



United Through Reading App

Site Facilitator Instructions

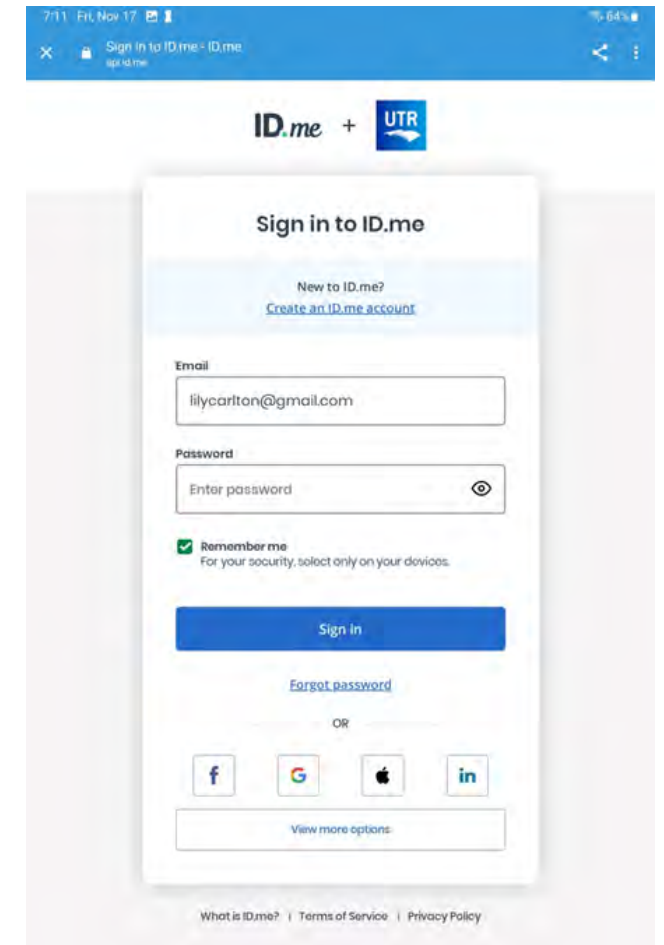
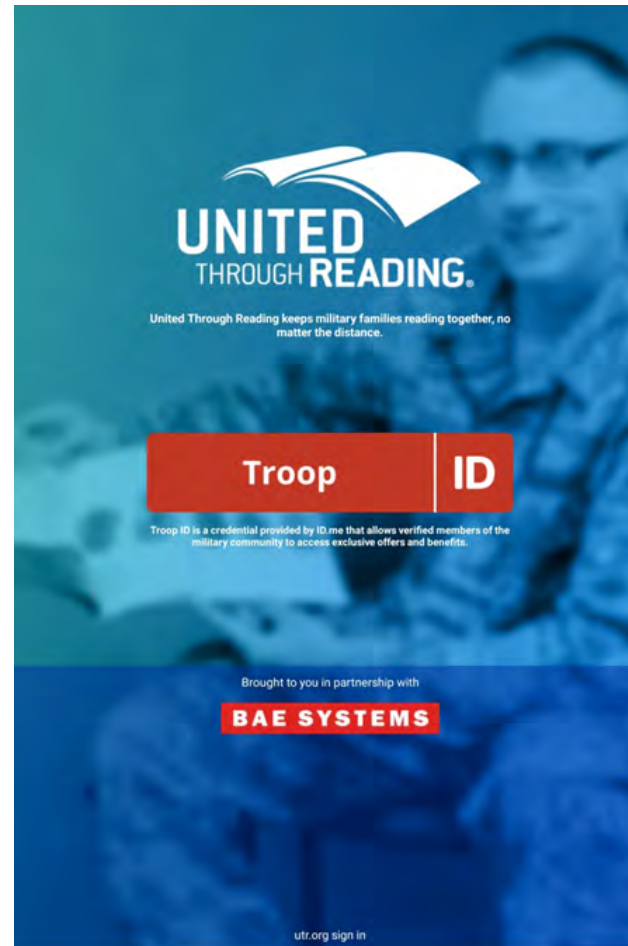
Every child deserves a bedtime story.



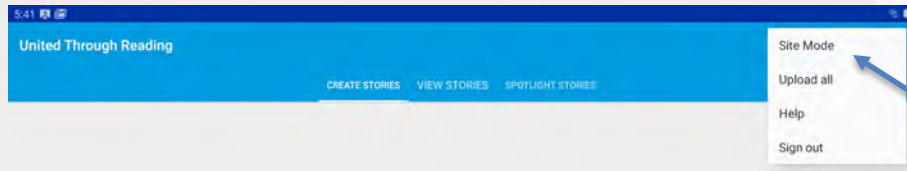
Setup Instructions

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

Enter the email and password provided



Change to Site Mode

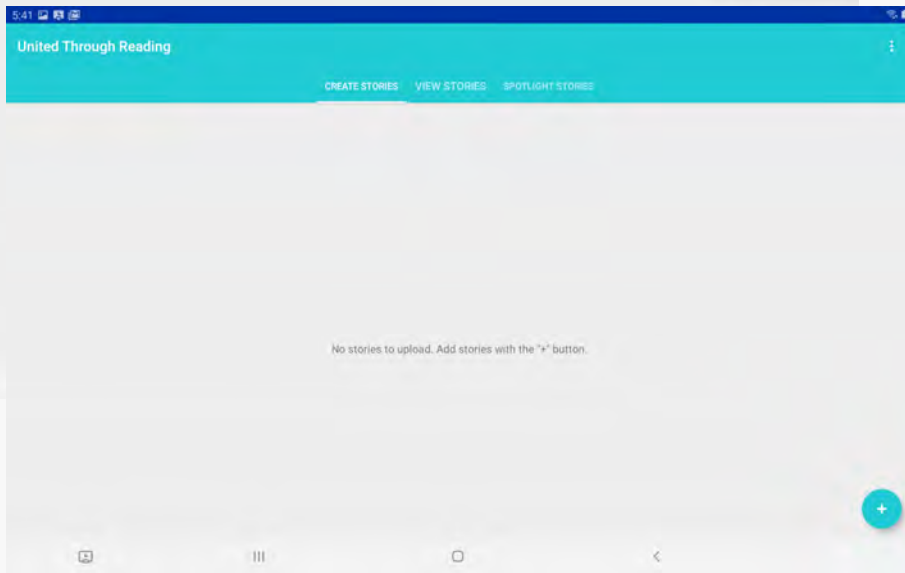


Click on the 3 dots (upper right).
Select Site Mode.

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.



Enter Guest (Service Member) Information

The image displays two screenshots of a mobile application interface for entering guest information. The top screenshot, taken at 5:42, shows the 'Guest Information' form with the following fields: 'First name', 'Last name', 'Service member email', and 'Confirm service member email'. The bottom screenshot, taken at 5:43, shows the same form with the text 'Service Member' entered in the 'First name' field and 'sm@gmail.com' entered in both the 'Service member email' and 'Confirm service member email' fields. A red error message, 'Please add at least one recipient.', is displayed below the form. The bottom screenshot also features an 'ADD RECIPIENT' button on the left and 'CANCEL' and 'DONE' buttons on the 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

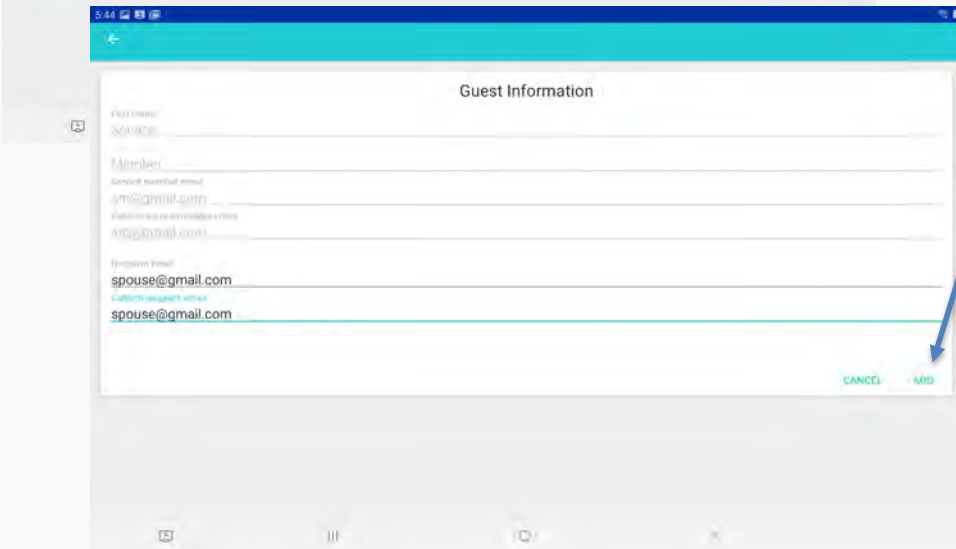
Last name:
Member

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 and a white form titled "Guest Information". The form contains the following fields:

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

At the bottom of the form, there are three buttons: "ADD RECIPIENT" (teal), "CANCEL" (teal), and "DONE" (teal). The "ADD RECIPIENT" button is highlighted with a blue arrow pointing to it from the left. The "DONE" button is highlighted with a blue arrow pointing to it from the right.

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

When finished adding recipients, select DONE

New Story



New Story screen:

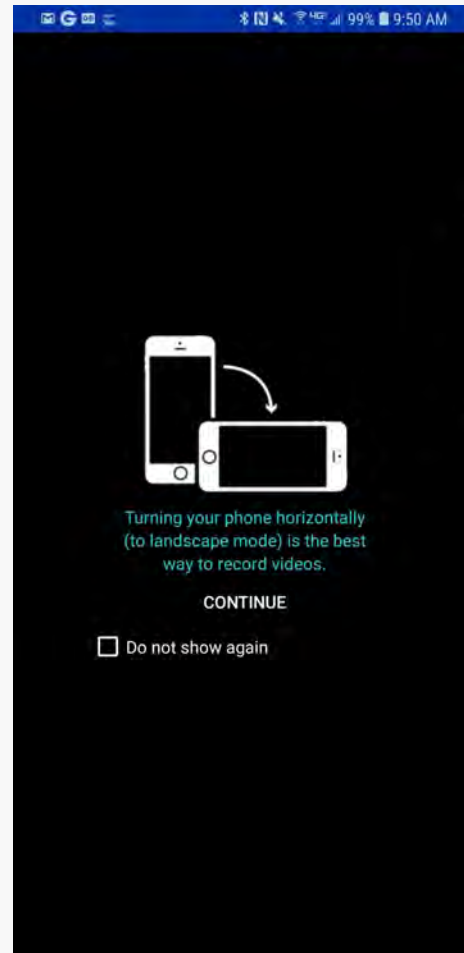
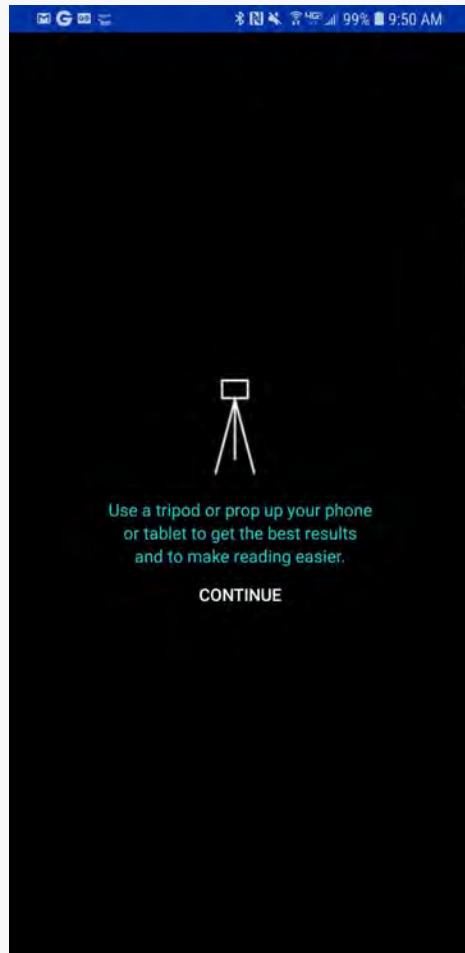
Click on the Camera icon to capture an image of the book, or the file icon to upload an image that is already on the device.

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

If desired, select a festive frame.

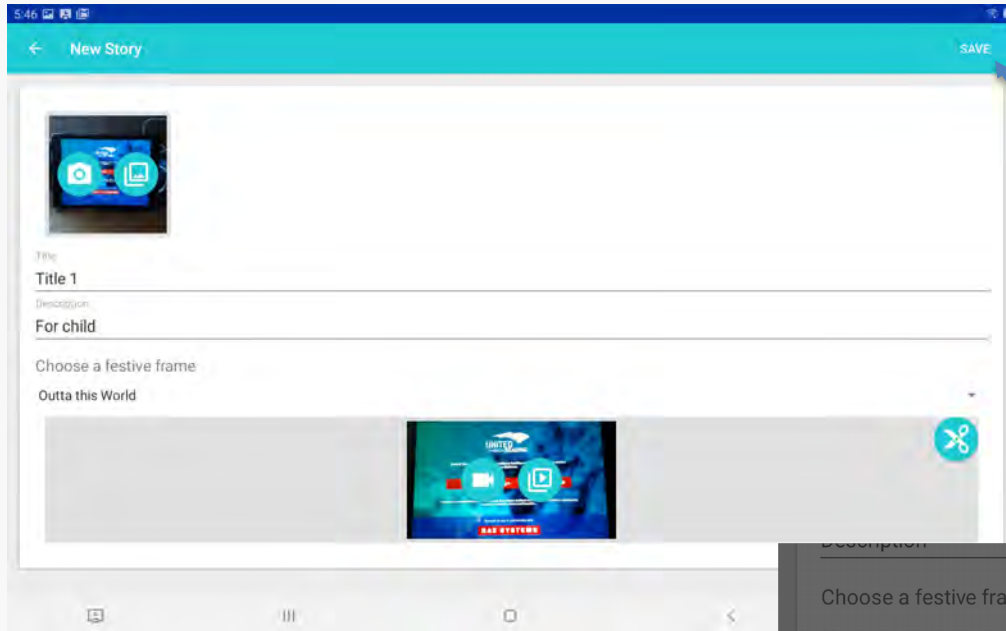
Click on video camera icon to record your story, or the file upload icon to upload an existing video.

Video Best Practices



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

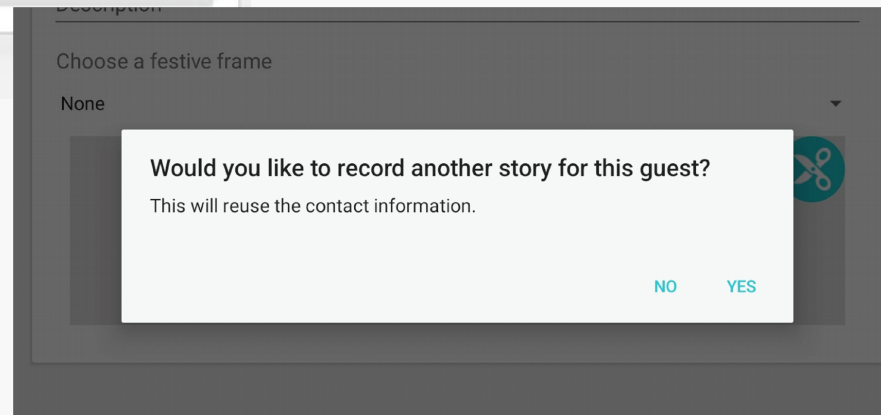
Recording Complete



Once recording is complete:

Ensure all fields are completed

Click on Save to prepare video for upload



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.

