



Book Trust Manager Onboarding Checklist

- Complete the Book Trust Manager online training and submit your registration form. *If you will be ordering please also complete the teacher courses.*
- Build and manage your teacher roster in Dashboard and email support@booktrust.org to notify us your roster is complete. *Teachers cannot take the training until you notify us that your roster is complete.*
- Ensure all teachers (new and returning) complete their online training courses and registration form. *Teachers cannot order books until this step is complete.*
- Ensure all teachers are confident in the five components of Book Trust's program (*Consistency, Choice, Celebration, Reading, and Family Engagement*).
- Support teachers in placing their first book order on the Student Flyers Tab by September 15th, 2021.
- Complete the order distribution report in Dashboard for September orders by Friday, October 1st to provide a quick snapshot of how books are being distributed at your school.

**Questions? Please contact Book Trust support at
support@booktrust.org or 720-259-8050**