

# Online Logging Instructions

- ✦ All participants in the Summer Reading program must log their books into our online system at <http://al.evanced.info/northshelby/sr/homepage.asp>
- ✦ If you fill out a paper registration, the username and password will be assigned to you when your information is entered by the staff
  - ✦ The username will be the first and last name of the registrant (firstlast)
  - ✦ The password will be the last name (last). If the last name is shorter than 4 letters, the password will be the last name and a 1 (las1).
- ✦ If you have trouble logging into the system, please contact the North Shelby Children's Department at 205-439-5504 or the Mt Laurel Library at 205-991-1660 for assistance

## **If entering picture books, easy readers, or non-fiction books, complete the following steps:\*\***

- ✦ Books must be entered one at a time
- ✦ Type 1 into the quantity field, or press the drop down arrow and click on the number 1
- ✦ Choose "Books" on the drop down menu

## **If entering chapter books, complete the following steps:\*\***

- ✦ Click the drop down arrow next to "Books" and change to "Minutes"
- ✦ Enter the number of minutes spent reading

## **\*\*Both types of books may be entered**

- ✦ After logging into the summer reading program, click on "View Log"
- ✦ Type the title of the book into the title field
- ✦ Click "Save"
- ✦ Continue entering titles until complete
- ✦ If you are eligible to receive Library Dollars, you will see a message scrolling across the screen that states: "You are eligible for \_\_ Library Dollar(s). Please come to the library to pick up your dollar(s)."
- ✦ Library dollars may be picked from the Children's Department at North Shelby or the front desk at Mt Laurel Library.