



### Manual for Book Review Moderators

#### Specific Instructions for the "Other Books I Read This Summer" category

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Part One of the process is similar to the requirements for all the other categories. Part Two outlines the additional steps required for the "Other Books I Read This Summer" category.

#### 1. Part One

- 1.1. Sign on using your book reviewer user name and password.
- 1.2. Click on "**Reviews**" in the menu on the left side.
- 1.3. Click on "**Other Books I Read This Summer**".
- 1.4. Click on one of the ones that is indicated as being "**New**". There may be more than one review for a specific title.
- 1.5. The reviews will then be listed with the options to **Publish**, **Edit** or **Delete**.
- 1.6. Click on "**Edit**" to take a look at the posted review.
- 1.7. Once you are happy with it, check the **Approved** box.
- 1.8. If you plan to publish it right away, check the **Publish** box also.
- 1.9. Click the **Submit** button.
- 1.10. If you decide to review a number of postings at the same time it is a good idea to make a list, you will need it.

If you have been reviewing some of the other categories, the above instructions should be familiar. The next few steps though, are specific only to the "Other Books I Read This Summer" category. You have already Approved and Published the review, but as yet the review is **not active** in the database and **does not appear** on the website. For this to happen you need to do the following:

#### 2. Part Two

- 2.1. Select "**Books**" from the menu on the left side.
- 2.2. Click on "**Other Books I Read This Summer**".
- 2.3. The reviews will then be listed with the options **Active**, **Edit** or **Delete**. The inactive reviews will be listed first.
- 2.4. For each of the books you have approved (here's where your list comes in handy) click on the cross in the **Active** column to activate it. As soon as you do this, the list will refresh itself putting the active one at the bottom with a check mark replacing the cross.
- 2.5. The book review will now be listed on the website for the teens to see.
- 2.6. When your finished please **Logout**, in the left side menu.

If you have any questions about this Book Review area please email:

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