2018 BookPoints Planning Worksheet - Instructions

Program Name: The short name of your program, e.g., "Kids Program" or "Independent Readers" or "Teen Club."

Recommended Ages/Grades: We'll display a short age or grade recommendation for each program to help parents select the appropriate program for each child.

Reader Signup Fields: We'll be using standard fields for all libraries this year: First Name (per reader), Last Name (per reader), Age (per reader), Grade Completed (per reader), and School (per reader). In addition, we'll have per-household/per-account fields for Phone, Email, and Library Card Number, and Branch. Note additional fields that you require.

Paper vs. Online: Select the model most appropriate to your library's plans. Some libraries offered a mix of paper and online delivery.

Gamification Features:
- # of points earned, and what is being tracked. Most libraries last year chose "100 points per book read," "1 point per page read," or "1 point per minute read."
- If a drawing will be held for this program, is it a weekly drawing or a single end-of-year drawing?
- Does this program require in-person prizes to be awarded and claimed? If so, how many prizes?
- Starter badge: this is a badge awarded to users for registering for the program. There is also a separate, optional "level 1" badge awarded on signup, see below.
- Welcome message: this message is displayed when the reader is enrolled in a program.

Level Table (page 2):

As readers accumulate reading points, they can earn additional badges, prizes, and drawing tickets. For each "level," enter the following items.

- **Points Min -** this is the "threshold" at which this level takes effect. Each reader starts with 0 points at level 1. If your first badge or prize takes effect at 100 points, that is your "threshold" for level 2.
- **Badge -** if you know which badge you wish to award, enter its name here.
- **Drawing? (#) -** if this point level will award a drawing ticket, write down "Y" or "Yes" and include the number of tickets that should be awarded at this level.
- **Prize? -** if this point level qualifies the reader to earn an in-person prize, enter that prize number here.