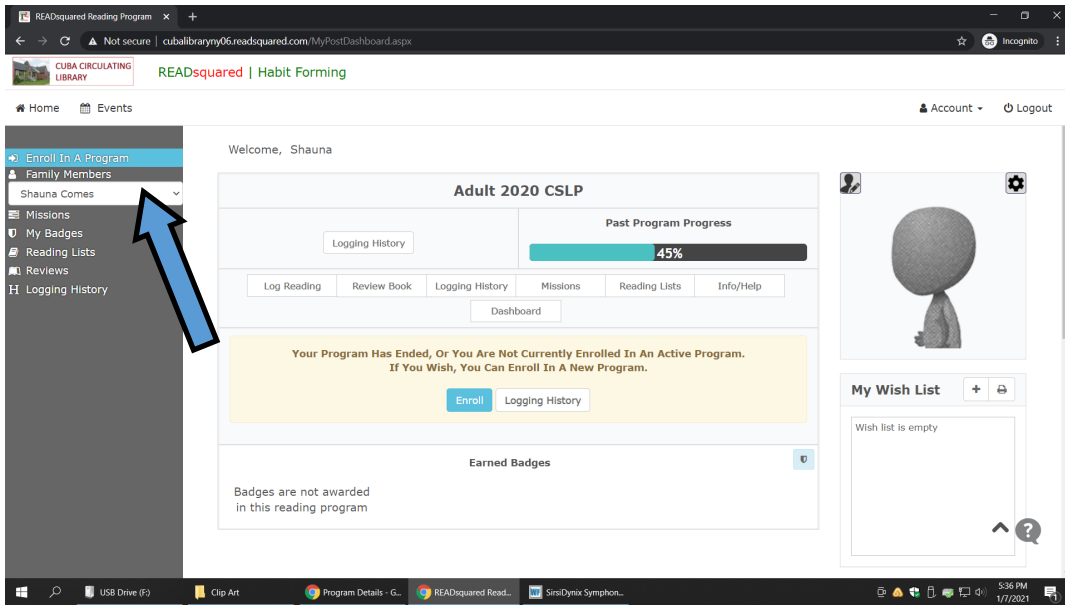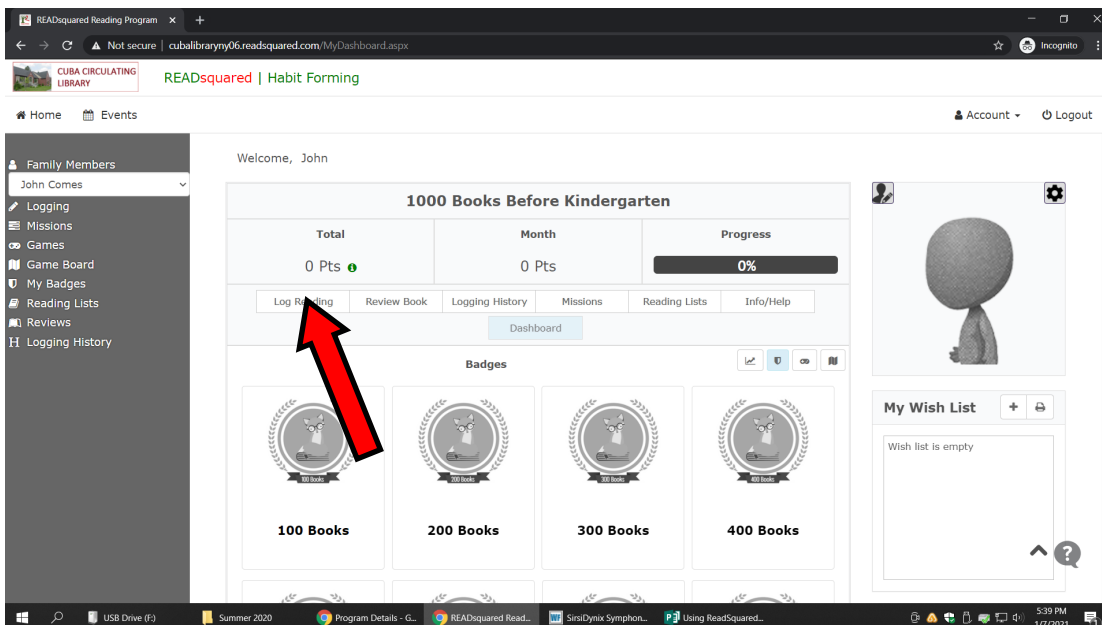## Using the ReadSquared website for 1000 Books to log activity:
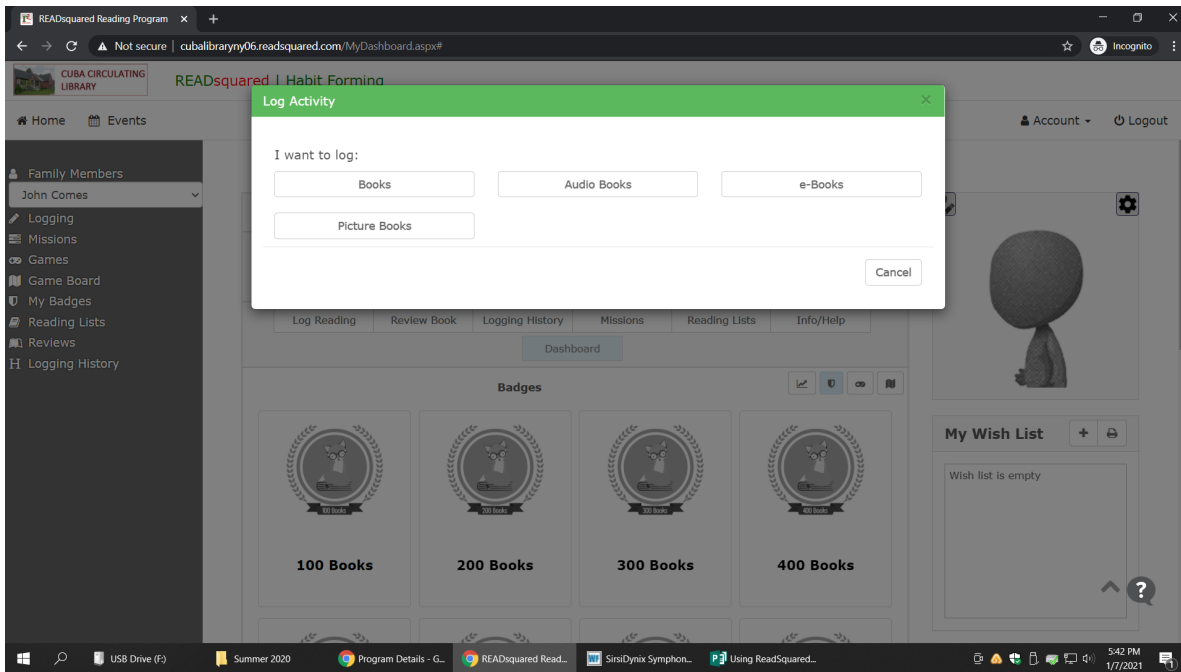

The website defaults to the primary adult family member when you log into your ReadSquared account. You will then have to choose your family member to enroll from the drop down menu (blue arrow). Select the child you wish to enroll. Then go to the top of the grey menu and select enroll in program (blue bar area). Choose 1000 books.
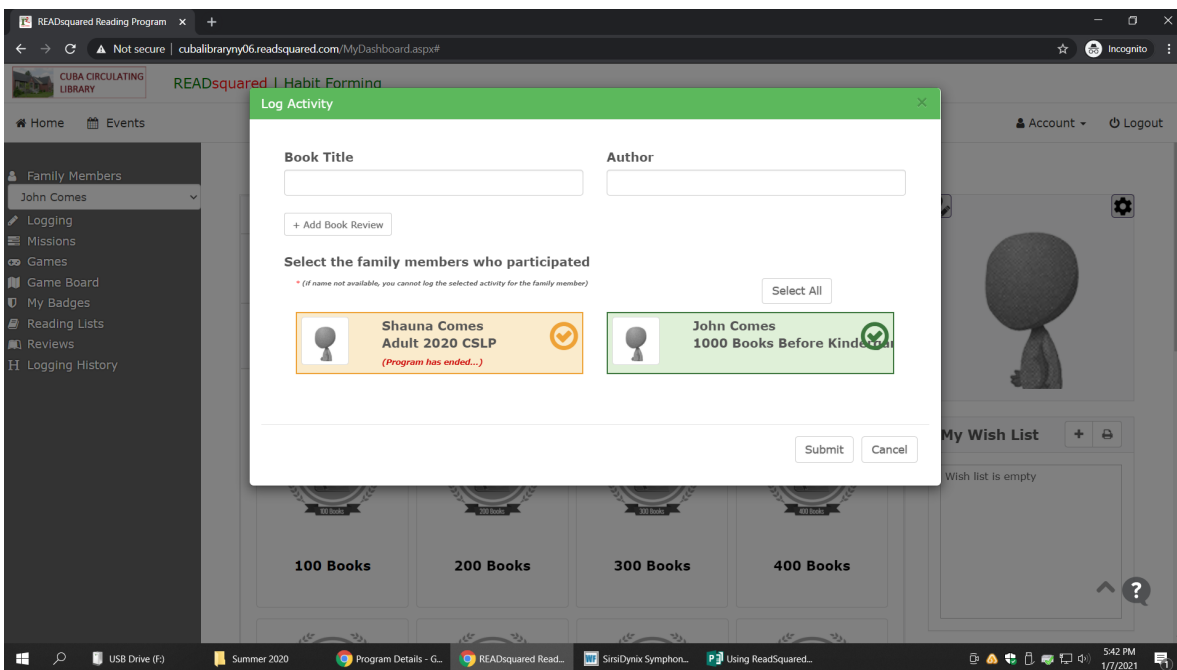
You have two options when logging 1000 books reading for your family.

The simplest way to do it is to click the child from the drop down menu, then click "Log Reading" under the total points (RED arrow) on the home screen.

You will then get a pop up that asks whether you want to log Books, Audiobooks, e-books, or Picture Books.

No matter which option you choose, it will only allow you to log reading for the family members enrolled in the 1000 books program on the account. Any accounts that cannot log their reading as books will be grayed out or orange. You can select multiple children if all of them are enrolled and read the same titles, BUT you only want to select more than one if they did the exact same reading. Otherwise you should log them separately. To deselect anyone, just click on the name and it will turn red with an x icon. Title information is required, but not author. You can also choose to add a book review if you'd like.

The other option for logging is to click "logging" on the left under the family member names (RED arrow) and it opens up the log activity page. From there, you click "log reading" (BLUE arrow) and the pop ups and the logging process are the same.

If you want to look at another family member's log, you can click the white box on the left under family members and open the drop down menu. Click the name of the member that you would like to view information for, and it will switch to their activity log.