



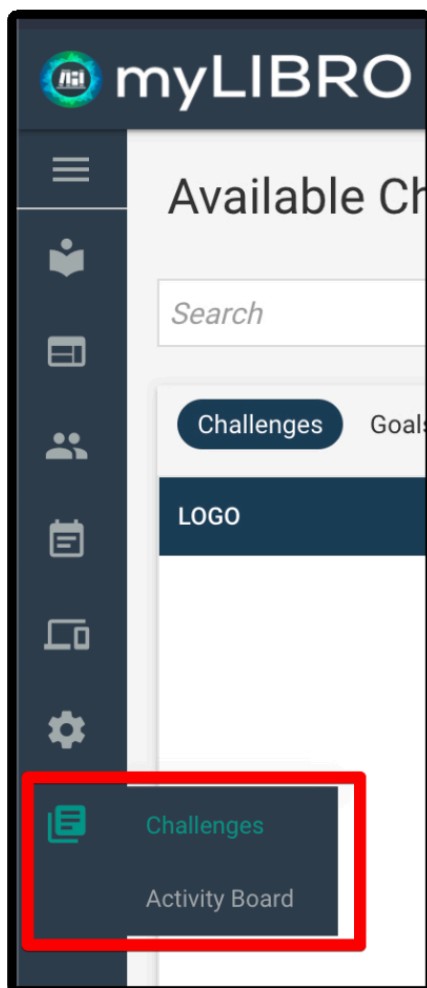
myLIBRO

Setting up a new Reading Challenge

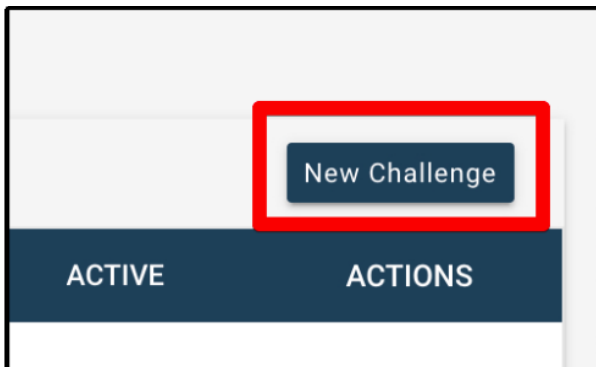
STEP ONE: Log in to app.mylibro.com as an Administrator.

STEP TWO: Create a new challenge.

Click on Challenges in the left side menu.



Click on New Challenge at the top right to create a new Reading Challenge.



STEP THREE: Configure the settings for your challenge.

On the popup screen, you can set the name for your challenge, choose your dates, add an image, etc.

NEW CHALLENGE

Name *

Summer Reading

Description

Add a welcome message, information about the challenge, prizes, etc.

Challenge Logo

Select image file in JPEG format.

Start Date *

06-01-2023

Start Time

12:00 AM

End Date *

08-01-2023

End Time

12:00 AM

Age Group *

All Age Group

Selection *

Title, Number Of Books

Challenge Type *

Book Reading

Challenge Availability *

All Family members

Close

Save

Name: This is the challenge name that patrons will see on the app.

Description: Add a welcome message for patrons, include program and prize information, etc.

Challenge Logo: Upload a JPEG image/logo to display on the app.

Start Date and Start Time: This is the date and time when patrons will be able to begin logging their reading activity.

End Date and End Time: This is the date and time after which patrons will no longer be able to add reading activity.

Age Group: Select the age group that your challenge is intended for, or choose the "All Age Group" option.

Selection: This field determines what measurement your patrons will be tracking: Number of Pages, Hours, Minutes, or Number of Books.

Please note! It is not recommended to only track by Title, because badges can not be triggered by Title alone. We recommend selecting Number of Pages, Hours, Minutes, or Number of Books as your tracking measure. You can also select Title if you'd like patrons to see what they've been reading. For example, track Title + Number of Books.

Challenge Type: Defaults to Book Reading.

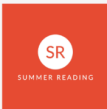
Challenge Availability: Select "All Family members" to allow anyone to participate in the challenge, regardless of whether or not they have a library card. Choosing this option will allow a patron to register all family members under the same myLIBRO account, and add/track reading activity for each participant in one place.

Select "Card Holders Only" to restrict participation to registered library card holders. In this case, parents can track family members by switching between myLIBRO accounts. Accounts can be managed by swiping right or left on the blue library card to activate each family member's account individually.

When finished, click save.

STEP FOUR: Activate/Deactivate your challenge.

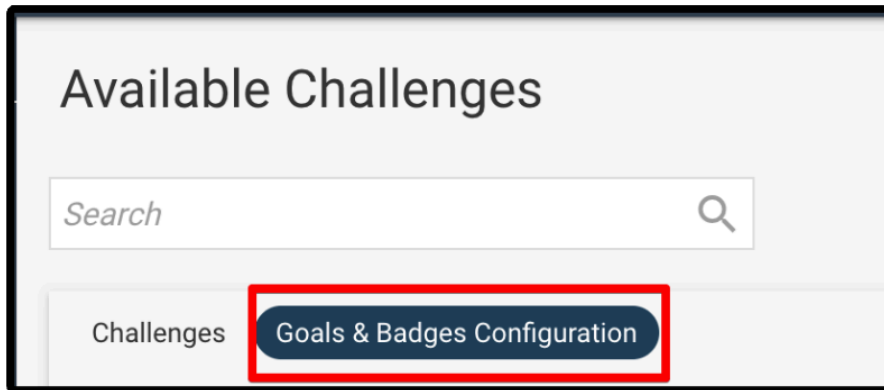
You can display or hide your reading challenge to patrons by toggling the Active switch on and off. If your challenge is set to Active, but has not yet begun, patrons will be able to see it and register, but will not be able to log activity until the challenge starts.

LOGO	NAME	DESCRIPTION	AGE GROUP	START DATE	END DATE	ACTIVE	ACTIONS
	Summer Fun!		Adult	05-16-2023 - 12:00 AM	05-31-2023 - 05:00 PM		Edit

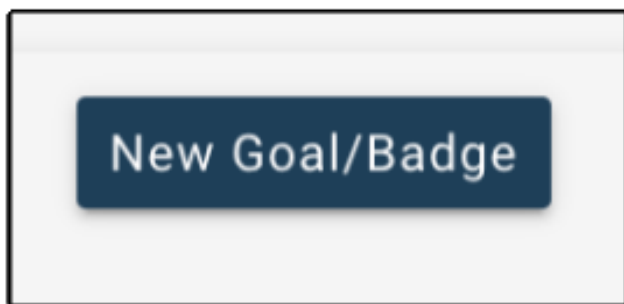
STEP FIVE: Add badges to your challenge.

You can add as many badges as you like, and we recommend it! Badges are a fun, visual way to encourage your patrons to keep reading, and kids especially love them. 😊

To add a new badge, click on the Goals & Badges Configuration button.



Then click on New Goal/Badge at the top right.



Note! myLIBRO will mark a patron as "Complete" once they've earned the final badge you created for your challenge. For example, if your reading challenge requires patrons to read 100 books, create a "100 Books Read" badge. Once a patron receives this badge, the system will register them as "Complete." (More about this later.)

STEP SIX: Configure your new badges.

ADD BADGE

Challenge

Goal/Badge Name *

Hello Summer!

100 Pages Read!

Description

Look at you go! Don't stop now!

Filter

Goal

Number of Pages

100

Age Group

All Age Group

Badge Logo

Select image file in JPEG format.



Dragon - Number 100.jpg (34.22 Kb)
Complete

Close

Add

Challenge: Choose the correct challenge from the dropdown list.

Goal/Badge Name: Select a name. This will display as the badge title for patrons in the app.

Description: Add some words of encouragement for patrons.

Filter: Will automatically populate based on your Challenge settings.

Goal: The amount that will trigger the badge. For example, if Filter is set to Number of Pages, and Goal is set to 100, patrons will receive the badge after logging 100 pages.

Age group: Will automatically populate based on your Challenge settings.

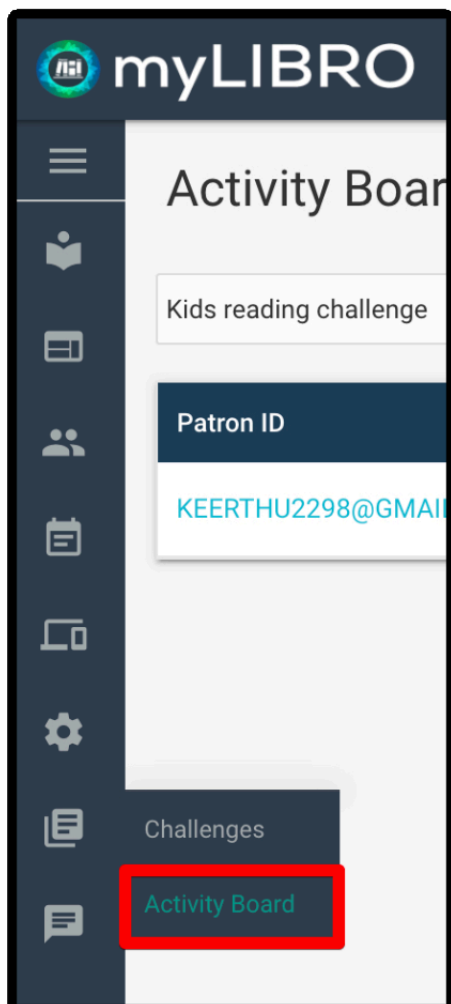
Badge logo: Upload the .jpg image you would like to use for your badge.

When finished, click Add.

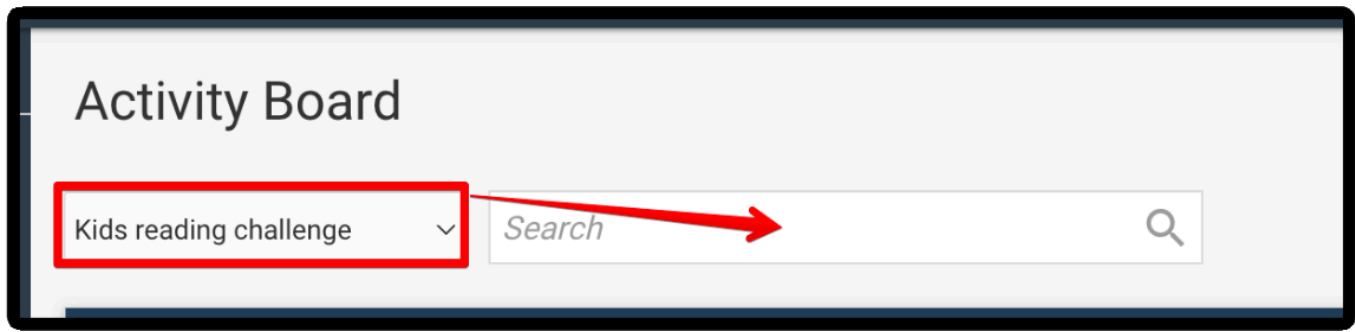
Tracking Patron Reading Activity (for Staff)

From the Activity Board, staff can quickly find patrons, check their reading activity and badges, and add notes for other staff.

To access Patron activity, click on Activity Board on the left side menu.



Find a patron by selecting the correct reading challenge and then searching for them by library card number or name.



Tip: This is a great opportunity to remind patrons that myLIBRO is also a digital library card! Scan their digital barcode into the Search box to find them quickly.

Quickly see if a patron has completed the challenge from the main display.

When a patron receives the final badge of the challenge, their Status will change from On-going to Completed. This tells staff that they've finished the challenge.

Patron ID	Patron Name	Status
1	Julie	Completed
1848273	Jacob	On-going
1	Waylon	On-going

Click on a patron's barcode (Patron ID) to see their detailed activity.

Quickly see how many books/minutes/pages a patron has read at the top of the screen.

PATRON ACTIVITY - 1



Total Books: 113

Badge(s)



Activity

Date	Book Title	Book Count
05-16-2023	Over Sea, Over Stone	1
05-16-2023	Harry Potter Series	7
05-16-2023	The Penderwicks	5
05-16-2023	More books	100

Use the Add Notes field to track when patrons receive prizes, or anything else staff need to know!

Notes

ACTIONS

Final prize received 6/15/2023
(Connie)

Add Notes

Delete

Add Notes

Delete

Add Notes

Delete

