

# Bennie Elementary School Parent Instructions for Readafun

## *Reading-Raiser Key Information*

- Students read books and log them on their personalized online profiles.
- Students answer questions and earn Wisdom Points to customize their Owlavatars.
- Sponsors make pledges based on how much students read.
- Schools keep 85% of funds raised.

## *How To Use Your Parent Account*

### **Step 1: Authorize Your Child's Account**

1. Log in to your child's account (already created) using the username and password on the student instructions sheet that has been sent home with your student.
2. Click 'Invite Sponsors' and then enter your email address in the box. Click the 'Send!' button.
3. Follow the link in the authorization email. If you don't see it, check your promotion or spam folder.
4. Verify you are the parent/guardian by selecting your child's teacher, and click 'Continue.'
5. Enter your name and email address, check the box to accept the Terms of Service, and click 'Authorize Account.' You will be taken to the donation invitation page.

**HAVING ISSUES?** Readafun works best in the latest versions of Google Chrome, Mozilla Firefox, or Safari.

### **Step 2: Become Your Child's First Sponsor**

1. Select the type of donation you want to make (either per reading amount, or fixed).
2. Choose your donation amount from the options, or click 'Other' and enter a different amount.
3. Enter your payment information and click the pledge/donate button. You will be taken to the invite form.

### **Step 3: Invite Sponsors For Your Child**

1. Enter the names and email addresses of grandparents on the first step, and click 'Submit.' Invitation emails will be sent automatically to these addresses.
2. Next, send invitations to aunts and uncles, siblings and cousins, etc. on each page.
3. You can click 'Skip' if you don't want to invite anyone in a particular relationship category, and you will be taken to the next category. You can click 'Add Invitation' to add more lines to invite more people.
4. After the last step, you will be taken to your Parent Invitation Center.

### **Step 4: Monitor Your Invitations and Sponsors**

1. On your Parent Invitation Center, you can see the status of your invitations and your child's sponsors. Click the orange button next to people you've invited to resend their invitations.
2. If you notice that your invitations are not getting accepted, click 'Forward Invites.' Select invitations to have them delivered to your email address. You can then forward the invites to the appropriate contacts.
3. You can send more invitations at any time by clicking on the 'Invite Sponsors!' button.
4. If you lose your Parent Invitation Center link, log in to your child's account and click the 'Invite Sponsors' tab. At the bottom of the page next to the sponsor list, click the 'Send Reminder Email' button to have your Parent Invitation Center link resent to you.

### **Questions or Comments?**

Please contact Readafun at [support@readafun.com](mailto:support@readafun.com) We'd love to hear from you!