



How to Record Your Reading Is Fundamental Visit www.bookem-kids.org/record-visit/



1. Open your web browser and type www.bookem-kids.org/record-visit/ (enter) into the address bar of **any computer or smart phone** or **scan the QR code on the back of your nametag or above.**
2. Select the school where you read from the drop-down menu.
3. Select the teacher from the drop-down menu. *If your teacher is not listed, please use another teacher's name and send me an email at cari@bookem-kids.org.
4. Type your name. *Please use the name you used on your RIF registration form.*
5. Enter the date of your visit.
6. Record **THE TOTAL number** of books you took from the book room – include books given to students and any left for the teacher/school to keep. **Do not include Lending Library books.
7. Record how many hours you volunteered, *including book room time and travel*. Hours must be entered in the following format: 01:30=1.5. *Do not use negative numbers or words– the system automatically subtracts the amount for you. Please answer any additional applicable questions.
8. Click **SUBMIT**. This can be done from any phone or computer, no username or password is required. Please record your visit **within one week of your visit**.
9. NOTE: *If you have information/a situation we need to address quickly, please also send an email.* The notes section on the portal does not get checked as often.

This is an essential part of our accounting and reporting procedures.

Thank you so much for your cooperation.

Questions? Contact [Caroline Lewis at Caroline@bookem-kids.org](mailto:Caroline@bookem-kids.org) or 615-255-1820.

