



Book Trust Manager Onboarding Checklist

- Complete the Book Trust Manager online training and submit your registration form. *Please also complete the teacher courses.*
- Build and manage your teacher roster in Dashboard. *Teachers will not receive training until your roster is complete.*
- Ensure all teachers (new and returning) complete the online training 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 Scholastic Student Flyer Orders Tab by September 15th, 2022. The order deadline is September 30th at 5:00 PM (CST).
- Support teachers in celebrating the arrival of new books in your community!

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