United Through Reading App

Site Facilitator Instructions

*Every child deserves a bedtime story.*
Setup Instructions

Use the white "utr.org sign in" in at the bottom.

Enter the email and password provided
Change to Site Mode

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.
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.
Finish Guest and Recipient Info

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

When finished adding recipients, select DONE
New Story

New Story screen:

- 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.
Two Screens that come up in sequence to suggest best practices for recording video. Click continue on both.
Once recording is complete:

Ensure all fields are completed

Click on Save to prepare video for upload

If the participant wants to record another story select YES and follow the same process
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.