



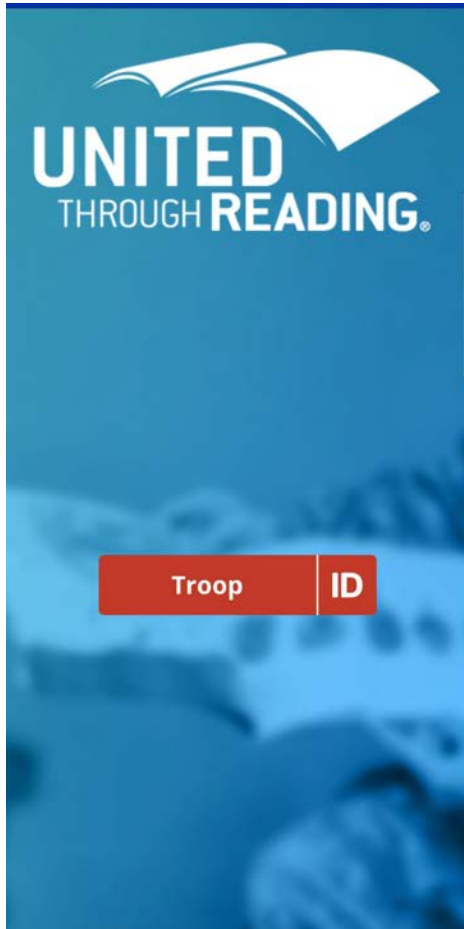
United Through Reading App

Site Facilitator Instructions

Every child deserves a bedtime story.



Install and Setup Instructions



Android Recorder

Search United Through Reading, or UTR on the Google Play Store. Install from the store.

If your Android device has an added memory card:

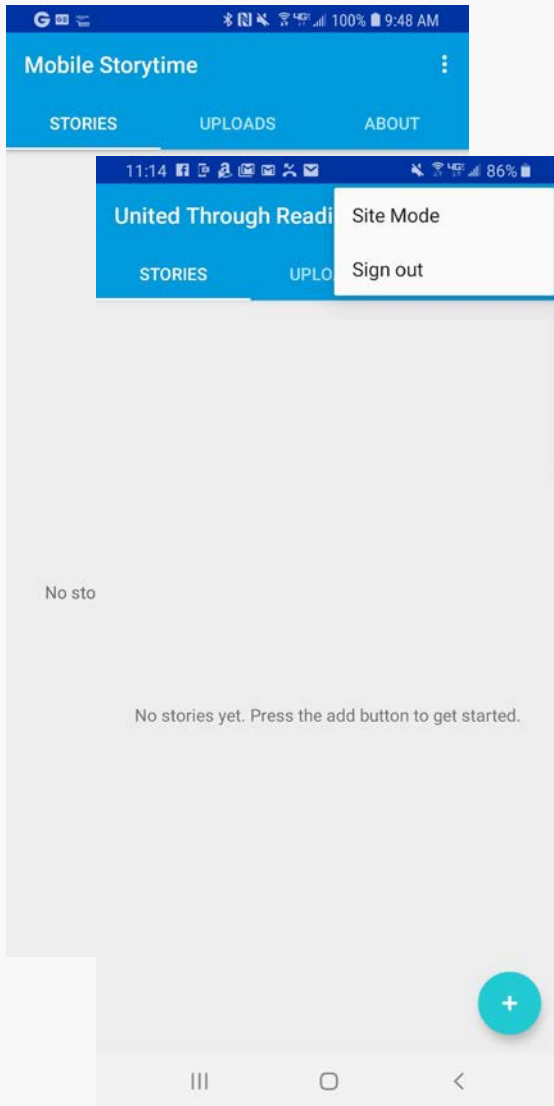
Open Settings/apps/United Through Reading/storage/change and select SD Card.
Then confirm move data to SD Card.

Set up a Troop ID, by logging into the app in individual mode

Send the email address you used to login into the app to appsupport@utr.org requesting facilitator access, please include your name, branch of service and unit.

You will receive a reply when you are set up as a facilitator

Change to Site Mode



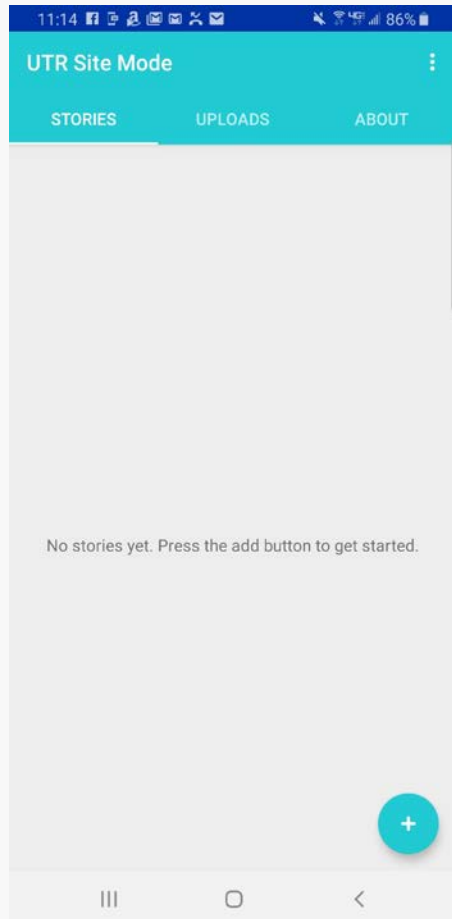
After you receive notification that you are set up as a facilitator log out and log back in to the app

The next time the site admin logs into the app, they can click on the 3 dots (upper right) and select Site Mode.

8. They'll know they are in site mode because the banner will change to a lighter blue, and the words UTR Site Mode will appear in the upper left corner of the screen.

9. To switch back to self service mode, tap on the 3 dots and select site mode again.

Verify Site Mode



You'll know you are in site mode because the banner will change to a lighter blue, and the words UTR Site Mode will appear in the upper left corner of the screen.

To switch back to self service mode, tap on the 3 dots and select site mode again.

Enter Guest (Service Member) Information

11:15

←

Guest Information

First name

Last name

Service member

Confirm service

Please add

ADD RECIPIENT

11:16

←

Guest Information

First name
John

Last name
Doe

Service member email
jdoe@navy.mil

Confirm service member email
jdoe@navy.mil

Please add at least one recipient.

ADD RECIPIENT CANCEL DONE

Enter the Guest's (Service Member's) information. It does not have to be a .mil address.

If they already have an ID.me account they should use the email address that they registered with ID.me

If they don't have an ID.me account, they'll need to use this address when they register for the self service app, or the web viewer.

Add Recipient Information

11:16

←

Guest Information

First name
John

Last name
Doe

Service member email
jdoe@navy.mil

Confirm service member email
jdoe@navy.mil

Please add at least one recipient

ADD RECIPIENT

11:17

←

Guest Information

First name
John

Last name
Doe

Service member email
jdoe@navy.mil

Confirm service member email
jdoe@navy.mil

Recipient email
jane.doe@home.com

Confirm recipient email
jane.doe@home.com

CANCEL ADD

Click Add Recipient to Enter the Recipient(s) (family) information.
Every video requires at least one recipient.
It can be the service member him/her self, or another address.
When finished Click ADD.

Again if the family member already has an ID.me account they should use the email address that they registered with ID.me

If they don't have an ID.me account, they'll need to use this address when they register for the self service app, or the web viewer.

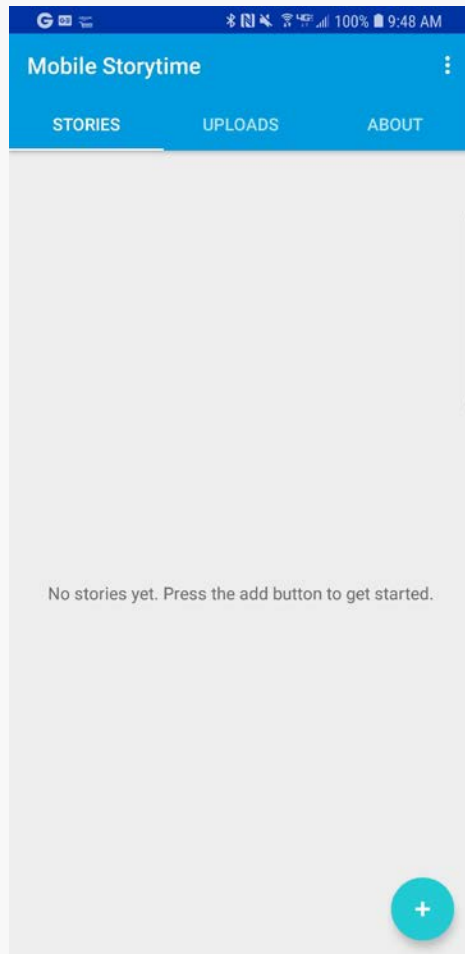
Finish Guest and Recipient Info

The screenshot shows a mobile application interface for entering guest information. At the top, there is a teal header with a back arrow. Below it, the form is titled "Guest Information". The form contains several input fields: "First name" with the value "John", "Last name" with the value "Doe", "Service member email" with the value "jdoe@navy.mil", and "Confirm service member email" with the value "jdoe@navy.mil". Below these fields is a larger text area containing the email address "jane.doe@home.com". At the bottom of the form, there are three buttons: "ADD RECIPIENT" in teal, "CANCEL" in teal, and "DONE" in teal. The status bar at the top shows the time 11:17 and 86% battery.

Click Add Recipient to enter another Recipient(s) information.

When finished adding recipients, select DONE

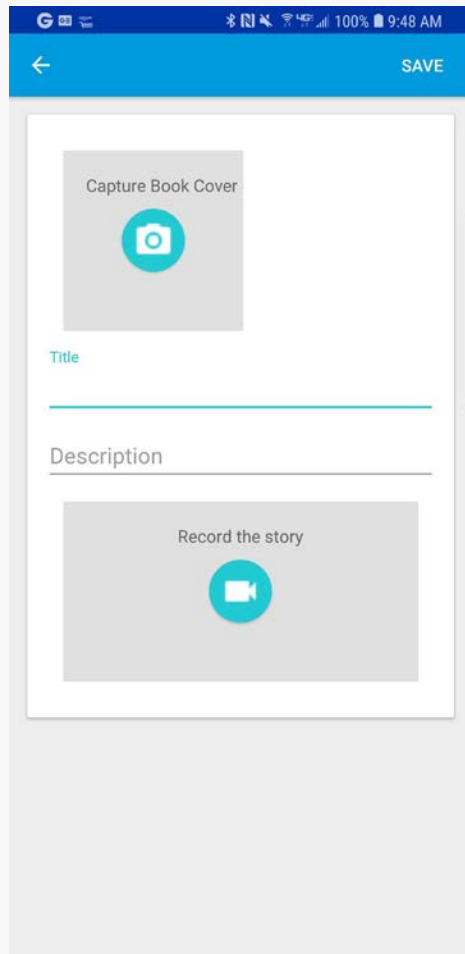
Add Story



After Guest and recipient info are entered.

Click on plus sign to add a new story.

New Story



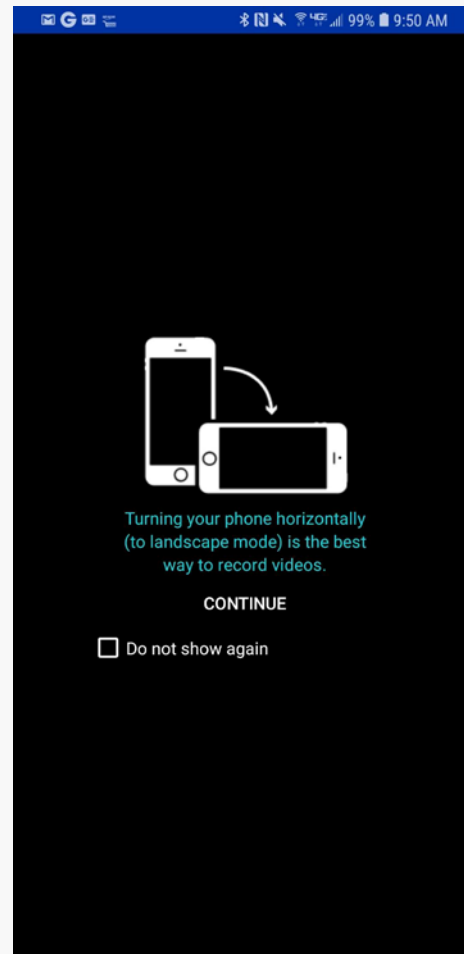
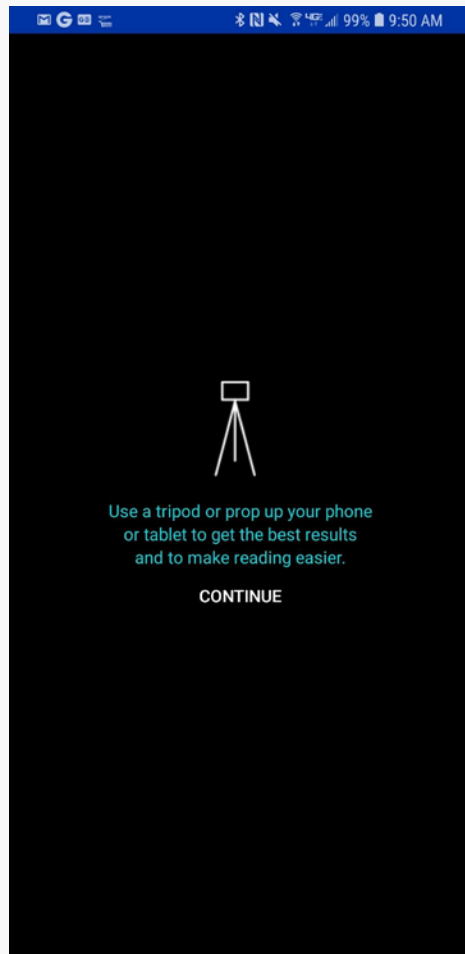
New Story screen:

Click on “Capture Book Cover” to get an image of the book

Enter the title and description of the book

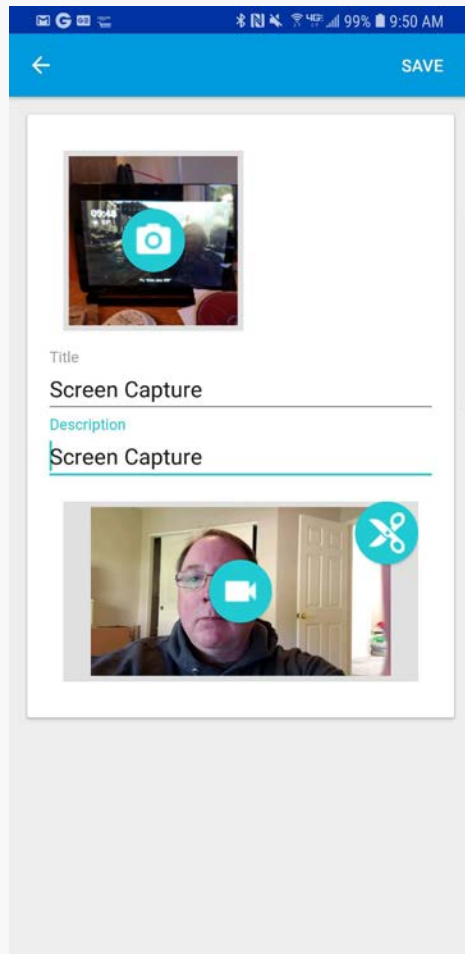
Click on “Record the story” to begin recording process

Video Best Practices



Two Screens that come up in sequence to suggest best practices for recording video

Recording Complete



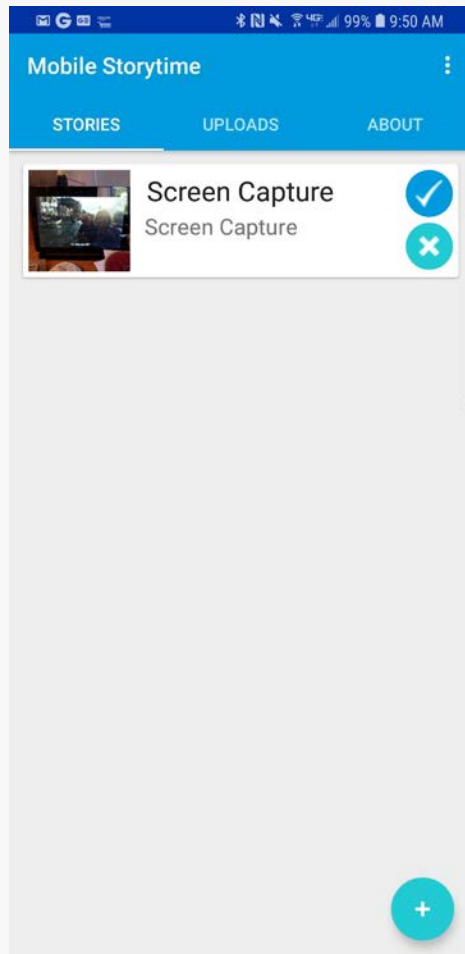
Once recording is complete:

Image of book, title and description filled in

Clicking on scissors allows user to clip video start and end

Click on Save to prepare video for upload

Add additional Guest stories Prep for Upload

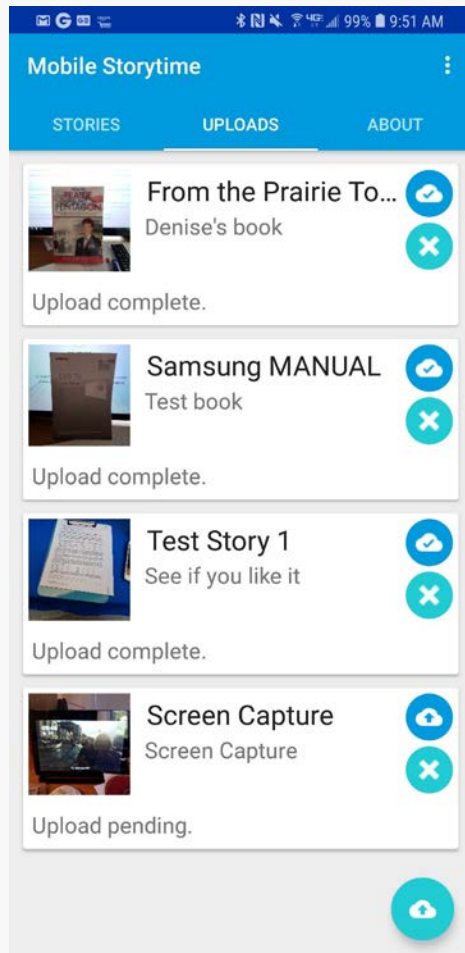


Click on “+” to add another video for either the same service member, or for another service member.

Repeat the process above for guest and recipient info, and for the additional story.

Select the check mark for each video that you would like to prep for upload, and follow the prompts to move the video(s) to the upload tab.

Upload Screen



When you have a good, stable, broadband (WiFi) internet connection.

Select the arrowed clouds in the individual video card to upload the videos individually, or select the arrowed cloud at the bottom of the page to upload all videos.

Follow the prompts to complete the upload(s)