

## Step By Step Guide

### Schedule & Activate

- Schedule Bookelicious PopUp Shop
- Sign Service Agreement
- Attend PopUp Launch Party online
- Use our Connect to Clever Guide to connect your district/school to Clever Secure Sync
- Pick your titles
- Create a Bookelicious School Ambassador Educator account

### 3-4 Weeks Until Launch

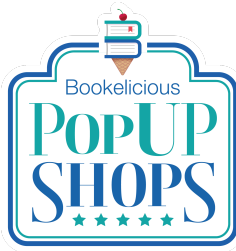
- Access PopUp Administrator Classroom Dashboard - confirm Classroom List
- Begin student sign-on using Clever
  - Individual accounts are automatically created at sign-on
- Show “Build a Bookmoji” video to students during library/media time
- Create unique Bookmojis during library/media period
  - See Lesson Plan 1: Intro to Bookelicious & Bookmoji Making
- See students Book-Matched - tied to individual Bookmojis and grade-level, books populate based on student interest!

### 2 Weeks Until Launch

- Students begin Book Browsing during library/media time
- Fill PopUp Book Bags – students place their unique book choices in their PopUp Book Bags
- Ensure students have selected books and placed them in their Book Bags prior to PopUp Invitations going home

### Week of PopUp Launch

- Print Individual Bookelicious PopUp Invitations – print entire classroom with one click
- Send email communication to families about Bookelicious PopUp Shop
- PopUps run from Friday to Friday ensuring that families have time to talk and shop using their student’s unique PopUp Book Bag
- Review student purchases in real-time on your Bookelicious School Ambassador Dashboard
  - Note: You can review students’ choices and purchases; this data can inform future library refresh/purchases and can also be shared with teachers for



classroom library additions and creating student book clubs based on common interests

### **Finalization of PopUp**

- Receive a financial recap from Bookelicious with total Bookelicious Promotional Credit earned and how to use them to purchase books or virtual events for your school
- Download and email a thank-you note to parents which includes the school's unique promotional code for all-school-year Bookelicious Promotional Credit of 10% for any purchase made on [www.bookelicious.com](http://www.bookelicious.com)

### **Book Distribution**

- Shipping to schools in the most expeditious way is a priority at Bookelicious; once all orders in a classroom are complete, that classroom's books will ship to the school
- Distribution for educators will be made easy with individual student bundles packed and labeled by student

Looking for more details? Check out our FAQs related to Bookelicious PopUps!