



**Dear Topsfield Parents & Guardians,**

Our Summer Reading Program online logger has a feature that is sure to make logging your child(ren)'s reading minutes a breeze! The "Family Management" has been implemented and we're pretty excited about it. This feature allows you to manage your child(ren)'s summer reading logging, with all the family accounts located in one place.

**CREATING AN ACCOUNT**

Parents/Guardians can create a parent/guardian account for your site by visiting <https://topsfildtownlibrary.evanced.info/reader/family> or by clicking the "Enter Family Management Portal" button on a program's login page.

Upon registering, a confirmation email is sent to the email address entered on the registration form. The parent/guardian needs to confirm his or her account via the link provided in the confirmation email.

If a child has an existing Wandoo Reader account which has the parent/guardian's email address listed as the account's email address, that child account will be automatically linked to the parent/guardian account upon the parent/guardian account's creation. Otherwise, the parent/guardian account will be empty upon creation.

**CREATING NEW CHILD ACCOUNTS**

If a child does not already have an existing Wandoo Reader account, the parent/guardian can create a new child account by clicking the "Add New User" button. The system prompts the user to select a program from the library's active program list. Upon selecting a program, the parent/guardian is directed to the registration workflow of that program to fill in the child's information. The new child account is automatically linked to the parent/guardian account during this registration process.



## **CONNECTING EXISTING CHILD ACCOUNTS**

If a child already has a Wandoo Reader account, the parent/guardian can connect the child's account to the parent/guardian account by clicking the "Link Existing User" button. The system asks the user to input the child account's username and password. Upon clicking "Continue," the child account is linked to the parent/guardian account.

## **REGISTERING IN A NEW PROGRAM**

Clicking the "Register" button on a child's account allows the parent/guardian to register that child in an active program. The system prompts the user to select a program from a list of active programs at the library. The parent/guardian is directed to the registration workflow of that program to update the child's information (if necessary) and to answer any custom questions the library may have added for that specific program.

## **ACCESSING A PROGRAM**

Clicking "Login" next to a program title beneath a child's account will direct the parent/guardian to that child's homepage for that program. This is where the parent/guardian can log books, complete challenges, and see awards on behalf of the child.

## **UNLINKING A CHILD ACCOUNT**

If a parent/guardian no longer wishes to have a child's account linked to his account, he can click "Unlink User" to remove that child account. Note this does not remove the child account from the system entirely. The child account can still be directly logged into via a program's login page.