



## How to Manage the *Scholastic Summer Reading Challenge*™ With a Master Account

Many schools find managing the Scholastic Summer Reading Challenge easier by creating one master account that volunteers, teachers, and the program coordinator can use to log in, sign up, and manage individual classes. Administrators can log in to see how the whole school is doing. Here's how:

1. Create a new email account specifically for your summer reading program using any free email platform, such as gmail.com, yahoo.com, etc. Or, your school network administrator can create one. Choose a name that will be easy to remember and ties into the program, such as yourschoolsummerreading@email.com. Consider using your school mascot as the password.
2. Use your new email account to sign up for a new teacher account at [scholastic.com/teachers](https://scholastic.com/teachers). It takes just four easy steps to sign up:
  - Step 1:** In the **upper right corner**, click the **Register** link.
  - Step 2:** Create your account and password. (Here's where you'll use the new email address.)
  - Step 3:** Select your state and city, then locate your school.
  - Step 4:** Complete your profile and check the box to accept **Terms of Use**. Click **Continue**.
3. Now that you've created both an email account and Scholastic.com educator account, share the log-in information with your staff. They can log in to the Scholastic Summer Reading Challenge website ([scholastic.com/summer](https://scholastic.com/summer)) to enter and manage their own class list. Another best practice schools have used is to recruit a small team of parent volunteers or retired teachers to sign up the whole school. Use the easy classroom registration process built into the website to import your students' names.

**Note:** When someone signs into the Scholastic Summer Reading Challenge for the first time, they will be asked to accept the privacy policy. This only happens once during the first-time sign-in.
4. Registration begins March 21. Once logged into the school educator dashboard, just click on the **REGISTER STUDENTS** button to add a class.