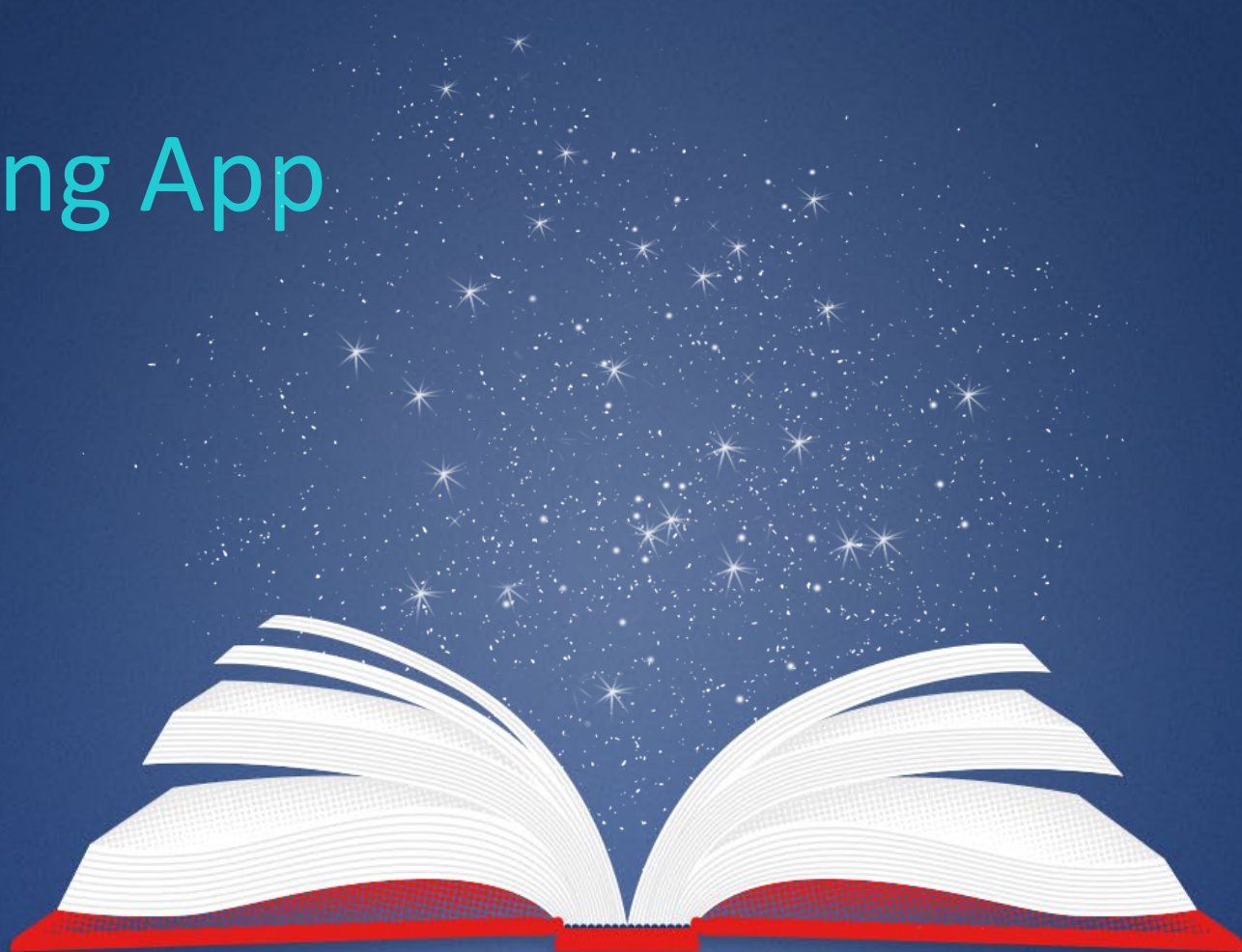




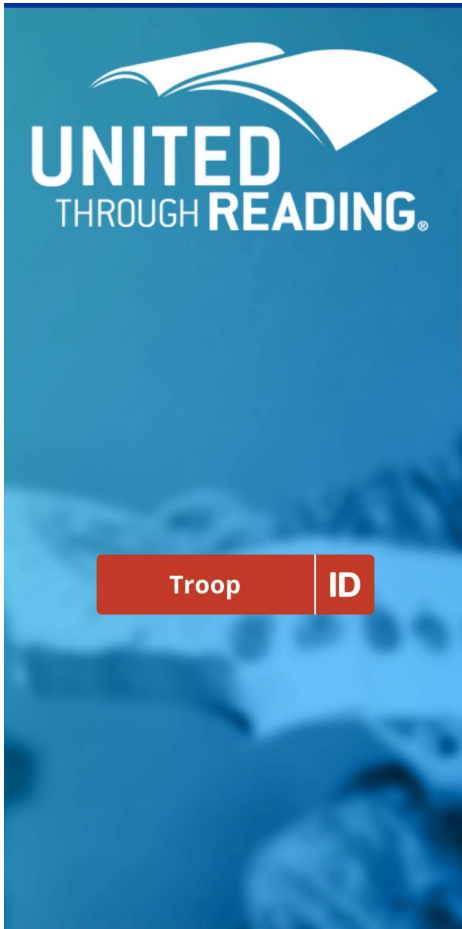
# United Through Reading App

Site Facilitator Instructions

*Every child deserves a bedtime story.*



# Install and Setup Instructions



Follow the [install and first login](#) instructions

Send the email address you used to login into the app to [appsupport@utr.org](mailto: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

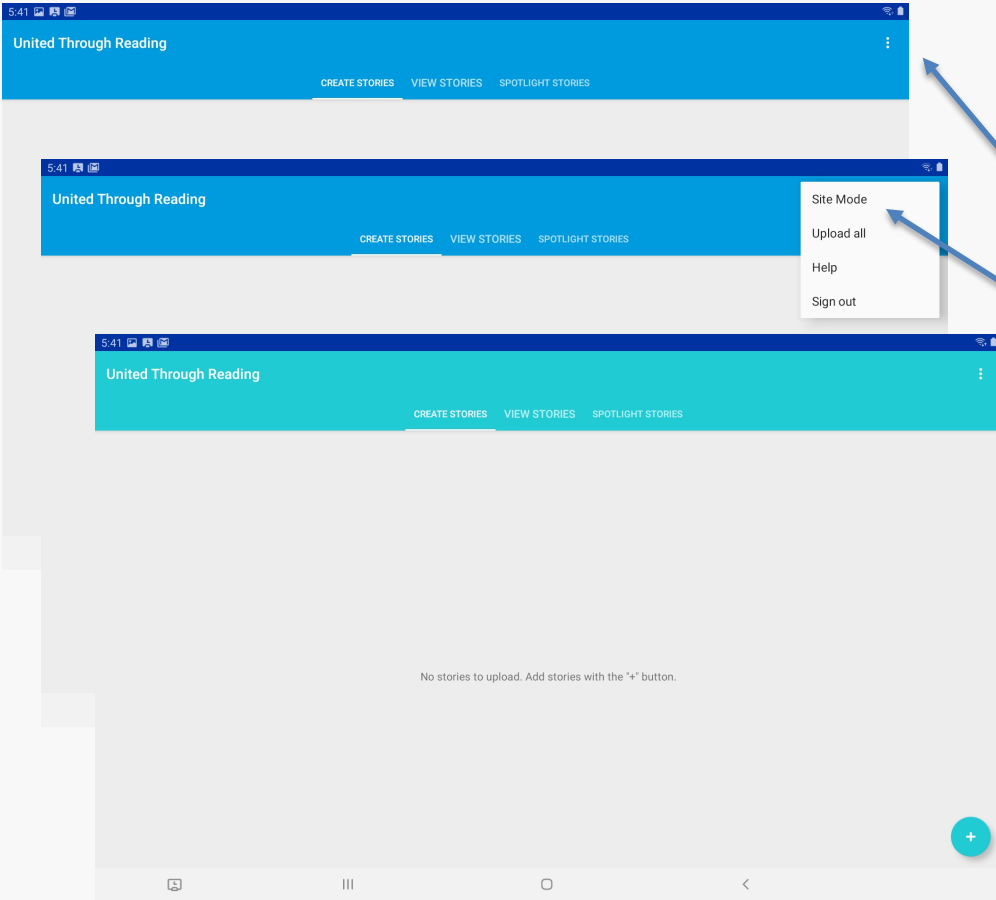
After you receive notification that you are set up as a facilitator log out and log back in to the app.

When logged back in:  
Click on the 3 dots (upper right).  
Select Site Mode.

You'll know you are in site mode because the banner will change to a lighter blue.

To switch back to self service mode, tap on the 3 dots and select Exit Site Mode.

To start the recording process for a service member  
Click on the "+" sign.



# Enter Guest (Service Member) Information

The image displays two screenshots of a mobile application interface for entering guest information.

**Top Screenshot (5:42):** Shows the "Guest Information" form with the following fields:

- First name
- Last name
- Service member email
- Confirm service member email

**Bottom Screenshot (5:43):** Shows the same form with the following data entered:

- First name: Service
- Last name: Member
- Service member email: sm@gmail.com
- Confirm service member email: sm@gmail.com

A red error message is displayed below the form: "Please add at least one recipient." The bottom screenshot also shows a button labeled "ADD RECIPIENT" and two buttons labeled "CANCEL" and "DONE" at the bottom right.

The first step of the recording process is to 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

After entering the Guest information, you will need to add at least one recipient.

Click Add Recipient to Enter the Recipient(s) information.

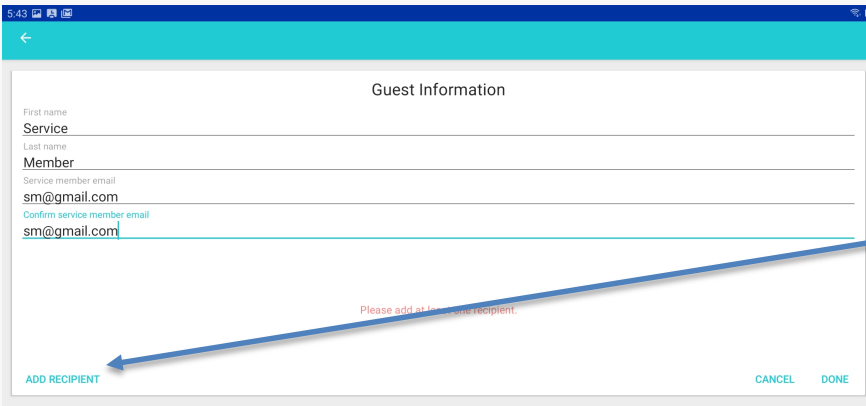
Every video requires at least one recipient.

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.



5:43

←

Guest Information

First name  
Service

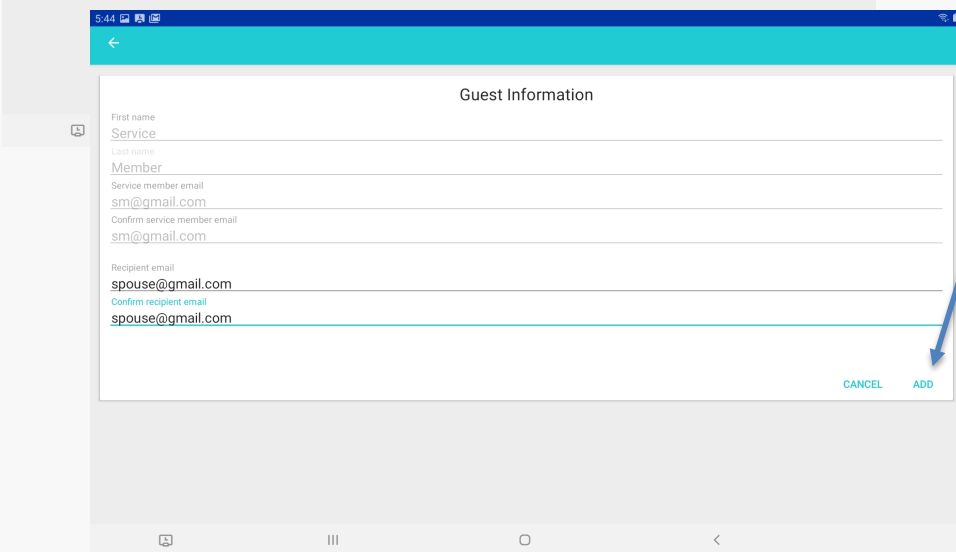
Last name  
Member

Service member email  
sm@gmail.com

Confirm service member email  
sm@gmail.com

Please add at least one recipient.

ADD RECIPIENT CANCEL DONE



5:44

←

Guest Information

First name  
Service

Last name  
Member

Service member email  
sm@gmail.com

Confirm service member email  
sm@gmail.com

Recipient email  
spouse@gmail.com

Confirm recipient email  
spouse@gmail.com

CANCEL ADD

# Finish Guest and Recipient Info

The screenshot shows a mobile application interface with a teal header bar containing a back arrow. Below the header is a white card titled "Guest Information". The card contains several text input fields: "First name" with the value "Service", "Last name" with the value "Member", "Service member email" with the value "sm@gmail.com", "Confirm service member email" with the value "sm@gmail.com", and a larger field for "spouse@gmail.com". At the bottom of the card is a teal button labeled "ADD RECIPIENT". To the right of the card, outside the white area, are two teal buttons labeled "CANCEL" and "DONE". The background of the app is a light gray, and the bottom of the screen shows a standard Android navigation bar with icons for home, app drawer, and back.

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

When finished adding recipients, select DONE

# New Story

New Story screen:



The screenshot shows the 'New Story' screen with a teal header bar containing a back arrow, the title 'New Story', and a 'SAVE' button. The main content area includes a thumbnail image of a book cover with a camera and file icon overlay. Below this are text input fields for 'Title' (containing 'Title 1'), 'Description' (containing 'For child'), and 'Choose a festive frame' (with a dropdown menu showing 'Outta this World'). At the bottom is a large grey area labeled 'Record the story' with two circular icons: a video camera and a file upload icon. Blue arrows point from the explanatory text on the right to each of these elements.

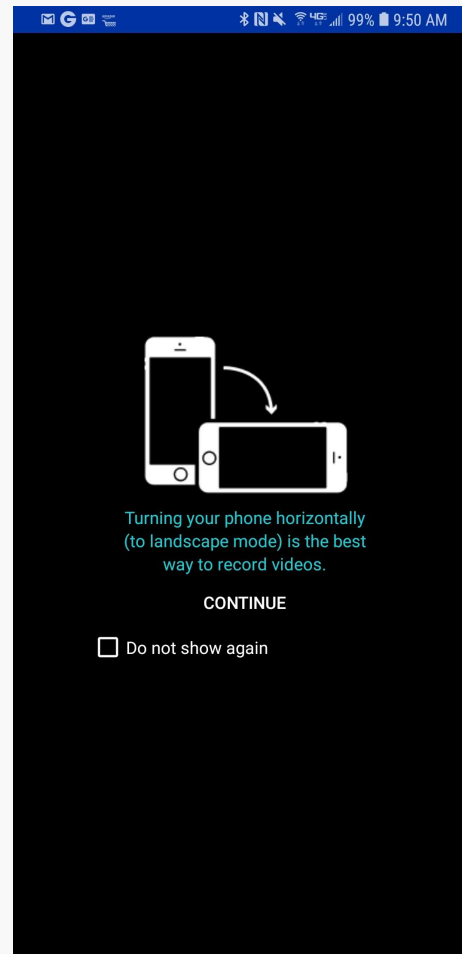
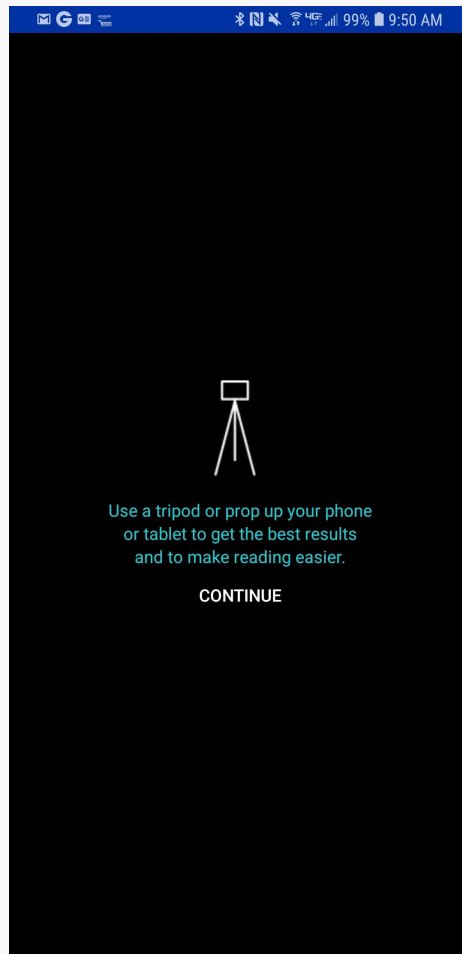
Click on the Camera icon to capture an image of the book, or the file icon to upload an image that is already on the device.

Enter the title of the book and a description or dedication for the video

If desired, select a festive frame.

Click on video camera icon to record your story, or the file upload icon to upload an existing video.

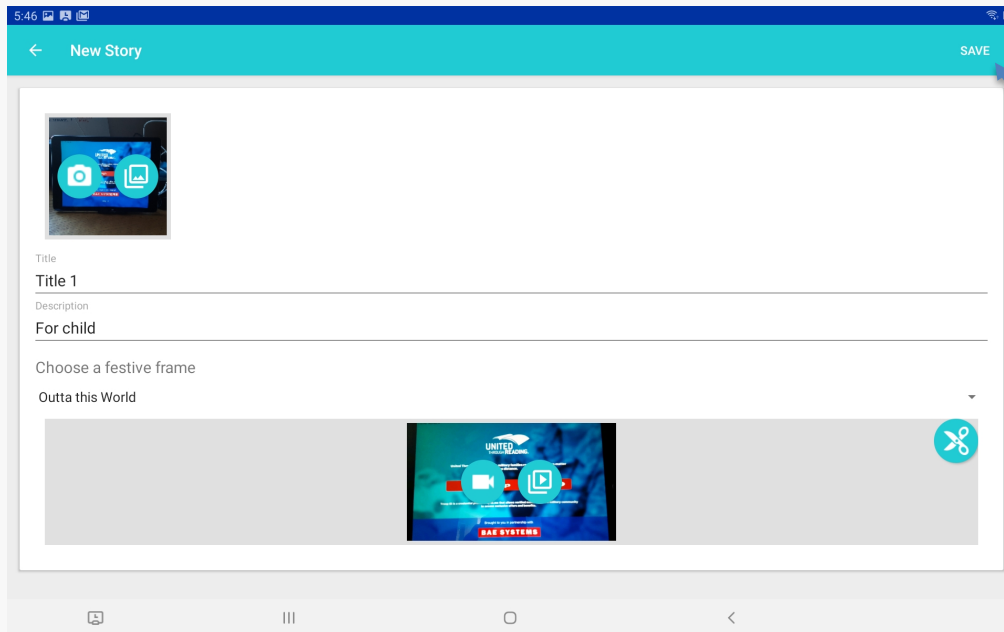
# Video Best Practices



Two Screens that come up in sequence to suggest best practices for recording video. Click continue on both.



# Recording Complete



Once recording is complete:

Ensure all fields are completed

Click on Save to prepare video for upload

# Add additional guest stories and / or 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 for the additional story.

When are done with recording and have a Wi-Fi connection select the upload icon for each video, or select the Three dots in the upper right corner and select Upload All

Then confirm that you are ready to upload

When all uploads are complete, you can switch back to Self service mode per the earlier slide, or remain in site mode to assist other service members.

