this Level.

Drawing Tickets

Enter the number of Drawing Tickets to be awarded when the Reader reaches this Level.

Level Number (ignore)

This field is kept for legacy purposes. Please ignore it.

Save

✓ [Click here to add another Level to the Outer Space Adventure Program](#)

Entity 56 - 1 has been saved

Completing Your Programs

Continue adding levels to your program, then finish adding the rest of your programs.

We're almost ready to test everything but first we need to see how Activities and Secret Codes work.


Manage Levels for Outer Space Adventure					
Level	Points	Prize	Drawing Ticket(s)		Badge
0 Outer Space Adventure	0			edit	
1	60			edit	mercury.jpg
2	120			edit	venus.png
3	180			edit	earth.jpg
4	240			edit	mars.jpg
5	300		1	edit	jupiter.jpg
6	360			edit	saturn.jpg
7	420			edit	uranus.jpg
8	480			edit	neptune.jpg
9	540			edit	moon.png
10	600	Sample Prize 1	1	edit	sun_cartoon.png
11	900		1	edit	earth_cartoon.png

Add and Manage Activities

Click "**Activities**" from the **Setup Menu** to view and edit existing activities. Activities show up in the "Activities" panel on the Reader dashboard ->

Manage Activities

[Add Activity](#)

Activity Name	Description	Reader Badge	Points Awarded	Program
Say hi to a librarian!	Just say hi to a librarian - we love to meet new patrons!	Name: IREAD Teen 10 Badge Description: 2017 iREAD Teen Badge Image: 	50	Example Pre-Reader, Outer Space Adventure

[edit](#)

Activities

Say hi to a librarian!
Just say hi to a librarian - we love to meet new patrons!

[Claim](#)

Play a Board Game in the Library!
Did you know our library offers a collection of board games for children of all ages? Come play Candyland or Trouble with us to

Adding an Activity

Give your activity a name and a brief description - this will appear on the Reader Dashboard. You can also choose to award points and/or a badge to Readers who claim this activity.

Select one or more programs to which this activity belongs. (You can re-use activities but they all must award the same number of points.

Activity Name *

Description

B **I** **U**

Visit our library's makerspace to learn how to make something! From arts and crafts to the latest technology, including our 3D printer, our makerspace has it all! 20 points!

Path: p

Disable rich-text
Text format

Filtered HTML ▼

[More information about text formats](#)

Web page addresses and e-mail addresses turn into links automatically.
Allowed HTML tags: <a> <cite> <blockquote> <code> <dl> <dt> <dd> <p>

Lines and paragraphs break automatically.

Points Awarded

Reader Badge

SCIENCE TECH (222) ○

Program Reference

☐ Example Pre-Reader
☐ Teens
☐ Anytown Kids Program
☐ "Outer Space Adventure!" Kids Program
☒ Outer Space Adventure

Save

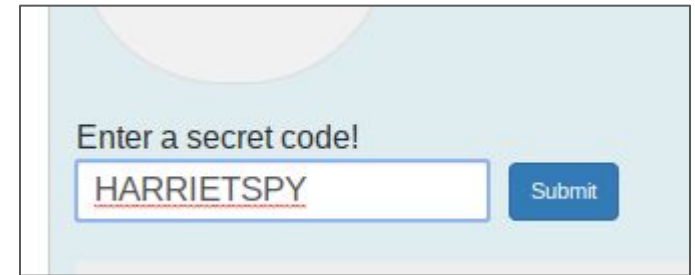
52

Activity Ideas

- Create activities corresponding to each of your usual summer kids activities, such as crafts or cooking club.
- Make a mini-library scavenger hunt.
- "The Book Was Better" - for Readers that read a book and saw the movie based on the book.
- "Online Reader" - read a book online using an e-reader, tablet, or even a public library computer.
- "Music Fan" - have a singalong or play a musical instrument with your family.
- "Board Game" - play a board game at the library (or at home).
- Learn about an animal that you might see at the zoo.
- Exercise with a family member for 15 minutes.
- Visit a museum, art gallery, or a different library.
- Take a "selfie" while holding your favorite book.
- "Future Chef" - help a parent prepare and serve a meal.
- Ask an older relative what their favorite book was at your age and to tell you about it.
- Draw a picture of your favorite park, playground, or place to play in your town.

Add and Manage Secret Codes

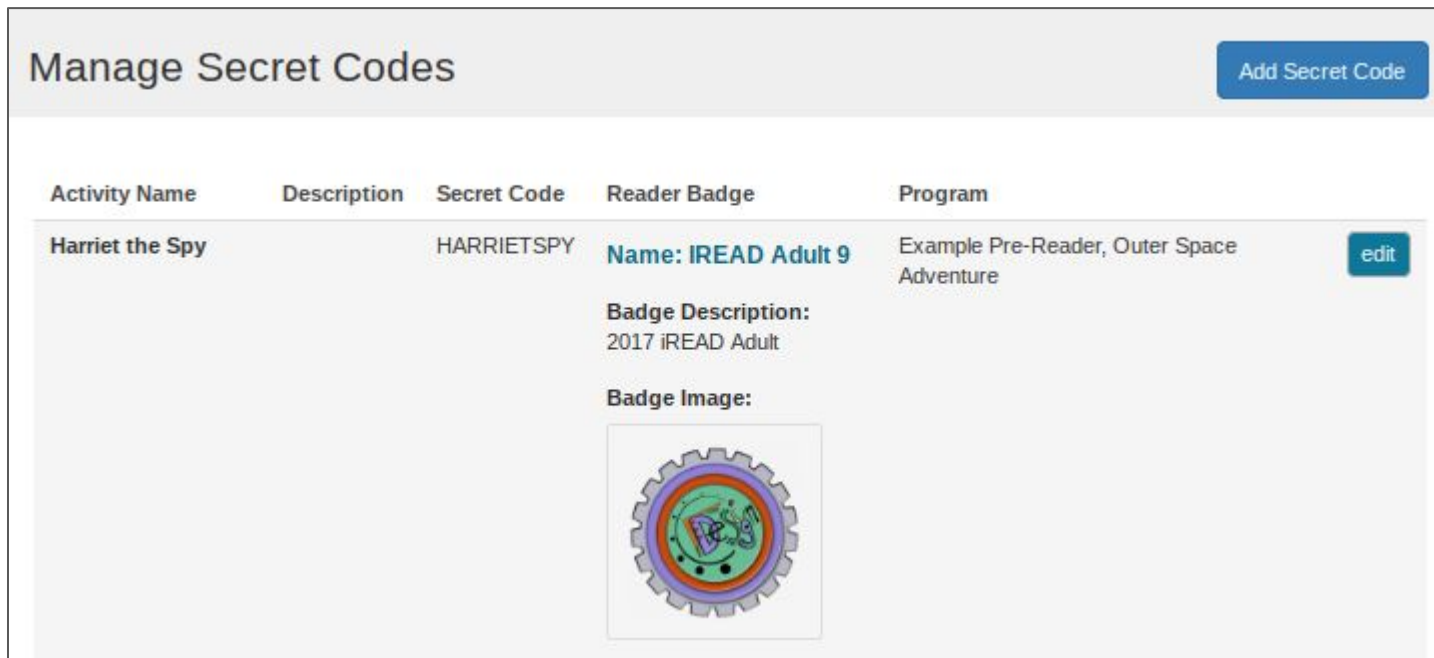
Readers can earn points and badges by entering secret codes that you pass out. You can give out codes at Storytime, hide them in popular books for readers to find, or hide them around the library.




Enter a secret code!

HARRIETSPY

Submit



Manage Secret Codes [Add Secret Code](#)

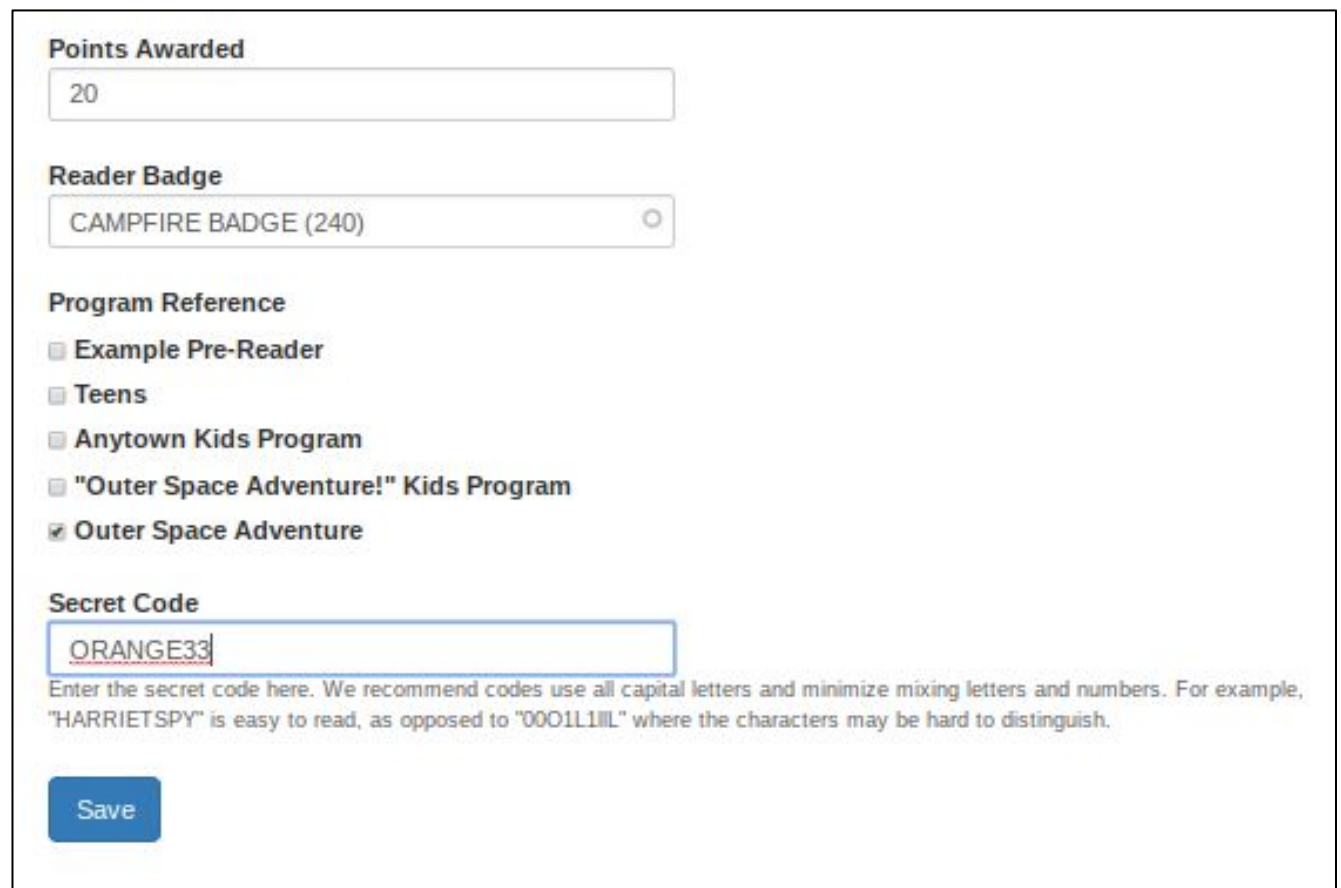
Activity Name	Description	Secret Code	Reader Badge	Program	
Harriet the Spy		HARRIETSPY	Name: IREAD Adult 9 Badge Description: 2017 iREAD Adult Badge Image: 	Example Pre-Reader, Outer Space Adventure	edit

Adding a Secret Code

Adding a Secret Code is exactly the same as adding an Activity - except you also need to add the code itself.

The codes are not CaSe-sEnSiTiVe but we recommend you use all capital letters and try to avoid any codes that could be visually confusing.

Add random numbers to prevent cheaters from guessing codes.



The screenshot shows a web form with the following sections:

- Points Awarded**: A text input field containing the number "20".
- Reader Badge**: A dropdown menu showing "CAMPFIRE BADGE (240)".
- Program Reference**: A list of checkboxes with the following options:
 - ☐ Example Pre-Reader
 - ☐ Teens
 - ☐ Anytown Kids Program
 - ☐ "Outer Space Adventure!" Kids Program
 - ☒ Outer Space Adventure
- Secret Code**: A text input field containing "ORANGE33". Below this field is a note: "Enter the secret code here. We recommend codes use all capital letters and minimize mixing letters and numbers. For example, 'HARRIETSPY' is easy to read, as opposed to '0001L1LL' where the characters may be hard to distinguish."
- Save**: A blue button at the bottom of the form.

Secret Code Ideas

Secret Codes are like Activities but not "on the honor system" so they can be used for "proving" the reader did something, like attending an event: "STORYTIME3G"

Or, print out "Secret Code" papers and hide in books or around the library (template available on our website):

- UPUPDOWNDOWN - Hide in a book or movie about video games.
- WIMPY32 - Hide in one of the Wimpy Kid books.
- HORCRUX39 - Hide in a Harry Potter book or DVD case
- STEM1337 - Post in your makerspace.

- Construct secret codes for any book by using the author name - or an interesting reference from the book - and a random number. Example:

ADAMS42 for a *Hitchhiker* book

FUNK182 for *How to Code a Sandcastle*

- Adult programs can benefit from Secret Codes too! Consider adult themes like book club, wine club, or regional baseball teams.
- Make a Secret Code that's only available to patrons that visit a local museum or gallery partner.

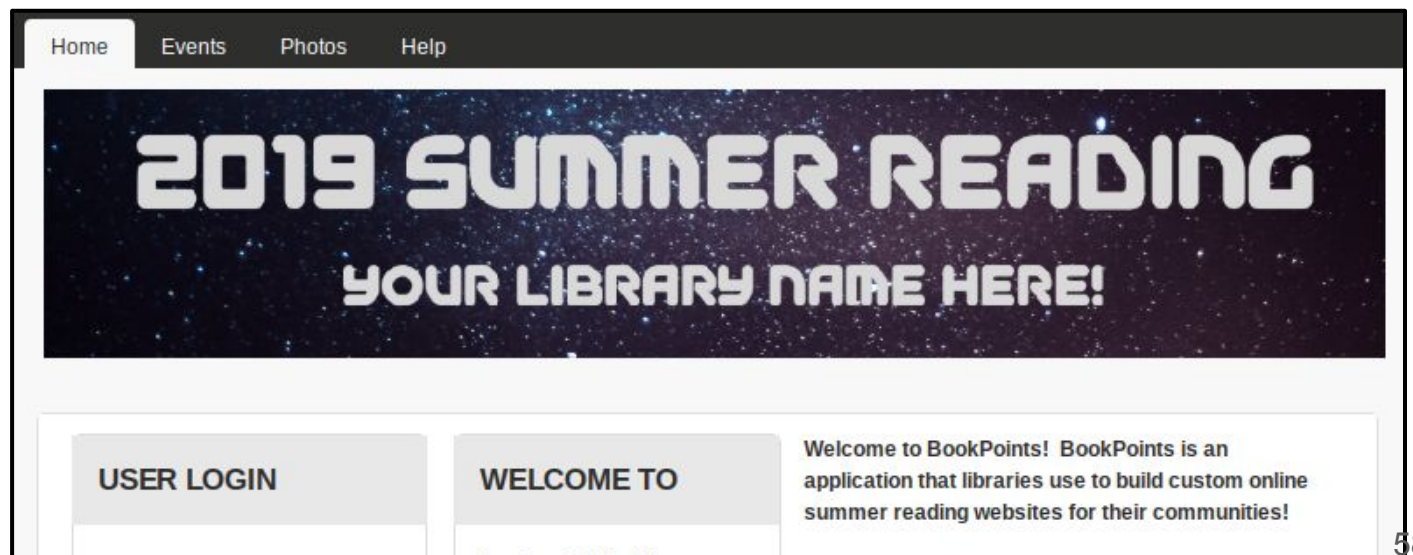
Design & Appearance

Two Types of Logo / Headers

This version has a small square logo and a text title ("Anytown Public Library") and slogan ("Summer Reading 2018").

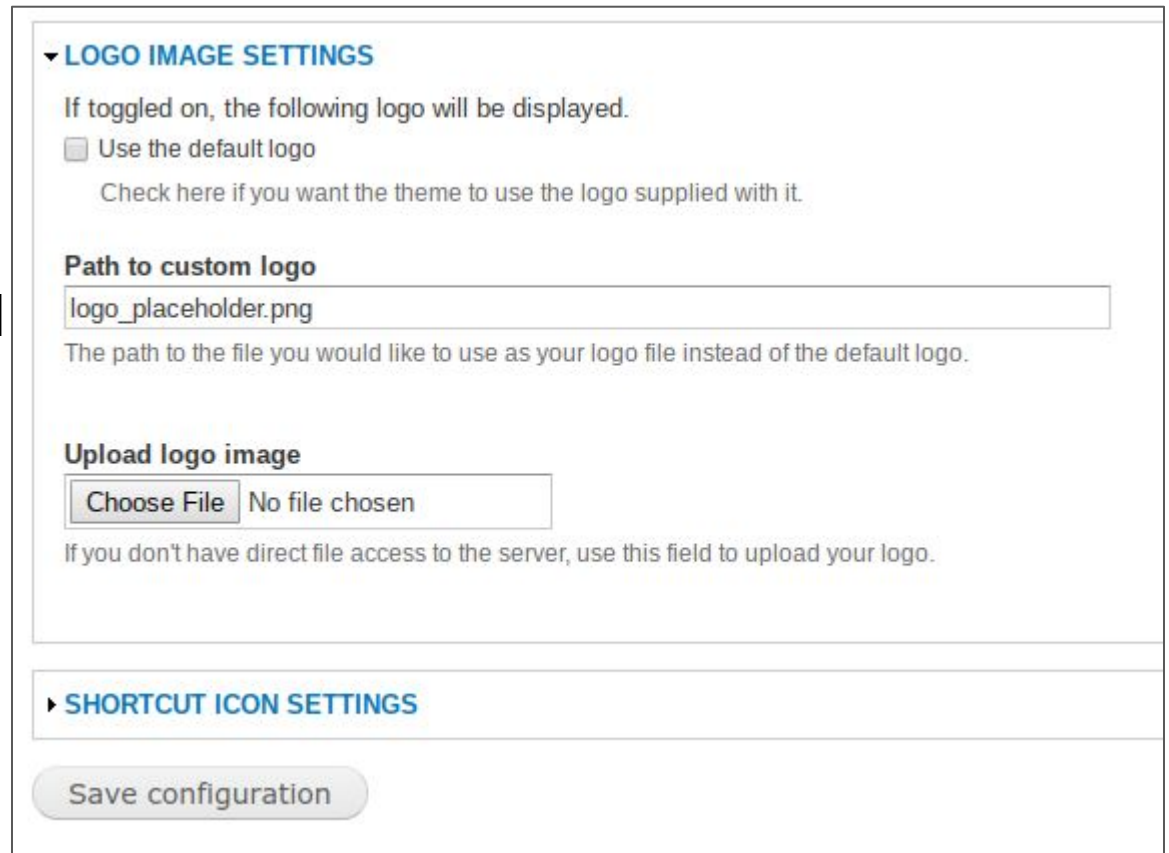


This version uses a wide, all-graphic banner that you create (template available on our website).



Uploading a Custom Logo File

No matter which type of logo/header you choose, you'll upload the logo file using the Upload Logo field. Goto **Setup Menu > Design Customization**. Scroll down to "Logo Image Settings" and expand that section. Use the "Upload Logo Image" field to select your custom logo file. Click the "Save Configuration" button at the bottom to complete the upload



The screenshot shows a web interface for configuring a logo. It features a section titled 'LOGO IMAGE SETTINGS' with a dropdown arrow. Below the title, there is a text label 'If toggled on, the following logo will be displayed.' followed by a checkbox labeled 'Use the default logo' and a sub-label 'Check here if you want the theme to use the logo supplied with it.' Below this is a text input field labeled 'Path to custom logo' containing the text 'logo_placeholder.png', with a sub-label 'The path to the file you would like to use as your logo file instead of the default logo.' Further down is another section titled 'Upload logo image' containing a file selection button labeled 'Choose File' and a status label 'No file chosen'. A sub-label below this reads 'If you don't have direct file access to the server, use this field to upload your logo.' At the bottom of the settings section is a 'Save configuration' button. Below the settings section is a partially visible 'SHORTCUT ICON SETTINGS' section.

▼ LOGO IMAGE SETTINGS

If toggled on, the following logo will be displayed.

☐ Use the default logo

Check here if you want the theme to use the logo supplied with it.

Path to custom logo

logo_placeholder.png

The path to the file you would like to use as your logo file instead of the default logo.

Upload logo image

Choose File No file chosen

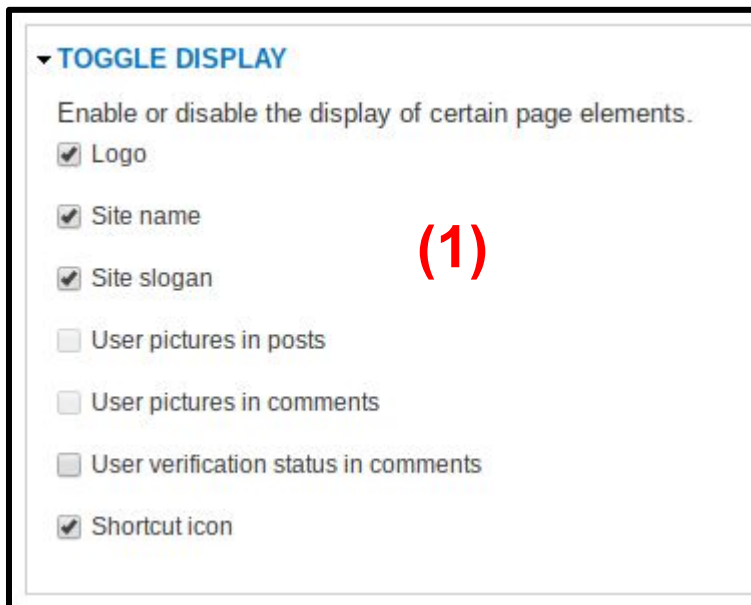
If you don't have direct file access to the server, use this field to upload your logo.

► SHORTCUT ICON SETTINGS

Save configuration

Logo & Text-Header

To use Logo + Text-Header mode, **(1)** go to **Setup Menu > Design Customization**. Scroll down to "Toggle Display" and check Logo, Site Name, and Site Slogan. Save the Settings. **(2)** Then visit **Setup Menu > Site Header Text** to change the name and slogan. Save the Settings and visit the home page to confirm your changes.



▼ **TOGGLE DISPLAY**

Enable or disable the display of certain page elements.

- ☒ Logo
- ☒ Site name
- ☒ Site slogan
- ☐ User pictures in posts
- ☐ User pictures in comments
- ☐ User verification status in comments
- ☒ Shortcut icon

(1)



Site information ⌵

Warning!

BookPoints customers should **ONLY** change the Site Name and Site Slogan fields on this form.

SITE DETAILS

Site name *

Anytown Public Library

Slogan

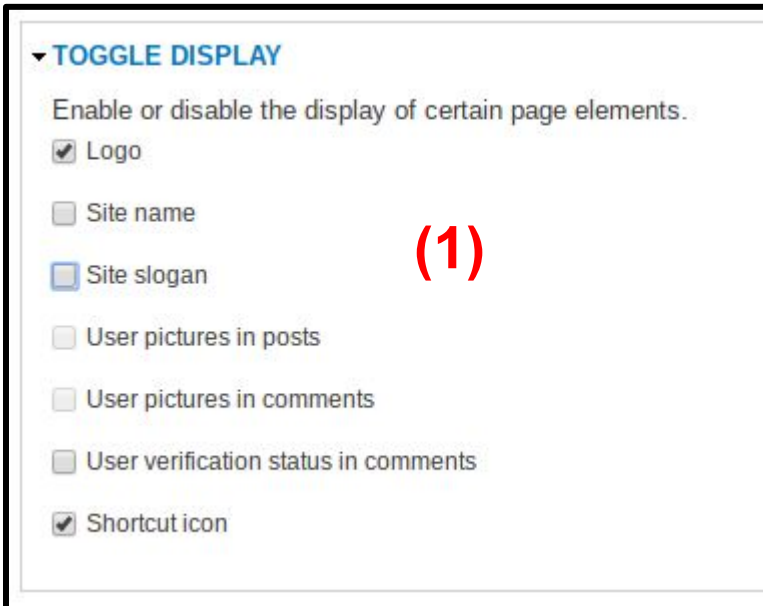
Summer Reading 2018

How this is used depends on your site's theme.

(2)

Banner-Style Logo-Header

To use Banner Header mode, **(1)** go to **Setup Menu > Design Customization**. Scroll down to "Toggle Display" and check Logo but UNcheck Site Name and Site Slogan. Save the Settings. **(2)** Then visit **Setup Menu > Site Header Text** to change the name and slogan. Save the Settings and visit the home page to confirm your changes. (Even though the Name and Slogan are invisible in this mode, they are still visible to Google and the web browser itself.)



▼ TOGGLE DISPLAY

Enable or disable the display of certain page elements.

- ☒ Logo
- ☐ Site name
- ☐ Site slogan **(1)**
- ☐ User pictures in posts
- ☐ User pictures in comments
- ☐ User verification status in comments
- ☒ Shortcut icon



Site information ⓘ

Warning! **(2)**

BookPoints customers should ONLY change the Site Name and Site Slogan fields on this form.

SITE DETAILS

Site name *
Anytown Public Library

Slogan
Summer Reading 2018










How this is used depends on your site's theme.

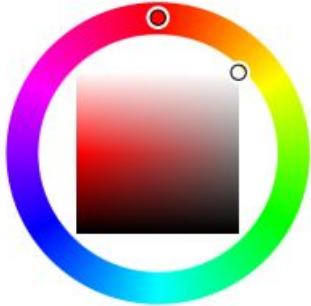
Custom Design: Website Colors

Select **Setup Menu > Design Customization** and scroll down to the Color Scheme section. You can choose one of the predefined color sets or tweak the color of any element on the site, such as the slogan, links, underlines, hover links, etc. You can enter the #hexcodes or just use the color picker to find colors. You can ask your main website designer for your "official" web colors to use.

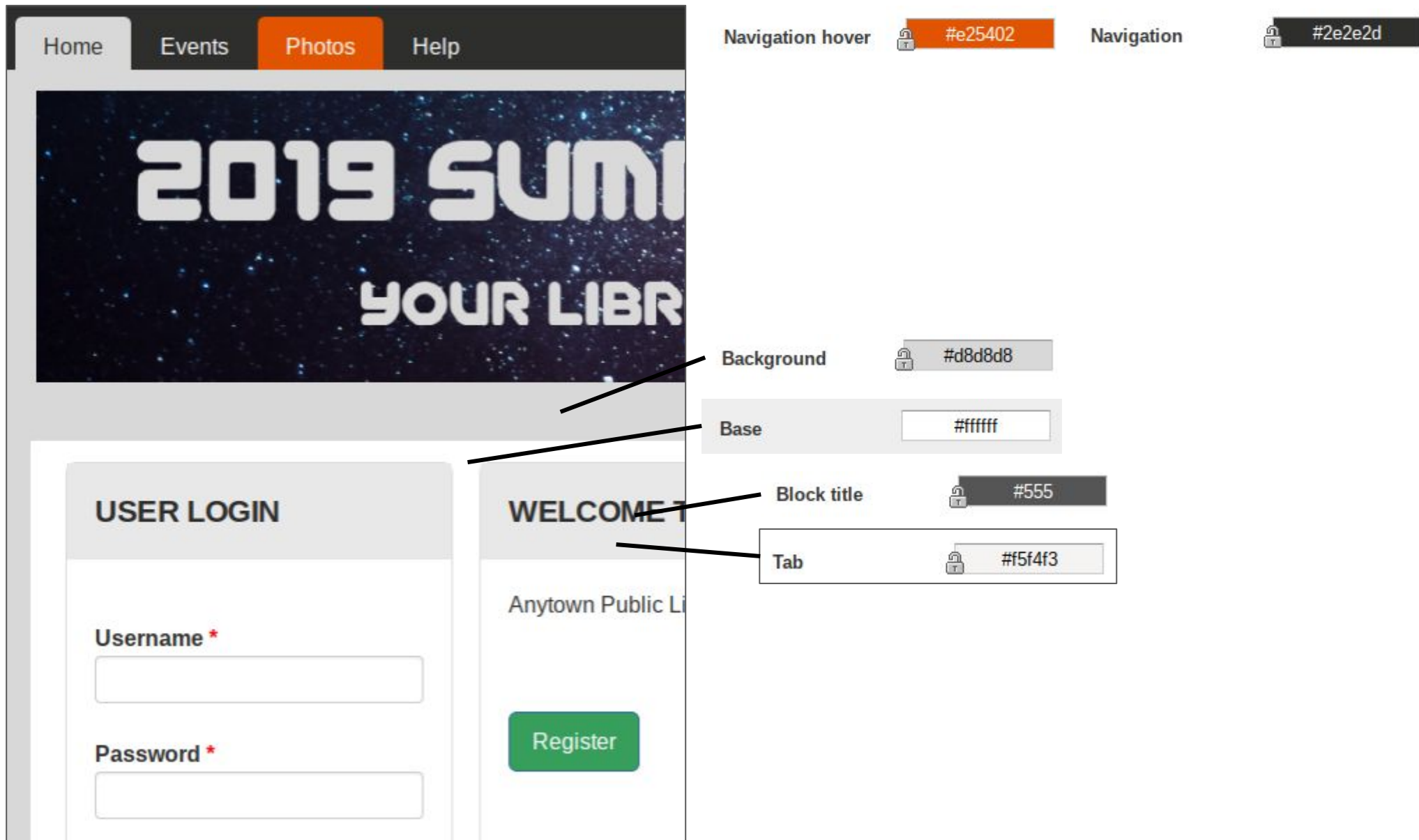
COLOR SCHEME

Color set Custom ▼

Base	#ffffff
Background	 #f8f8f8
Text	 #2e2e2e
Link	 #086782
Hovered Link	 #e25401
Link underline	 #cfdde5
Slogan	 #0e0f96
Navigation	 #2e2e2d
Navigation hover	 #e25402
Tab	 #f5f4f3



Website Colors Region Examples



Custom Design: Fonts

Select **Setup Menu > Design Customization** and scroll down to the **Fonts** extension tab.

You can replace the BookPoints custom font stack with your own custom stack or use a Google Web Font (see on-screen documentation).

Extensions ?

Fonts

Image Settings

Rounded corners

Custom CSS

Mobile Menu Toggle

Markup Overrides

Fonts

First select the font type — websafe, google or custom — then select or enter the required information supplied by the [@font-your-face module](#), new settings and instructions will appear after you have selected a font.

To preview and gather required information for adding Google fonts see: google.com/webfonts. specified font — use the *Quick-use* feature in Google fonts to check this information.

DEFAULT FONT

Type: Custom font stack ▼

Font *
'Helvetica Neue', Helvetica, Arial, sans-serif
Enter a comma separated list of fonts, with no trailing comma. Names with spaces should be enclosed in single quotes.

Size: 100% (16px) ▼
The default font size is set on the HTML element. All elements, margins, padding and widths are relative to this size. "Not set" if you prefer to set this in your CSS. You can override this value in your responsive styles.

▼ TITLES

Site name

Type: Custom font stack ▼

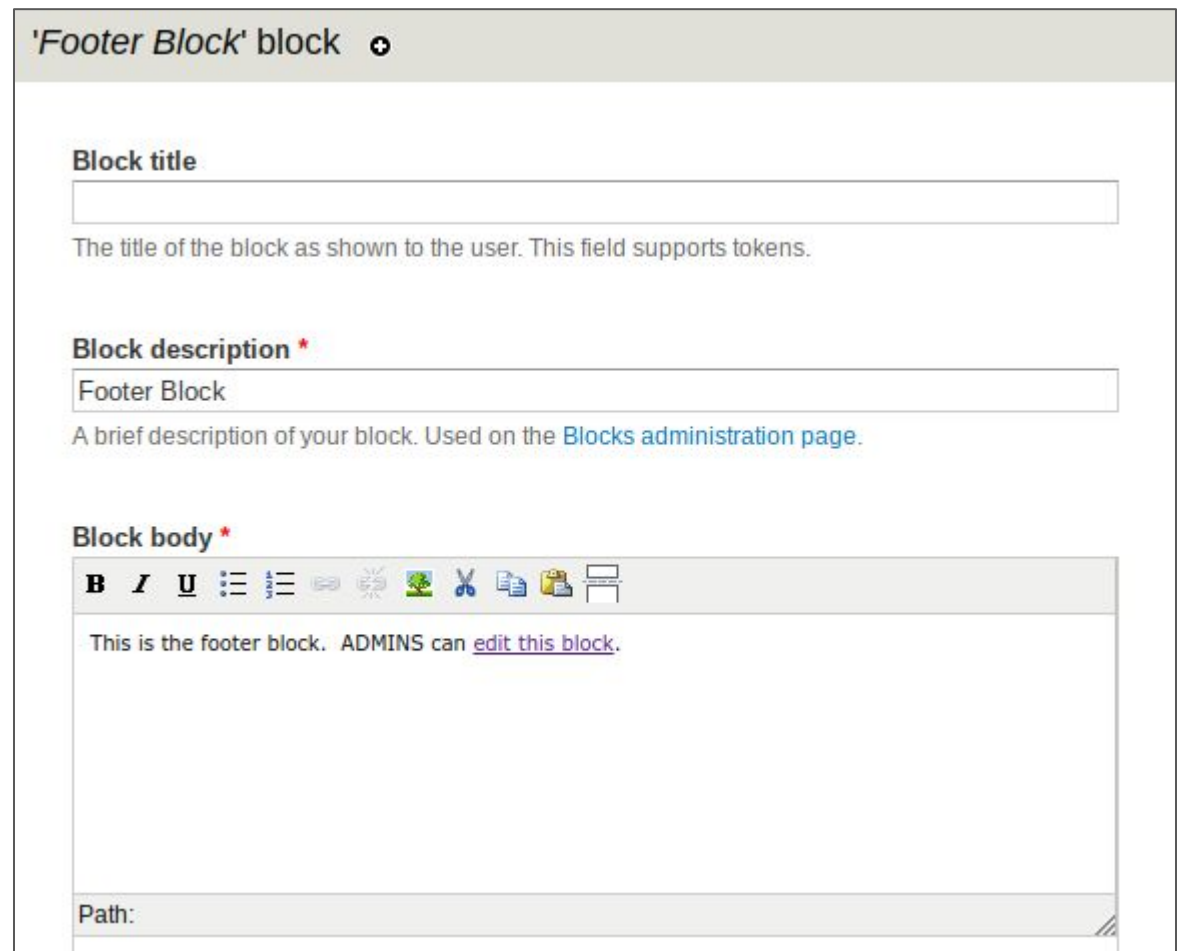
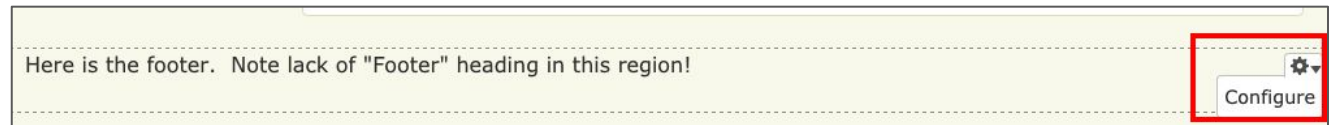
Font *
'Helvetica Neue', Helvetica, Arial, sans-serif
Enter a comma separated list of fonts, with no trailing comma. Names with spaces should be enclosed in single quotes.

Size: 3.2em ▼

Customizing the Footer Text

The bottom of every page on your site has the site's "footer." You can customize what appears in the footer by choosing **Setup Menu > Site Footer** and changing the default footer text.

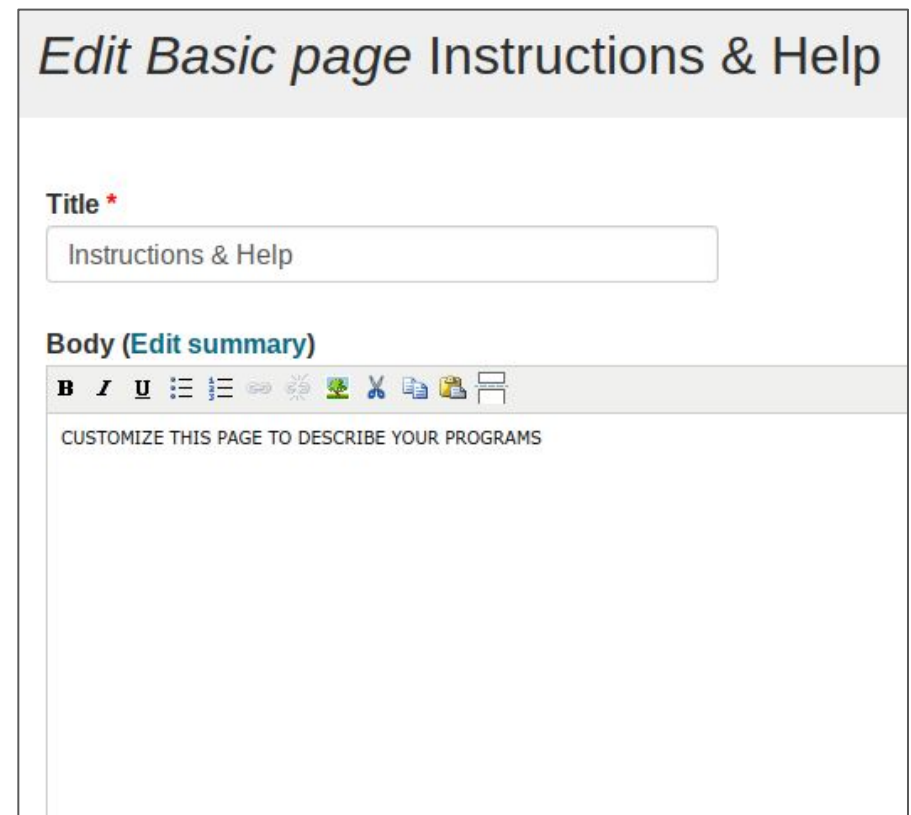
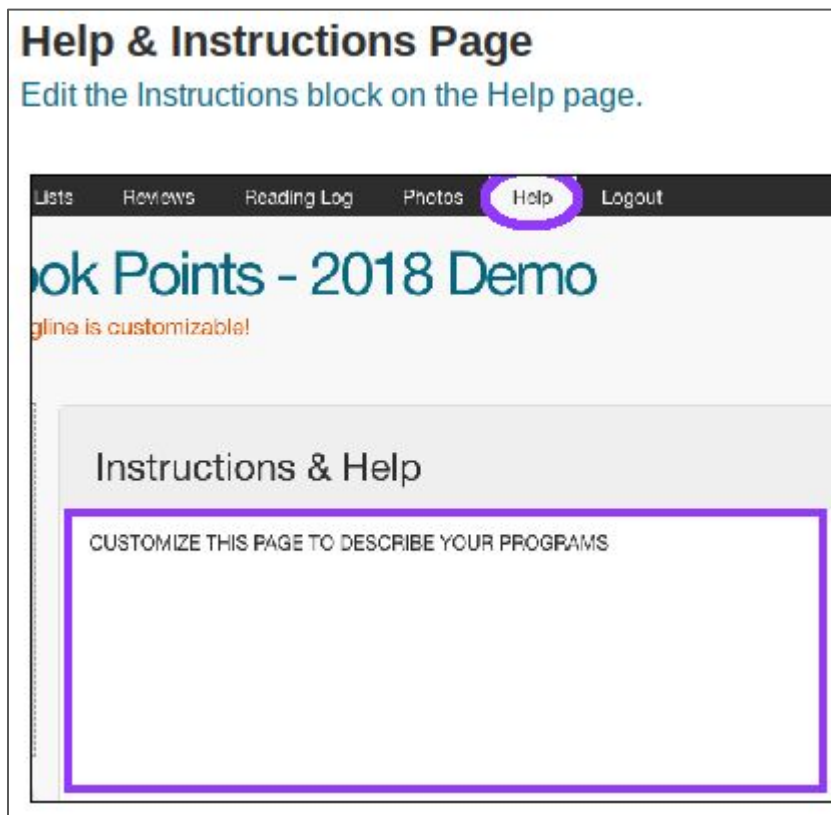
ONLY change the fields pictured here.

A screenshot of a web application form titled "'Footer Block' block" with a plus icon. The form has three main sections: "Block title" with an empty text input field and a description "The title of the block as shown to the user. This field supports tokens."; "Block description *" with the text "Footer Block" in the input field and a description "A brief description of your block. Used on the [Blocks administration page](#)."; and "Block body *" with a rich text editor toolbar (containing icons for bold, italic, underline, list, link, unlink, image, video, table, and print) and the text "This is the footer block. ADMINS can [edit this block](#).". At the bottom, there is a "Path:" label and an empty text input field.

Additional Features

Additional Features: Custom Help Page

To edit your site's Help page, select **Setup Menu > Custom Text Blocks** and scroll to the link to edit the "Instructions" block on the "Help" page. On the next screen, enter your site's help information and upload any images using the "Body" field. Click the Save button to save your page.



Additional Features: Event Calendar

BookPoints provides a basic event calendar. Each event can be assigned to one or more programs, such as Pre-Readers or Kids. In addition, each event can be tied to one or more branches, allowing patrons to search for events at their local branch.

You can also replace the "Events" link in your site's Main Menu with a link to your existing website calendar of events if you choose.

To add or manage Events, select **Events** from the **Staff Menu**. Use the **Add Event** button to add a new event.

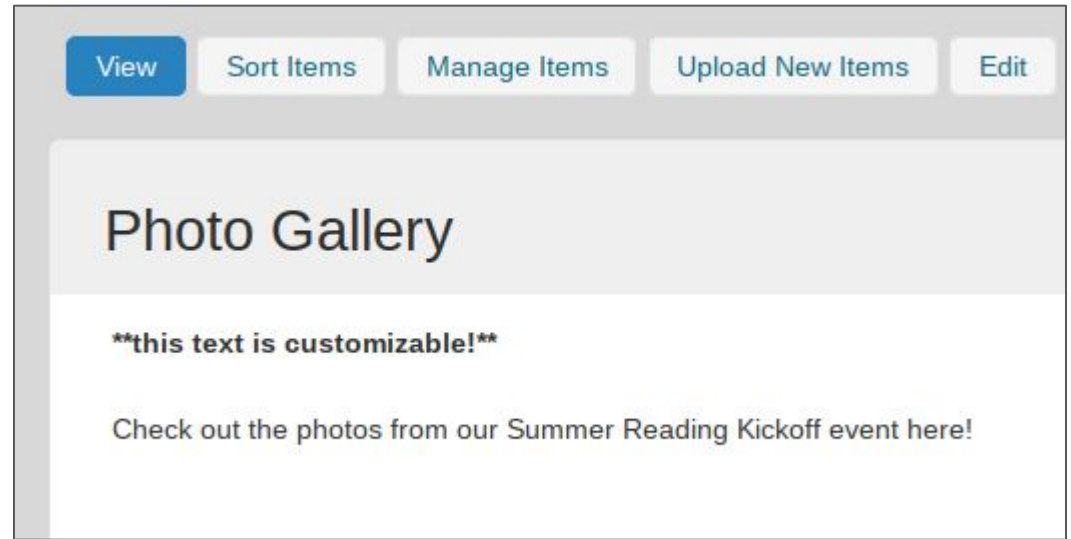
The screenshot shows the BookPoints Event Calendar interface. On the left is a sidebar with filters for Program (Pre-Readers, Kids, Teens), Branch (Downtown, Elm St., South), and a User Login button. The main area displays a calendar for June 2019 with two events highlighted: 'Storytime' on Tuesday, June 11th at 9:45am, and 'Teen Graphic Novel Forum' on Wednesday, June 19th at 7:30pm.

June 2019							« Prev	Next »
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
26	27	28	29	30	31	1		
2	3	4	5	6	7	8		
9	10	11 Storytime 06/11/2019 - 9:45am	12	13	14	15		
16	17	18	19 Teen Graphic Novel Forum 06/19/2019 - 7:30pm	20	21	22		

Additional Features: Simple Photo Gallery

BookPoints provides a simple photo gallery feature that librarians can use to add event photos, selfies, book cover images, and more.

Select **Main Menu > Photos** to access the gallery. Librarians should see buttons for **uploading** new items, or **managing/sorting** existing photos. You can also Use the **Edit** button to change the default introductory text that appears on the gallery page.



Additional Features: Book Reviews

Patrons can use the "Reviews" menu item to read reviews of books submitted by other patrons or add their own review. **All** reviews must be manually approved by a Librarian before they will appear on the public review page.

To manage book reviews, select **Setup Menu > Book Reviews**.

You can add a book cover image to each review.

Manage Book Reviews

Reviews submitted by Readers have status "Librarian Review." Edit a review and set the review's Review Status to "Public Approved" to make it show up on the public book reviews page. You can also add an image to the Review (such as an image of the book cover) to make the Review page more interesting. You can add a link to the book's entry in your public-facing ILS system, which will display as "Reserve this book!" to patrons.

Review Status

- Any -

Apply

Operations

Delete Selected Reviews

Change Status of Selected Reviews

<input type="checkbox"/>	Created	Review Status	Title	Author of Book	Reviewer Name	Review	Image	View
<input type="checkbox"/>	02/13/2019 - 9:36am	Librarian Review	1984	George Orwell	Jim C.	A delightful romp through an imaginary wonderland called Oceania featuring a pleasant everyman named Winston.		<div>View</div> <div>Edit</div>

Additional Features: Summer Writing Lab *beta*

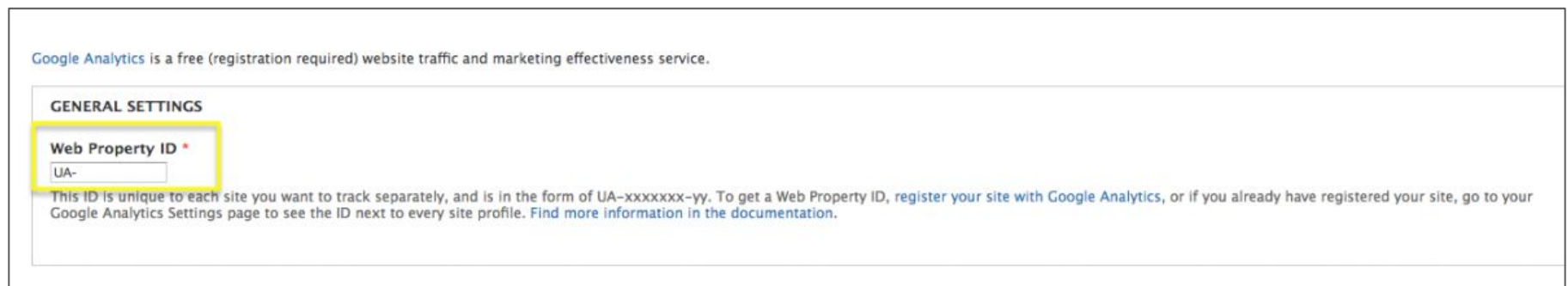
Our proposed feature "Summer Writing Lab" is still being developed. This feature will allow Readers to submit a short story (<1000 words) to be reviewed and published by librarians. The Summer Writing Lab can issue a secret code to award points and badges for Readers who submit a story.

To participate in the Summer Writing Lab *beta* program, please email team@bookpoints.org.

Additional Features: Google Analytics

BookPoints features Google Analytics integration so you can get more data about your site visitors. You must already have a Google Analytics account.

Visit <https://SITENAME/admin/config/system/googleanalytics> (replace SITENAME with your site's domain name) and enter your Web Property ID (UA-XX number) in the field shown. Click the "Save" button to save.



Google Analytics is a free (registration required) website traffic and marketing effectiveness service.

GENERAL SETTINGS

Web Property ID *

UA-

This ID is unique to each site you want to track separately, and is in the form of UA-xxxxxxx-yy. To get a Web Property ID, register your site with Google Analytics, or if you already have registered your site, go to your Google Analytics Settings page to see the ID next to every site profile. [Find more information in the documentation.](#)

Testing Your Programs

That's it - you're done! Now it's time to begin testing your site to make sure it works. You've done a lot of work to set up your programs so it's important to test your site **very thoroughly** from the perspective of the patrons and the librarians.

Create multiple accounts for fake families to use for testing - make sure you have readers in each of your programs. Complete the programs multiple times keeping an eye out for any bugs or inconsistencies. Make sure that you earn points, prizes, badges, and drawing tickets in the proper order based on your program plans.

Then logout and log back in as a Librarian. Make sure you can redeem prizes, access reports, and view the Librarian Dashboard.

Report problems or questions to BookPoints Support!

Librarian Tasks

Librarian Task: Find a User Account, Reset Password

Librarians can use the **Staff Menu > Users** item to view a list of all users and find a specific user account.

In the table you can see the user account for our sample family, the Patron Family. You can see the Readers for this account, Petey and Polly. You can click a Reader's name to view their Reader Profile.

If a user needs a password reset, for instance, you can click the **edit** button to edit the user account and type in a new password.

Users

First Name

Last Name

Patron

E-mail

Username

Enter a comma separated list of user names.

Apply

Reset

Username	First Name	Last Name	Library Card	E-mail	Readers	Account/Family Notes
Patron Family	Patty	Patron		patrons@example.com	Petey, Polly	<div>edit</div>

Librarian Task: Find a Reader Profile

You may need to find a Reader's Profile: for instance, to note that the Reader claimed an earned Prize using the prize redemption screen.

You can search for a specific reader by using the **Setup Menu > Readers** menu item.

Each Reader record links to the parent/family user account. In addition, you can click **Manage** to view any Reader's Profile.

Readers

First Name

Last Name

Patron

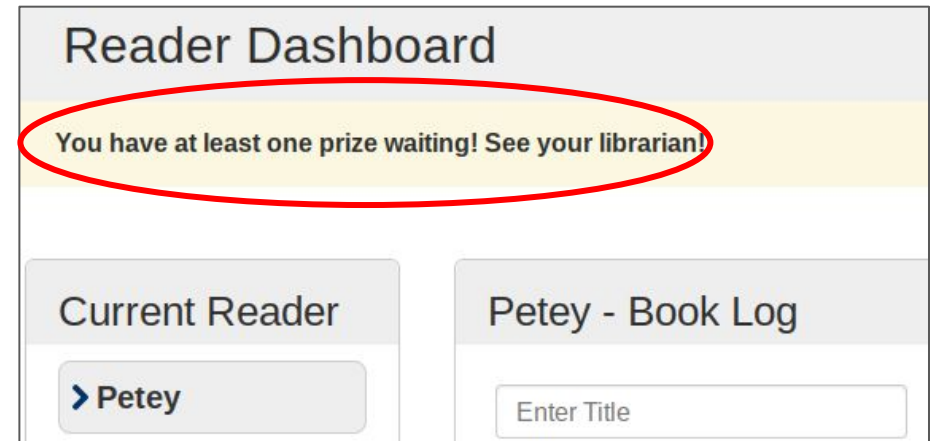
Apply

Reset

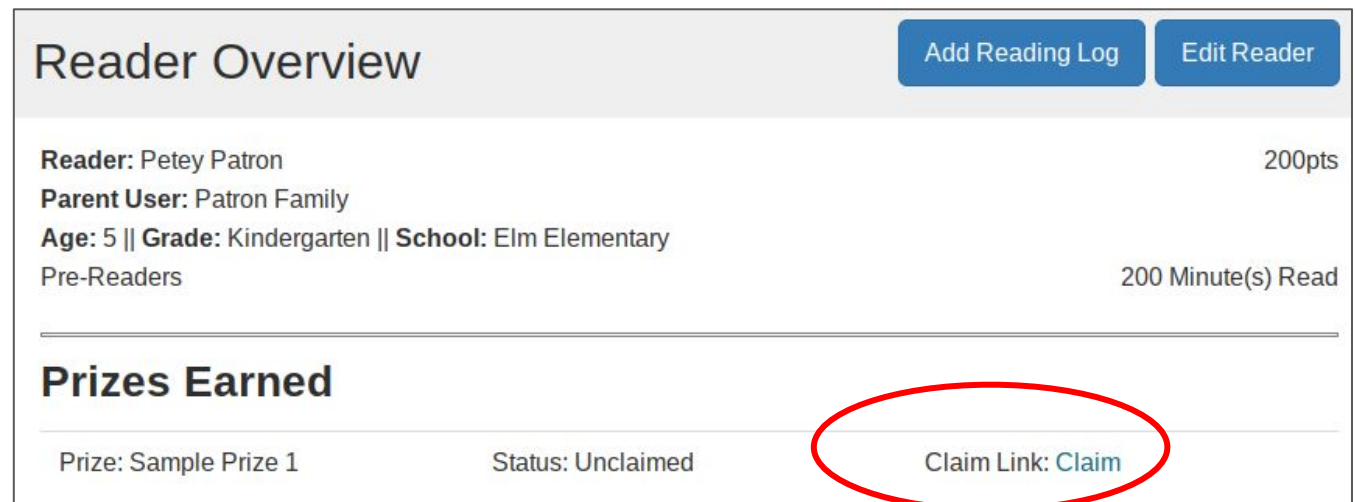
Id	Name	Last Name	Parent	Manage Reader
1	Petey	Patron	Patron Family	Manage
2	Polly	Patron	Patron Family	Manage

Librarian Task: Mark a Prize "Claimed"

When a Reader earns a Prize, they see a notice to claim their prize at their local library. BookPoints allows librarians to track how many prizes have been awarded to control inventory and prevent "double-claiming" and cheating.



To mark a Prize claimed, search for the Reader's Profile and look for the "Prizes Earned" section. Find the Prize and click the "Claim" link to mark it claimed. The Prize notice will disappear from the Reader's Dashboard and the Prizes Report will be updated.



Librarian Task: Draw a Winning Ticket

Your programs can award drawing tickets for those libraries offering end-of-summer or weekly prize drawings or raffles. Visit **Setup Menu > Drawings** to administer a drawing. By default, all awarded drawing tickets are eligible for the drawing.

You can also use the Date Earned, Program, and/or Branch filters to limit each drawing to a specific group. For instance, you could only draw tickets earned in the past week, or at a certain branch.

Draw a Winner!

Manage Tickets

Date Earned

Start date

E.g., 02/11/2019

End date

E.g., 02/11/2019

Program

Pre-Readers
Kids
Teens

Branch

Downtown Branch
Elm St. Branch
South Branch

Draw winner!Reset

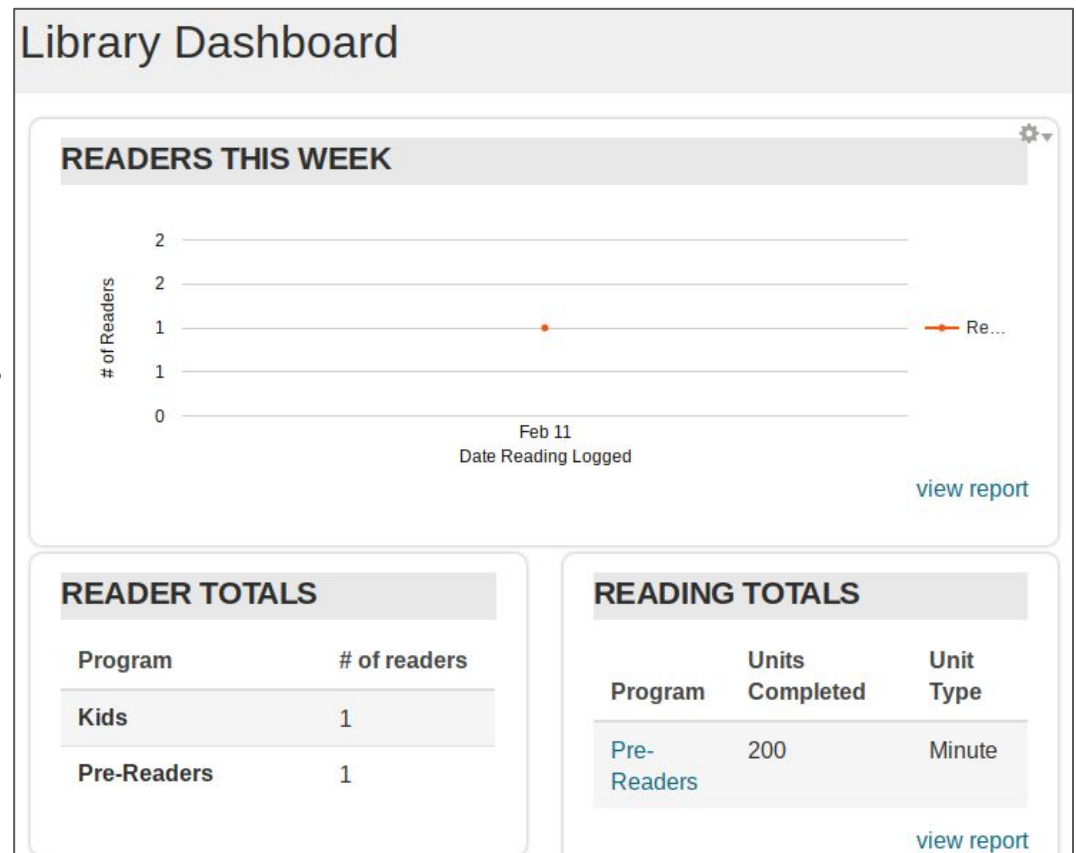
Filter your drawing tickets and click the "Draw winner" button to select a winner. You can keep clicking to draw multiple winners.

Introduction to Reports

BookPoints includes many built-in reports about readers, reading, events, activities, and more.

Librarians should see the "Library Dashboard" when logging in. (Note: the dashboard widgets Don't activate until your program begins.) Many dashboard widgets link to corresponding reports.

You can also use the Reports Menu in the left sidebar to access all system reports.



Key Reports

Badges Reports - see how many times a specific badge was won. Hint: search for your final badge as a shortcut to see how many Readers completed your program.

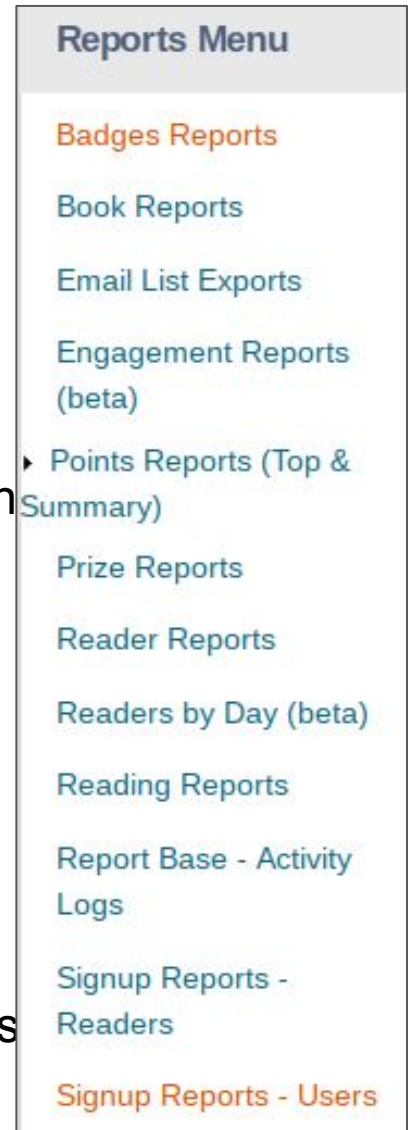
Book Reports - books read per reader; most popular book titles.

Email List Exports - generate a list of all user email addresses for use in 3rd-party email apps.

Points Reports - search/filter/sort based on points earned.

Reader Reports - generate reports on readers based on school, grade, age, etc.

Reading Reports - generate reports on amount of reading logged (books, pages, minutes, etc.).



End-of-Summer Wrap-Up Checklist

- Registration and Reading-Logging will cease to work on the date(s) you specified, just as they started up in the early summer. Readers can still log in to print their Reading Logs.
- Coordinate with your BookPoints Support team during the last two weeks of your program to discuss final reports and scheduling, as well as any questions you may have.
- Once all of your programs have been completed and readers have logged their reading data, run all of your reports. Generate CSV copies and download them for later use.
- You'll be notified two weeks before your site is shut down in the autumn to give you a chance to download any final reports that you need.

Good Luck!

Thanks for joining the BookPoints project this summer - we're excited to help you build a fantastic reading experience for your readers!

Remember, all BookPoints clients receive unlimited technical support all year long. We'll answer your questions during setup, support your program throughout the summer, and help you run reports in the fall. During summer hours, our support team is available by phone, email, and chat seven days a week.

BookPoints is a community - we encourage you to join our mailing list and share your badges, resources, ideas, and more with other librarians across the country!

Thanks again!

--Team BookPoints