

---

# **The Great Reading Adventure Documentation**

*Release 3.1.0*

**Maricopa County Library District**

June 16, 2016



<b>1</b>	<b>Overview</b>	<b>3</b>
<b>2</b>	<b>Planning for initial configuration</b>	<b>7</b>
<b>3</b>	<b>Planning your content</b>	<b>9</b>
<b>4</b>	<b>System requirements</b>	<b>11</b>
<b>5</b>	<b>Requirements checklist</b>	<b>13</b>
<b>6</b>	<b>Create the database</b>	<b>15</b>
<b>7</b>	<b>Install the software</b>	<b>17</b>
<b>8</b>	<b>Step-by-step configuration</b>	<b>21</b>
<b>9</b>	<b>Badge Awards</b>	<b>23</b>
<b>10</b>	<b>Challenges</b>	<b>27</b>
<b>11</b>	<b>Events</b>	<b>31</b>
<b>12</b>	<b>Offers</b>	<b>35</b>
<b>13</b>	<b>Mail</b>	<b>37</b>
<b>14</b>	<b>Prize Drawings</b>	<b>41</b>
<b>15</b>	<b>Quick Reference Guide</b>	<b>47</b>
<b>16</b>	<b>Create a badge</b>	<b>49</b>
<b>17</b>	<b>Technical configuration details</b>	<b>51</b>
<b>18</b>	<b>About the GRA and manual</b>	<b>53</b>



### *Reimagining Summer Reading*

The Great Reading Adventure is a robust, open source software designed to manage library reading programs. The GRA is free to use, modify, and share. We hope you like it and will consider becoming a part of the community.

The code is open source, and is [available on GitHub](#).

---

**Note:** This documentation is currently very incomplete. If you need help, please don't hesitate to contact developers and users on [The Great Reading Adventure Forum](#).

---

This manual is split into several main sections:

- *Introduction* - What is The Great Reading Adventure? How does it work?
- *Installation* - installing and configuring The Great Reading Adventure software
- *Setting up your reading programs* - setting up your reading programs
- *Running your reading programs* - using the GRA day-to-day during your reading program
- *How-To* - how to perform specific tasks
- *Technical Documentation* - technical documentation



---

## Overview

---

The Great Reading Adventure is a robust, open source software designed to manage library reading programs. The GRA is free to use, modify, and share. We hope you like it and will consider becoming a part of the community.

### 1.1 Digital badges

“Digital Badges are an assessment and credentialing mechanism that is housed and managed online. Badges are designed to make visible and validate learning in both formal and informal settings and hold the potential to help transform where and how learning is valued.” – MacArthur Foundation

Digital badges are a great way to enhance your reading program. They can be used in addition to (or as a replacement for) physical incentive prizes. Digital badges go far beyond the momentary happiness that a toy incentive provides, as they carry with them recognition of achievement, engagement, and personal identity. The Great Reading Adventure makes it easy to create badges for those who participate in library and other community activities.

#### Here’s how it works:

- A participant attends a program at your library.
- At the end of the program, you give the participant a secret code for attending.
- The participant enters the secret code into his/her online reading log.
- The participant automatically receives the badge. Our badge wizard makes the process super simple: you just create an event, upload a badge, and assign a secret code. It’s a great new way to tie the online summer reading program to the events in your bricks-and-mortar locations.

### 1.2 Literacy activities

A good online summer reading program ought to deliver quality content to participants. The Great Reading Adventure features seven unique content templates. Each game can be configured for sound and three different difficulty levels. Templates include: e-books, Code Breaker, Memory, Matching, Word Matching, Hidden Picture, and Choose Your Own Adventure style games.

### 1.3 Unparalleled reporting

With The Great Reading Adventure, immediate access to your program’s vital statistics is just a click away! Our stats dashboard gives you a visual breakdown of your registrations and completions (further broken out by gender and age).

Using our super-versatile ad-hoc reporting, you can compare participation data with any combination of registration fields you would like. Interested in knowing how many six-year-old Jefferson Elementary students completed the “Dinosaurs” reading list? You can find out. Want to see an aggregation of all the test scores for your smallest, most rural location? You can see it. The possibilities are endless.

All reports are exportable to HTML and Excel, putting all the summer reading data you need right at your fingertips.

### 1.4 Customizable everything

Is your library a member of the CSLP? Or iREAD? The GRA is ready for you to drop your theme artwork in and create a program that’s all your own. Our home pages are designed with simple “what you see is what you get” editors, so, if you’re comfortable using word processing software, you’ll be right at home in the GRA. If you’re a little more tech-savvy, you can delve into the CSS.

In addition to the home screen, you can customize:

- Program parameters
- Registration fields
- Tests and surveys
- Avatars
- Badges
- Games
- E-books
- Messages
- Text
- Prizes
- And more!

### 1.5 Built-in evaluation

You put a lot of time and effort into your summer reading program- it’s important to know that what you’re doing has an impact. The GRA’s comprehensive evaluation tools will help you do just that.

With our pre- and post-testing modules, you can deliver an assessment to participants and compare their scores to their activity during the program. The system auto-scores the multiple choice assessments, which gives you all the data with none of the hassles.

The assessment module doubles as a survey tool, so you can simultaneously gather qualitative and quantitative data to tell a more impactful summer reading story.

### 1.6 Additional features

- Family accounts
- System-wide program administration
- Curated reading lists



- Book reviews
- Point leaderboard
- Events
- Online coupon administration
- Prize tracking
- Random prize drawings
- Coupon code generation
- Notifications
- Game map
- Unlockable content
- Badge gallery



---

## Planning for initial configuration

---

### 2.1 Hosting

As a Web application, the first decision that will need to be made is about hosting. Hosting requirements can be found in the system requirements section of this manual.

#### 2.1.1 Self-hosting

If your organization has the proper Windows server environment that is accessible from the Internet, hosting on your own systems can be an option.

#### 2.1.2 Paid hosting

Various providers are available which can host the GRA for a monthly fee.

### 2.2 Tenancy

The GRA is scalable to fit the unique needs of any library, system, or consortium. For a single library, the software creates an easy-to-use summer reading program right out of the box. For more complex library systems, such as in the instance of a consortium of libraries participating in the same reading program, multiple tenancy settings expand the software's scope to allow each participating library to operate individual instances under the consortium's umbrella. Within each instance, organizations start with a default program designed by a system administrator, which they can then customize as if they were running an independent reading program. The primary benefit of multiple tenancy is centralized setup, administration, and reporting.

Tenancy adds an additional layer of administration to The Great Reading Adventure which also increases the complexity of running the reading program. **We suggest you start out with a single tenant unless you have a compelling reason to configure multi-tenancy or are experienced with the GRA software.**

### 2.3 Programs

Setting up multiple programs gives a library system the flexibility to deliver targeted content to varying audiences, while still unified in the same overall campaign. Libraries have the freedom to customize the content of each program, all so that participants can access audience-appropriate activities, badges, and events. Users can self-select which

program to enroll in or the system can automatically place them into an age-appropriate program, based on age or school grade.

As with tenancy, setting up multiple programs adds flexibility but increases complexity.

Creating a **single reading program** is good if you:

- Are targeting a single age group
- Intend to have the same experience for all participants
- Aren't intending to require a literacy test for only some participants

**Several age-specific reading programs** are better if you:

- Want to report on age groups differently
- Intend to have Adventures, Badges, Challenges, and Events specific to age groups
- Want to allow readers to log their reading differently (e.g. some age groups by minute, some age groups by number of books read).

---

## Planning your content

---

The Great Reading Adventure software provides for a rich reading program experience. However, the reading program experience will only be as good as the content that is configured in the GRA! Here are some thoughts as you prepare for your reading program.

### 3.1 Adventures

Adventures were formerly called “mini-games” and represent activities that patrons can participate in online by using the Great Reading Adventure software.

- **“Choose Your Adventure”** shows the patron a text story and allows them to decide how the story progresses by selecting one of two images.
- **“Code Breaker”** provides a code key mapping letters to images and then asks the patron to decode a sequence of images into a word.
- **“Mix-And-Match”** allows the patron to select one of three images which best matches the provided word or phrase.
- **“Online Book”** shows the patron a story constructed of text and images.

### 3.2 Avatars

Each patron selects an Avatar as their digital representation in the program. The Great Reading Adventure comes with default Avatar options but you may customize them to fit the theme of your program.

### 3.3 Badges

Digital badges represent achievements in The Great Reading Adventure. They are awarded for completing Adventures, Challenges, attending Events, reaching defined reading levels, or as a sort of meta-badge for being awarded other badges.

## 3.4 Board Games

## 3.5 Challenges

Challenges were formerly called “book lists” and represent activities that patrons can participate in away from The Great Reading Adventure software and then come back to report status and progress. Challenges are configured as a number of tasks which are either things for the patron to do (e.g. “Take a wellness walk”) or titles for the patron to read. The challenge is awarded when a number of steps are marked as achieved (the number of required steps to achieve the goal can be less than the total number of steps available in the goal). Challenges can result in awards of points, a badge, or both.

## 3.6 Events

While Events obviously represent scheduled library programs and events which patrons can attend, the Events system is also where all secret code entry is handled. A secret code associated with an event will allow a user to be awarded points, a badge, or both.

## 3.7 Mail

The GRA has a built-in mail system which allows patrons to submit questions for administrators to respond to entirely within the GRA system. This provides the capability for a pool of administrators to respond to user issues and ensures that they don't end up in a single email inbox. The mail interface will need to be checked and responded to regularly.

## 3.8 Offers

Offers provide a simple method of showing users offer images such as coupons. The number of times an offer has been shown to a patron can be tracked and limited.

## 3.9 Tests and Surveys

---

## System requirements

---

The GRA requires the following services to run. These services may all be hosted on the same machine or may be hosted on separate machines for performance reasons.

### 4.1 Web server

Microsoft Internet Information Services (IIS) version 7.0 or later.

- Windows Server 2008 shipped with IIS 7 making it the minimum requirement for operating system.
- The [.NET Framework](#) version 4.0 or later must be installed with IIS configured to run ASP.NET pages.
- Ideally, the GRA runs in its own Application Pool configured in the **Integrated managed pipeline** mode.
- File management (i.e. uploading images, configuration changes, etc.) occur by allowing the account running the App Pool to have write access to the Web server files on disk. In many configurations, that means that the IIS\_IUSRS group should be granted write access to the file system.

### 4.2 Database server

Microsoft SQL Server 2008 or later.

- The GRA uses its own database with its own database users so it can easily and safely coexist with other SQL Server databases.
- SQL Server must allow connections via [SQL Server authentication mode](#).
- The GRA requires an empty database to be created manually or [with a script](#).
- The GRA also requires two users for initial setup:
  - A database user with owner access (role `db_owner`) for creating the initial database structures and inserting the initial data. This user can be removed once the application is installed.
  - A database user with read/write access (roles `db_datareader` and `db_datawriter`) to the database for running the GRA software. This user will also need to be able to execute stored procedures, the setup process should grant them that privilege.

## 4.3 Mail server

The ability to send Internet email, such as a service which accepts email via SMTP.

- The GRA sends mail in certain instances (such as helping users recover their lost passwords) and requires the ability to connect to an SMTP server.
- The SMTP server built-in to IIS can be used, any other on-site mail server can be used (Microsoft Exchange Server, Postfix, etc.), or an external mail service can be used.



---

## Requirements checklist

---

- Ensure you have a Windows server running **Windows Server 2008 or newer**
- Ensure your server has the **.NET Framework version 4.0 or newer installed**
- Confirm that you can **create a new Web site in IIS** on this server
- Confirm that you will be permitted to configure it so that **Web site files can be writable by the Windows user who owns the IIS process (typically the IIS\_IUSRS group)**.
- Ensure you have access to a **Microsoft SQL Server version 2008 or newer**
- Ensure that you'll be able to authenticate in **SQL Server authentication mode**
- Confirm that you'll be able to **create a database**
- Ensure that you have a **mail server with an accessible SMTP port or the ability to deliver mail from a service running on the Web server**
- The **latest release of the GRA software** downloaded from GitHub.

### 5.1 Configuration information you'll need

#### 5.1.1 Configuration step 1: database configuration

- Database server name or IP address
- Database/catalog name
- Database owner user login (the user in the `db_owner` role)
- Database owner user password
- Database regular user login (the user in the `db_datareader` and `db_datawriter` roles)
- Database regular user password

#### 5.1.2 Configuration step 2: mail server configuration

- The administrator's email address - you may want to set up a role address ahead of time so that system emails don't appear to come from your personal address
- Mail server (optional) - SMTP server to handle emails. If you do not specify one, it will leave them on the server (in `c:\inetpub\smtp\` by default) to be picked up by mail delivery software

- Mail server port (optional) - by default 25 will be used
- Mail server login (optional) - if you need to authenticate to send email
- Mail server password (optional)

### 5.1.3 Configuration step 3: select an initial program configuration

Your final decision is which initial program configuration to choose:

- You can opt to set up with a single reading program
- You can opt to set up with four age-specific reading programs.

**For more information on these options, please review the planning section of this manual.**

---

## Create the database

---

The GRA uses its own database to store reading program data. This database can be completely segregated from any other databases on the same SQL Server.

There are two options when creating the database: you can execute a script or manually create the database and users using [SQL Server Management Studio \(SSMS\)](#).

### 6.1 From a script

1. Launch SQL Server Management Studio on the database server.
2. Right-click on the server in the Object Explorer on the left and choose **New Query**.
3. Copy the text from the [database create script](#) and paste it into the query window.
4. Click the **Execute** button in the toolbar.

### 6.2 From the user interface

#### 6.2.1 Create the database

1. Launch SQL Server Management Studio on the database server.
2. Double-click the server name to show the **Databases** folder.
3. Right-click on the **Databases** folder and select the **New Database...** option.
4. In the New Database window, enter a database name, for example: SRP.
5. If you wish to have the database files stored in a [different location than the default](#), scroll the **Database files** list to the right and change the presented **Path** to where you'd like to store the database files.
6. Select **Options** from the page list on the left.
7. For the **Recovery model** drop-down, change the selection from Full to Simple.
8. Select **OK** to create the database.

## 6.2.2 Create the logins and users

1. Right-click the **Security** folder and select **New -> Login...**
2. Enter the **Login name** for the database owner user, for example: `srp_owner`.
3. Select `SQL Server authentication`.
4. Enter a secure password for this user in the **Password** and **Confirm password** fields. Make a note of this password.
5. You can uncheck `Enforce password policy` so that the password for this account will not expire.
6. Select `User mapping` from the **Select a page** list on the left.
7. Locate the name of the database (this tutorial used SRP in *Create the database* step 4 above) in the **Users mapped to this login** list on the left.
8. Check the appropriate box in the `Map` column to map this login to a user in the database.
9. In the **Database role membership for:** list, select `db_owner`.
10. Select **OK** to create the login and user.
11. Right-click the **Security** folder and select **New -> Login...**
12. Enter the **Login name** for the database user, for example: `srp_user`.
13. Select `SQL Server authentication`.
14. Enter a secure password for this user in the **Password** and **Confirm password** fields. Use a different password than you used in *Create the logins and users* step 4 above but make a note of this password as well.
15. You can uncheck `Enforce password policy` so that the password for this account will not expire.
16. Select `User mapping` from the **Select a page** list on the left.
17. Locate the name of the database (this tutorial used SRP in *Create the database* step 4 above) in the **Users mapped to this login** list on the left.
18. Check the appropriate box in the `Map` column to map this login to a user in the database.
19. In the **Database role membership for:** list, select `db_datareader` and `db_datawriter`.
20. Select **OK** to create the login and user.

## 6.2.3 Grant execute permissions to the database user

1. Right-click on the database you created (this tutorial used SRP in *Create the database* step 4 above).
2. Select **New Query**.
3. In the query window, enter `GRANT EXECUTE ON SCHEMA::dbo TO [srp_user] WITH GRANT OPTION;` (if you used a different database user name in step 10 above you'll need to put that user in the braces `[ ]` of the query).
4. Click the **Execute** button (or press F5).

---

## Install the software

---

The final installation step is to create a Web site and install the GRA software.

### 7.1 Set up the GRA as the only site on the server

If this Web server is configured solely for the Great Reading Adventure, you can utilize the default Web site for your GRA installation.

1. Delete existing default files placed in `c:\inetpub\wwwroot\` such as `iisstart.htm` and `welcome.png`.
2. Unzip the GRA files into `c:\inetpub\wwwroot\`. Ensure that the files are placed in that directory directly and not in a subdirectory (you should see files such as `Web.config` present).
3. Right-click on the `c:\inetpub\wwwroot\` directory and select **Properties**.
4. Choose the **Security** tab and then click the **Edit** button next to *To change permissions, click Edit*.
5. Select **Add** in the **Permissions for wwwroot** window.
6. In the **Enter the object names to select** box, enter in `IIS_IUSRS` and click **OK** (the `IIS_IUSRS` group is a local group on this machine, so ensure that the **From this location** box has the name of the Web server and not your domain - you can change this by clicking **Locations...** and select the server).
7. Select the check box next to **Full control** in the **Allow** column.
8. Select **OK** to close this window and **OK** to close the **wwwroot Properties** window.
9. Open up the **Internet Information Services Manager** on the Web server.
10. Expand the Server under **Connections**, expand the list of **Sites**, and select **Default Web Site**.
11. On the right, under **Actions**, select **Basic Settings...**
12. Click **Select...** to change the **Application pool** to **ASP.NET v4.0**.
13. Select **OK** to close the **Select Application Pool** window and then **OK** to close the **Edit Site** window.
14. Launch a Web browser on the server and navigate to the URL `http://localhost/`.
15. At this point you should see the initial GRA setup screen.
16. You can continue the GRA setup process either directly in this Web browser or you can navigate to the Web server name or IP address in a browser on another system to continue.

## 7.2 Set up the GRA as an additional site on the server

If you are deploying the Great Reading Adventure to a Web server which is already hosting one or more Web sites, you must create a new Web Site specifically for the GRA.

Because this Web server is already serving out files through the default Web Site, you must differentiate your GRA Web site somehow. Methods for doing so include:

- Setting up a separate host name for your GRA Web site (for example: `http://gra.<your domain>`. This method utilizes the [HTTP/1.1. Host Header Field](#).
- Setting up a separate IP address on the Web server and putting your GRA site there.
- Setting up the GRA on a different port number so that you'll access it via `http://<your Web server>:<GRA port>/`.

Your system administrator can help you select the correct approach.

1. Create a directory on the Web server to contain the GRA files. For example, `c:\inetpub\gra`.
2. Unzip the GRA files into that directory. Ensure that the files are placed in that directory directly and not in a subdirectory (you should see files such as `Web.config` present).
3. Right-click on directory created in step 1 above and select **Properties**.
4. Choose the **Security** tab and then click the **Edit** button next to *To change permissions, click Edit*.
5. Select **Add** in the **Permissions for ...** window.
6. In the **Enter the object names to select** box, enter in `IIS_IUSRS` and click **OK** (the `IIS_IUSRS` group is a local group on this machine, so ensure that the **From this location** box has the name of the Web server and not your domain - you can change this by clicking **Locations...** and select the server).
7. Select the check box next to **Full control** in the **Allow** column.
8. Select **OK** to close this window and **OK** to close the **Properties** window.
9. Open up the **Internet Information Services Manager** on the Web server.
10. Expand the Server under **Connections**.
11. Right-click on **Sites** and choose **Add Web Site...**
12. Enter an appropriate site name such as `SummerReading`.
13. Enter the physical path where you put the GRA files under **Physical path** (we used `c:\inetpub\gra` above).
14. In the **Binding** section you will either need to assign an IP address, a host name, or select a different port as defined above.
15. Select **OK** to close the **Add Web Site** window.
16. On the left, in **Connections**, select **Application Pools**.
17. Find the Application Pool in the list named the same as your site (the name selected in step 12 above).
18. Double-click the appropriate Application Pool and ensure the **.NET Framework version** is set to `.NET Framework v4.0.30319` or newer.
19. Ensure the **Managed pipeline mode** is set to `Integrated`.
20. Select **OK** to close the **Edit Application Pool** window.
21. Launch a Web browser on the server and navigate to the URL you defined for this install of the GRA.
22. At this point you should see the initial GRA setup screen.

23. You can continue the GRA setup process either directly in this Web browser or you can navigate to the Web server using the URL you defined for this install of the GRA.





---

## Step-by-step configuration

---

Once the GRA software is installed and you access the Web site, you should see the initial configuration screen:

**Configure the Great Reading Adventure**

Progress: getting started

The next few pages will guide you through the initial configuration of the Great Reading Adventure software.

There are three steps:

- Configure **database** settings.
- Configure and test **e-mail** settings.
- Select a **reading program configuration**.

If you run into any issues, you can refer to the [manual](#) or post on the [forum](#) for assistance.

< Back    Next >

As you use the progress through configuration, you'll need to provide the information collected from the requirements checklist.

**Note:** The configuration process performs a check to verify your database users are in the appropriate database groups (i.e. `db_owner` for the owner user, `db_datareader` and `db_datawriter` for the regular user). If you are unable to add the database users to those groups, you can override this check by adding a line to the `Web.config` file in the `<appSettings>` section.

```
<add key="IgnoreMissingDatabaseGroups" value="true" />
```

For more information on `Web.config` settings see the technical configuration details section.

---

The last step will tell you the login and password to access the ControlRoom. Make a note of it before continuing.

## 8.1 ControlRoom

Once you're through the step-by-step configuration, you'll administered the GRA through the ControlRoom interface. It is accessible by appending `/ControlRoom/` to the end of the URL to your installation of the GRA. After the step-by-step configuration, you will be redirected to the ControlRoom login screen automatically.

The main system administrator account is `sysadmin` and the first time you log in to the ControlRoom, the software will force you to change your password.

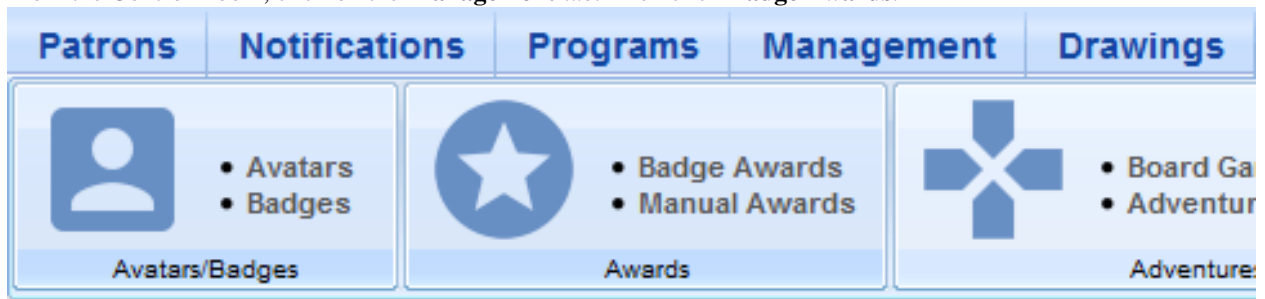
---

## Badge Awards

---

Badge Awards are special badges that can be awarded when a target is reached. They can be awarded when a user earns a particular number of points, or when the user earns a combination of particular badges.


From the Control Room, click on the **Management** tab. Then click **Badge Awards**.



## Program Management Home

Click on the green + at the top of the page to create a new Badge Award.

## Badge Awards List

No records were found. 

Give your Badge Award a name that users will see. Enter the number of points that will trigger the badge being unlocked OR check the boxes of the badges that must be earned to trigger the badge being unlocked. Choose your library, program, and school information based on how you want to award the badge. You can leave the fields blank if you want the Badge Award to be available to all participants. Click the green arrow to continue.

## Add Award

**Award Details**

Award Name:

---

**Award Triggers**

# Points:

Branch/Library:

Program:

District:

School:

**Earned Badges :**

- AwesomeBadge
- AZBadge
- MissionComplete
- SecretCode
- StartBadge
- UltimateHero

Next, choose the badge to be earned. Select a badge from the drop-down menu if you will be using an existing badge. To make a new badge, choose **Create A New Badge**.

## Add Award

**Award Badge**

Badge Awarded:

- No Badge Awarded
- Choose An Existing Badge
- Create A New Badge

\*Note: If you choose to create a new badge, you need to have the badge image ready for upload on the next step.

If you choose to create a new badge, give your badge a **Control Room Name**. **Patron Web Name** is what the user will see. You can also type a message that the user will see when the Badge Award is earned. Click the green arrow to continue.

**Award Badge**

Badge Awarded:

- No Badge Awarded
- Choose An Existing Badge
- Create A New Badge

\*Note: If you choose to create a new badge, you need to have the badge image ready for upload on the next step.

---

**New Badge Info**

Control Room Name:

Patron Web Name:

Message to Patron when badge is earned:

Source

To send a notification stating that the user has earned this Badge Award, click the **Send Notification** box, then add a subject and a message to the user. If you are awarding a physical prize with this Badge Award, click the box. Click the green arrow at the bottom to continue.

## Add Award

**Event Details**

Awards Physical Prize?:  Awarded Physical Prize Name:

Send Notification?:

Notification Subject:

Notification Message Text:

*You're halfway to 1000 points. Great job!*

Check the boxes for your Badge Award filters (determines how it will show up in the Badge Gallery): Badge Category, Age Group, Branch Library, and Location.

## Add Award

**Event Details**

Badge Category	Age Group	Branch Library
		<input type="checkbox"/> Goodyear Branch <input checked="" type="checkbox"/> Queen Creek Branch <input type="checkbox"/> White Tank Branch

Upload an existing badge image by clicking **Browse** and then **Upload**. Click the green arrow to continue.

Badge Image:

Upload Image:

When you have successfully created and saved your Badge Award, you should see this message:

## Award Add / Edit

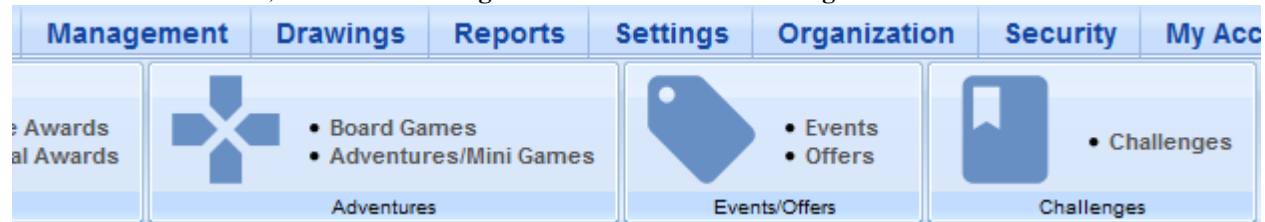




## Challenges


Challenges are activities that participants can complete. Each Challenge can be comprised of a mix of books to read and tasks to complete, such as “Read a book about dogs,” or “Take a nature walk in your neighborhood.”

From the Control Room, click on the **Management** tab. Then click **Challenges**.



Click on the green + at the top of the page to create a new Challenge.

## Challenges

No records were found. 

In the **Challenge Name (for Patrons)** field, give your Challenge a name that participants will see. In the **Admin Name** field, choose a name for staff to see (it can be the same if you like). You can leave the **Admin Description** field blank.

### Add Book List

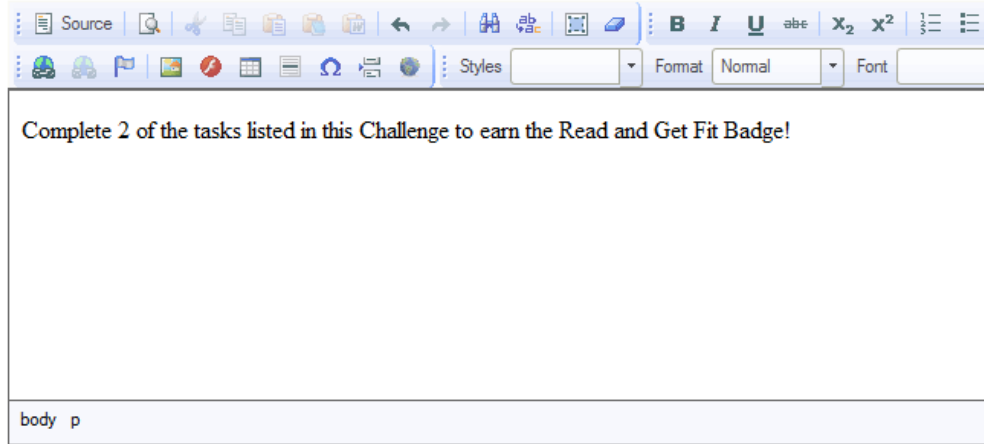
**Challenge Details**

Challenge Name (for Patrons):  Admin Name:

Admin Description:

**Patron Description** is the text users will see when clicking on your Book List. Under **Applicability Info**, choose the program (age group) and your library if you like. You can leave the fields blank if you want the Challenge to be available to participants of all ages. Click the green arrow to continue to the next step.

Patron Description:



Complete 2 of the tasks listed in this Challenge to earn the Read and Get Fit Badge!

body p

Applicability Info

Program:  Branch/Library:  Literacy Level 1:

Enter the number of items (tasks, books, etc.) required to complete the Challenge. Then enter the number of points that will be awarded when the Challenge is complete.

Challenge Completion

# Books Req.:  This is the number of books the patron must indicate as read to complete this list. Empty means all the books on the list.  
Number Points:  This is the points the patrons will receive when they complete the list.

Next, choose the badge to be earned. Select a badge from the drop-down menu if you will be using an existing badge. To make a new badge, choose **Create A New Badge**.

Badge Awarded:  No Badge Awarded  Choose An Existing Badge  Create A New Badge

\*Note: If you choose to create a new badge, you need to have the badge image ready for upload on the next step.

If you choose to create a new badge, give your badge a **Control Room Name**. **Patron Web Name** is what the user will see. You can also type a message that the user will see when the Challenge badge is earned. Click the green arrow to continue.



- Badge Awarded:
- No Badge Awarded
  - Choose An Existing Badge
  - Create A New Badge
- \*Note: If you choose to create a new badge, you need to have the badge image ready for upload on the next step.

**New Badge Info**

Control Room Name:  Patron Web Name:

Message to Patron when badge is earned:

**You've earned the Read and Get Fit Badge!**

body p



To send a notification stating that the user has earned this Challenge badge, click the **Send Notification** box, then add a subject and a message to the user. If you are awarding a physical prize with this Challenge, click the box. Click the green arrow at the bottom to continue.

**Event Details**

Awards Physical Prize?:  Awarded Physical Prize Name:

Send Notification?:

Notification Subject:

Notification Message Text:

**You completed the Read and Get Fit Challenge. Way to go!**

Check the boxes for your Challenge badge filters (determines how it will show up in the Badge Gallery): Badge Category, Age Group, Branch Library, and Location.

**Event Details**

Badge Category	Age Group	Branch Library
		<input type="checkbox"/> Goodyear Branch <input type="checkbox"/> Queen Creek Branch <input type="checkbox"/> White Tank Branch

Upload an existing badge image by clicking **Browse** and then **Upload**. Click the green arrow to continue.

Badge Image:

Upload Image:

When you have successfully created and saved your Challenge, you should see this message:



---

## Events

---

Events can be used to feature the events at your library. Participants can see the event details, and view the badge that they can earn by entering the secret code they will collect at the event. The Events feature can also be used to create secret codes for multiple uses during your reading program. Want to put a secret code on your check out receipts for redemption throughout your program? Simply create an Event that runs for the length of your program with that secret code.

From the Control Room, click on the **Management** tab. Then click **Events**.




Click on the green + at the top of the page to create a new Event.

---

## Events List

Event Start Date Between :  and

No records were found. 

First, give your Event a title. Then add the start date, start time, end date, and end time (optional). You can also add a short description of the Event (optional), as well as a more detailed Event description.

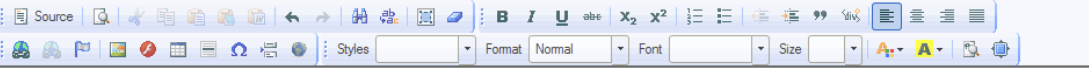
## Add Event

**Event Details**

Event Title:

Start Date:  Start Time:  End Date:  End Time:

Short Description:

Event Description: 

Choose your library from the drop-down menu, and then click the green arrow to continue.

Branch/Library:

Custom 1: Custom Field 1 not enabled



Enter a secret code that users will log after attending your Event. When creating a secret code, keep these things in mind:

- Avoid using spaces, underscores or dashes
- Use one word, all in lowercase letters
- If using numbers, place them at the beginning or end

Enter the number of points that will be awarded for attending the Event.

## Add Event

**Event Attendance Rewards**

Secret Code:  This is the code patrons will log as proof of attendance.

Number Points:  This is the points the patrons will receive when they log/report the secret code.

Next, choose the badge to be earned. Select a badge from the drop-down menu if you will be using an existing badge. To make a new badge, choose **Create A New Badge**.

Badge Awarded:  No Badge Awarded  Choose An Existing Badge  Create A New Badge

**\*Note:** If you choose to create a new badge, you need to have the badge image ready for upload on the next step.

If you choose to create a new badge, give your badge a **Control Room Name**. **Patron Web Name** is what the user will see. You can also type a message that the user will see when the Event badge is earned. Click the green arrow to continue.

- Badge Awarded:
- No Badge Awarded
  - Choose An Existing Badge
  - Create A New Badge
- \*Note: If you choose to create a new badge, you need to have the badge image ready for upload on the next step.

**New Badge Info**

Control Room Name:  Patron Web Name:

Message to Patron when badge is earned:

Thanks for attending Fitness Storytime!

body p



To send a notification stating that the user has earned this Event badge, click the **Send Notification** box, then add a subject and a message to the user. If you are awarding a physical prize with this Event badge, click the box. Click the green arrow at the bottom to continue.

**Event Details**

Awards Physical Prize?:  Awarded Physical Prize Name:

Send Notification?:

Notification Subject:

Notification Message Text:

Thanks for attending Fitness Storytime!

Check the boxes for your Event badge filters (determines how it will show up in the Badge Gallery): Badge Category, Age Group, Branch Library, and Location.

**Event Details**

Badge Category	Age Group	Branch Library
		<input type="checkbox"/> Goodyear Branch <input type="checkbox"/> Queen Creek Branch <input type="checkbox"/> White Tank Branch

Upload an existing badge image by clicking **Browse** and then **Upload**. Click the green arrow to continue.

Badge Image:

Upload Image:

you did it badge.png

When you have successfully created and saved your Event, you should see this message:

## Event Add / Edit



---

## Offers

---

If you have received coupons or special offers from your community partners that you'd like to share digitally with participants, Offers is a great way to do it.

From the Control Room, click on the **Management** tab. Then click **Offers**.




Click on the green + at the top of the page to create a new Offer.

---

## Offers List

---

No records were found. 

First, check the **Enabled** box to make your Offer active. Give your Offer an **Admin Name** that staff will see, and a **Title** that participants will see (they can be the same if you like).

## Offer Add / Edit

**Enabled:**

**Admin Name:**

**Title:**

If your Offer is located on a website outside of this program, check the **Redirect Externally** box and enter a **Redirect URL**. In the **MaxImpressions** field, enter the number of Offers that are available, ex: if an organization gives you 500 discount coupons, enter “500” in the box. Enter a zip code, ages, program and library if you like, or leave these fields blank if you’d like the Offer to appear for all participants. Click the green + to continue.

**Redirect Externally:**

**RedirectURL:**

**MaxImpressions:**

**TotalImpressions:** 0

**SerialPrefix:**



**ZipCode:**

**AgeStart:**

**AgeEnd:**

**ProgramId:**

**BranchId:**

You should see a message that says “Record added successfully” at the top of the screen. This means that the information has been added to the database, but to complete the Offer you still need to add a photo. Click **Browse** to find your file, and then **Upload** to add it to the record.

Upload Image:

Then click the **Save** icon at the bottom of the page to save your Offer.



---

## Mail

---

Mail (or Notifications) is where you will find messages sent by participants with questions about the program or their accounts. You can also send bulk messages out to multiple participants at the same time from this menu.

From the Control Room, click **Notifications**. You will immediately see the list of pending messages. To read a message, click on the Edit icon next to the sender's name.

The screenshot shows a web interface with a navigation menu at the top containing: Patrons, Notifications, Programs, Management, Drawings, and Reports. The 'Notifications' menu is expanded, showing a speech bubble icon with an exclamation mark, a list of items: 'Mail Queue' and 'Bulk Mail', and the word 'Mail' at the bottom. Below the menu is a section titled 'Patron Questions' in orange text. Underneath is a table with two columns: 'PID\_From' and 'Subject'. The table contains four rows of data, each with a pencil icon, a red 'X' icon, and text for both columns.

PID_From	Subject
PercyTest (Percy Test )	Help!
briannatest (Brianna Test )	Book
briannatest (Brianna Test )	Secret Code
briannatest (Brianna Test )	Prizes!

You'll see the participant's details at the top of the page, followed by their message. Type your reply in the box, then click the **Save Back** icon to send the message and return to the message list.


## Patron Notification - Brianna Test (briannatest)

Currently Selected Patron			
First Name:	Brianna	Last Name:	Test
Email Address:		Username/Login	
Program:	Kids	DOB:	
		Gender:	

**Subject:** Prizes!

**Body:** Hi! Did you do the prize drawing yet? I hope I win!

**Reply:**




Hello,

The prize drawing will be held tomorrow afternoon. Good luck!

Thanks,

Program Management Team

body p



Once you have sent your reply, the original message will be deleted from the message list.

### 13.1 Bulk Mail

There are times when you may want to send a message to every participant in the program, or just in a specific age group. You can do this by using the **Bulk Mail** feature.

Under the **Notifications** heading, click **Bulk Mail**. Choose the filters you want to use, or leave the fields blank to send a message to all program participants. Click the green **Filter** button.

Patrons   Notifications   Programs   Management   Drawings   Reports   Settings   Organization

! • Mail Queue  
• Bulk Mail  
Mail

## Bulk Notification

Program: Kids   Library System: [All Defined]

Library/Branch: [All Defined]   School: [All Defined]

**Filter**   **Clear**

After filtering, you will see the number of participants that meet the criteria. Type your message and click the green **Send** button to send your message. If the message is going to a large number of users, it may take a little time to send.

**There are 2 patrons matching your criteria.**

Subject: Special Secret Code Bonus!

Message:

Source   [Icons]   **B**   *I*   U   abc   X<sub>2</sub>   X<sup>2</sup>   [List Icons]

Styles   Format: Normal   Font   Size   A<sub>+</sub>   A<sub>-</sub>   [Icons]

Today is your lucky day! Type the code "lucky" into the secret code box and earn an extra 10 point bonus!

Happy reading!

The Summer Reading Team

body p

**Send Message**



---

## Prize Drawings

---

There are two parts to running a prize drawing for your library.


The first step is creating the template. Click on the **Drawings** tab, and then select **Drawing Templates**.

The screenshot shows a navigation bar with five tabs: Patrons, Notifications, Programs, Management, and Drawings. The 'Drawings' tab is active. Below it, a dropdown menu is open, displaying a star icon and three options: 'Drawings List', 'Add New Drawings', and 'Drawing Templates'. The word 'Drawings' is also visible at the bottom of the dropdown menu.

Click the green + to create a new template.

---

## Drawing Templates List



No records were found. 

Name your template and click the green + to continue.

---

## Prize Templates Add / Edit

**TName:**

At the top of the page you'll see a message stating that the record was saved successfully, but the template is not yet complete.

Enter the number of winners you want to draw, and decide if you want to include previous winners. If you check the **Send Notification** box, a message will automatically go to the winners of the drawing. Uncheck the box if you'd rather contact the winners yourself.

## Prize Templates Add / Edit

 **Record added successfully.**

**TID:** 1

**TName:**


**Num Prizes:**

**Include Previous Winners?**

**Send Notification?**

**NotificationSubject:**

**Notification Message:**



Congratulations, you have won a prize! Please visit your library to pick it up.




Choose the program (age group) you want, and choose your library. You can also filter by gender or school. Enter your min and max points, and the logging start and end dates. These filters are optional, you can leave them blank if you like. When you are finished, click on the **Save** icon.

**Program:** 
  
**Gender:** 
  
**School Name:** 
  
**PrimaryLibrary:** 
  
**Min Points:** 
  
**MaxPoints:** 
  
**Log Date Start:** 
  
**Log Date End:** 
  
**Min Reviews:** 
  
**Max Reviews:** 
  
**Review Date Start:** 
  
**Review Date End:** 
  
**Date Created:** 12/31/2015 10:45:45 AM




Your completed template should now appear in the **Drawings Templates List**.

## Drawing Templates List

	Name	# Prizes	Program
 	Prize Drawing Week 1	2	Kids



Next, go back to the **Drawings** menu at the top of the page and choose **Add New Drawings**.

Patrons	Notifications	Programs	Management	Drawings
 <ul style="list-style-type: none"><li>• Drawings List</li><li>• Add New Drawings</li><li>• Drawing Templates</li></ul> <p>Drawings</p>				

Choose the template you just created from the drop-down menu. Enter the number of winners you'd like to select, and enter the name of the prize. Click the green + to continue.

## Manage Prize Drawing

<b>Template:</b>	<input type="text" value="Prize Drawing Week 1"/>
<b># Winners:</b>	<input type="text" value="2"/>
<b>Prize Name:</b>	<input type="text" value="iPad Mini"/>

At the top of the page you'll see a message stating that the record was added successfully, but the drawing is not yet complete. Click the **Draw** button (under the **Drawing Date Time** field).



## Manage Prize Drawing


Record added successfully.

**PDID:** 1


**Template:**

**# Winners:**





**Prize Name:**

**Drawing Date Time:** N/A

---



---

The message at the top of the page will tell you that the winners were drawn successfully. You will see the winners' names listed below, along with the option to **Draw Additional** winners. If you want to draw additional winners with the same filters for the same prize, enter the number and click the **Draw** icon again.

Click the **Save** icon to save the results of this Drawing.

## Manage Prize Drawing


2 Winners have been drawn!


**PDID:** 2

**Template:**

**# Winners:**

**Prize Name:**





**Drawing Date Time:** 12/31/2015

**Draw Additional:**  

---

	Picked Up?	Username	First Name
✘	NO	briannatest	Brianna
✘	NO	PercyTest	Percy

---

The winners will receive a notification in their **Mail** box telling them they have won.



---

## Quick Reference Guide

---

Here is a handy guide for staff and volunteers to use as a reference.



= Add new



= Back to previous page



= Delete record



= Edit record



= Refresh page



= Save data on page



= Save data and return to previous page

### 15.1 Add a New User

Select the **Patrons** tab from the top menu, then **Add Patron**. Enter the user's information, then click **Save**.

### 15.2 Search for Existing User

Select the **Patrons** tab from the top menu. The search function allows you to filter results by name, username, email, DOB, program, and gender.

## 15.3 Edit User (and Change Password)

After locating the user, click the **Edit** icon to open the **Patron Account Details** screen. You can edit all elements of the user's profile, including changing the password.

## 15.4 Award Prizes

Choose a user, select **Patron Prizes** from **More Patron Info** to see if prizes have been earned. Once the prize has been awarded, click the **No** under **Redeemed Flag** to change it to **Yes**.

## 15.5 Edit Reading Logs

Choose a user, select **Patron Logs** from **More Patron Info** to see a complete list of the user's reading activities.

## 15.6 Edit Awarded Badges

Choose a user, select **Patron Badges** from **More Patron Info** to see a full list of the user's achievements.

## 15.7 See User Notifications

Choose a user, select **Patron Notifications** from **More Patron Info** for a list of sent/received messages.

## 15.8 Find Family Members List

Choose a user, select **Sub Account List** from **Patron Info** —a list of associated accounts and a full set of editing options will be visible— **Sub Account List** is unavailable if there are no associated accounts.

---

**Create a badge**

---



---

## Technical configuration details

---

### 17.1 Web.config application settings

These settings are in the `Web.config` file in the `<appSettings>` section. A typical configuration might look like this:

```
<appSettings>
  <add key="LogEmails" value="True" />
</appSettings>
```

**Danger:** Changing values in the `Web.config` will cause the Web application to be restarted causing any current sessions to be reset. Avoid changing the `Web.config` when people are using the site!

The following is a list of keys and what the settings represent:

**DefaultEmailFrom** (email address) - default email from address if one is not set in the software

**DefaultEmailTemplate** (path to HTML file) - path to the HTML file to use as the email template if `UseMailTemplates` is enabled

**IgnoreMissingDatabaseGroups** (`True` or `False`, optional) - whether the configuration process will ignore checks on if the database users are in the `db_owner`, `db_datareader`, and `db_datawriter` SQL groups - normally if the database users are not in the appropriate groups it is presented as an error

**ILSProxyEndpoint** (URL to ILSProxy endpoint, optional) - URL to an ILS proxy to be used for looking up patrons by library account

**IsbnLinkTemplate** (URL template, optional) - default URL template when adding books to a Challenge/book list. It should be a URL linking to your ILS by ISBN for users who are not logged in. In the URL, you'll replace the actual ISBN with `{0}`. For example, using Polaris it would be `http://pac.url/view.aspx?isbn={0}`.

**LogEmails** (`True` or `False`) - log all sent emails in the database

**ReverseProxyHostname** (domain name) - the host name to use when constructing URLs - useful if the GRA software is running behind a reverse proxy or otherwise is accessible to the public through a different hostname or port than IIS thinks it is

**UseEmailTemplates** (`True` or `False`) - use HTML email templates





---

## About the GRA and manual

---

### 18.1 The Great Reading Adventure

The Great Reading Adventure was initially developed by the [Maricopa County Library District](#) with support by the [Arizona State Library, Archives and Public Records](#), a division of the Secretary of State, with federal funds from the [Institute of Museum and Library Services](#).

The Great Reading Adventure source code is distributed under [The MIT License](#).

### 18.2 This manual

#### 18.2.1 Colophon

The content of this manual is part of the [open-source project on GitHub](#). It is generated using the following tools and technologies:

- [reStructuredText](#) and [CommonMark](#) (a fork of [Markdown](#)) text markup languages.
- [Sphinx](#) generates the manual from source files.
- [GitHub](#) provides version control and source code management.
- [Read The Docs](#) generates and hosts the online manual in [PDF](#) and [HTML](#) formats.

If you'd like to contribute, see the [Manual wiki page](#) for information on how to get started.

#### 18.2.2 Contributors

- [Brianna King](#)
- [Caris O'Malley](#)
- [Harald Nagel](#)
- [Tammy Gross](#)
- [Tara Carpenter](#)
- [Tony Apodaca](#)