

First Book Lowell Electronic Registration

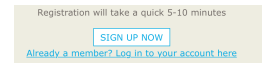
Follow the example in the screen shots to electronically register for First Book. You can complete the paper registration too. The advantage to electronic registration is that you INSTANTLY have access to First Book. It takes about 5 to 10 minutes to do this. Just fill in your personal information and follow the guide. Easy!

Step 1: Navigate to www.firstbook.org/aft

Step 2: Scroll down until you see the huge red button. Click it.



Step 3: Scroll down the next screen and click on the blue and white button that says:



Step 4: The BASIC INFORMATION SCREEN populates each fill-in as you add information. Because our entire district is Title I, everyone should use the 86% number. Please identify your school as “**Lowell Public Schools-SCHOOLNAME**”. This will help us keep track of email addresses that should be credited to our Books on Wheels drive.

A screenshot of the "BASIC INFORMATION" registration form. The form is divided into two columns. The left column contains fields for: Prefix, First Name (filled with "Amy"), Middle Name/Initial, Last Name (filled with "Bisson"), Suffix, Email Address (filled with "amyteach5@yahoo.com"), Confirm Email Address (filled with "amyteach5@yahoo.com"), Organization Name (filled with "Lowell Public Schools-SCHOOLNAME"), Locality (filled with "United States"), I work at/represent a: (filled with "Public School"), Organization type (filled with "School"), and Program Classification (filled with "Title I School"). The right column contains fields for: Percent Low Income Children Served (filled with "86"), Estimate Justification (filled with "Census Poverty/Low-income data"), Organization Address (Line 1: "169 Merrimack Street", Line 2: empty), City (filled with "Lowell"), State (filled with "Massachusetts"), Zip (filled with "01852"), Primary Phone Number (filled with "978-937-9039"), Phone Type (filled with "Office"), Secondary Phone Number (empty), and Phone Type (filled with "Home"). At the bottom of the form is a blue "CONTINUE" button. On the right side of the form, there is a vertical scroll bar and a "First Book Chat" button.

Now you will be able to click the continue button and get the next screen.

Keep Going



Amy Bisson: amy.bisson@gmail.com

Mickie Dumont: utlmickie@gmail.com

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- Step 5: Confirm you haven't made any errors in entering your Basic Information (like a misspelled email address). It is important to check your email address because that will become your user name. If all is okay, click the check box that your information is correct, (legal and true) and press the continue button (the button turns blue after the check box has been checked.)

CREATE YOUR ACCOUNT

Please confirm the below information is correct:

Name: Amy Bisson

Email: amyteach5@yahoo.com

Organization Name: Lowell Public Schools-SCHOOLNAME

Locality: United States

Organization Type: School

Program Classification: Title 1 School

Place of Work: Public School

Percentage of Low Income Children Served: 86%

Organization Address: 169 Merrimack Street, Lowell,
Massachusetts, 01852, United States

Primary Phone Number: 978-937-9039

- ☐ I certify that all the information included in this registration is legal, true, and accurate. I understand that offering false information will immediately invalidate my registration. My organization does not discriminate against individuals based on race, gender, sexual orientation, national origin, religion or mental disability. I understand that First Book will not share my information in accordance with the First Book Privacy Policy. I am hereby opting in to receive emails from the organization regarding relevant information and benefits to me. I understand that I can opt out of these emails at any time. I understand that books and resources received from First Book may not be resold or used for fundraising purposes and that any violation of this policy may result in the termination of my First Book account.

EDIT INFO

CONTINUE

- Step 6: Clicking CONTINUE will give you the password screen. Your email address is at the top. Choose a password that is at least 6 characters, type it twice and click continue

Create a password:

Enter your password *

.....

Confirm your password *

.....

Password requires 6 or more characters

EDIT INFO

CONTINUE

Keep Going



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Step 7: School and Program Information. Click each box, select the one BEST option from each screen. Take your BEST GUESSTIMATE for numbers in your program by age. Select the two most dominant languages the comprise your students. For ethnicity, choose PREFER NOT TO ANSWER unless you have that data handy for your own situation. The First Book people are aware that Lowell is a phenomenally diverse community. The data collection for these questions is serving to help First Book locate language sensitive and culturally diverse books and materials and we have already spoken to AFT and First Book about the wide range of cultures here in our Community.

The CONTINUE buttons turns to blue when all required information is completed.

Step 8: The last screen is for districts in states where the Tax Exempt certificate needs to be uploaded. Just click CANCEL.

**The final screen confirms that you have registered for First Book.
Thanks for helping out by entering your registration electronically!**

**Any problems? You can call First Book Help Line: 866.732.3669
You can live chat with First Book by clicking this button**



or Email Amy Bisson or Mickie Dumont at the addresses found below.

Amy Bisson: amy.bisson@gmail.com

Mickie Dumont: utlmickie@gmail.com