

### How to Log Reading Using the Website

1. Click “Log Reading” near the top left-hand side of your screen. If you have multiple users registered under your account, you can switch users to log for each one individually or choose to log for the whole group at one time.
2. Select “Minutes.”
3. **Please note: if you register for the Summer Library Program after June 15, you can go back and log the time you spent reading each day starting June 15! (Your best estimate is fine.)** Click on earlier days on the calendar to log past reading.
4. Type in how much time you spent reading, using “h” for hours and “m” for minutes. Example: 1h, 40m, 2h20m.
5. Optional: enter the title and author, and choose to leave a review if you like. (Note: reviews must be approved by Admin before they are publicly posted, so you will not see your review appear right away.)

### Earning Badges, Incentives, and Tickets

There are three types of rewards available for readers.

- **Badges:** This is simply the icon that pops up to let you know you reached a reading milestone.
- **Rewards:** This means you earned a reward such as a free book or coupon—follow the instructions to redeem this prize. (Only Children and Teens will earn rewards this summer.)
- **Tickets:** All readers (Children, Teens, and Adults) can earn up to 3 Grand Prize Drawing tickets for completing reading milestones. Be sure to enter your virtual tickets for the prize(s) you hope to win! Click on “Discover” to see the requirements for earning tickets for your particular challenge.

### Entering Tickets in Grand Prize Drawings

1. Select the “Ticket Drawings” tab.
2. If you’ve earned a ticket or tickets, you’ll see how many you have to spend and what your options are. Add your ticket(s) as you like. You can put all of them in one prize option to increase your odds of winning, or try for different options if you prefer.
3. If you change your mind, you can select Subtract Tickets to enter in a different prize option instead.
4. **Be sure to have all your tickets entered by August 22.**
5. Don’t forget, you must have an email address and/or a phone number listed so we can contact you if you are a grand prize winner.