



QUICK steps to RUNNING a BOOK CLUB

1. SET UP YOUR BOOK CLUB ONLINE

Go to www.global-shop.scholastic.co.uk/bookclubs and click on **Run/Manage a Book Club** to get started.

2. PROMOTE YOUR BOOK CLUB

Go to your **Book Club Toolkit** to find promotional tools. Click **Promote your Book Club** to find example emails and letters you can send to parents.

3. BOOK CLUB LEAFLETS

If you haven't received your Book Club leaflets, you can order more by clicking on **Leaflet Allocation** on the left-side tab. (Leaflets are only sent in Autumn and Spring.)

4. PARENTS ORDER

Wait for parents to place their orders and pay securely online.

5. KEEP TRACK OF ORDERS

See how many parents have placed orders online by logging back into your account. Click on **Paid Parents Online Orders** on the right-side tab.

6. ADD ANY EXTRA ITEMS

You may want to order some extra books for your classroom or library. Click on **Add Your Own Items** on the right-side tab and browse our shop to choose what you want to add.

7. SPEND YOUR SCHOLASTIC REWARDS

You can see how many Scholastic Rewards your Book Club has generated on the right-side tab. You can use them to buy extra books by clicking **Buy with Rewards** when browsing on the shop.

8. DOUBLE CHECK

Make sure you double check your order before you check out.

9. CHECK OUT

Click **Check Out** on the left-side tab. Once you've checked your order, fill in the billing and delivery details.

10. BOOK DELIVERY!

The books will be delivered to your school for free.

Get started today at www.global-shop.scholastic.co.uk/