



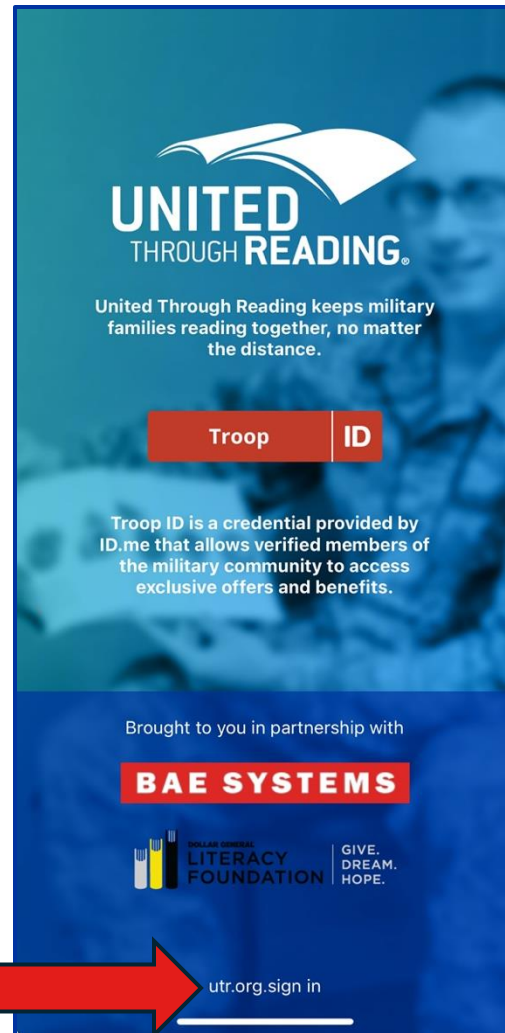
United Through Reading App Site Mode Guide



Setup Instructions



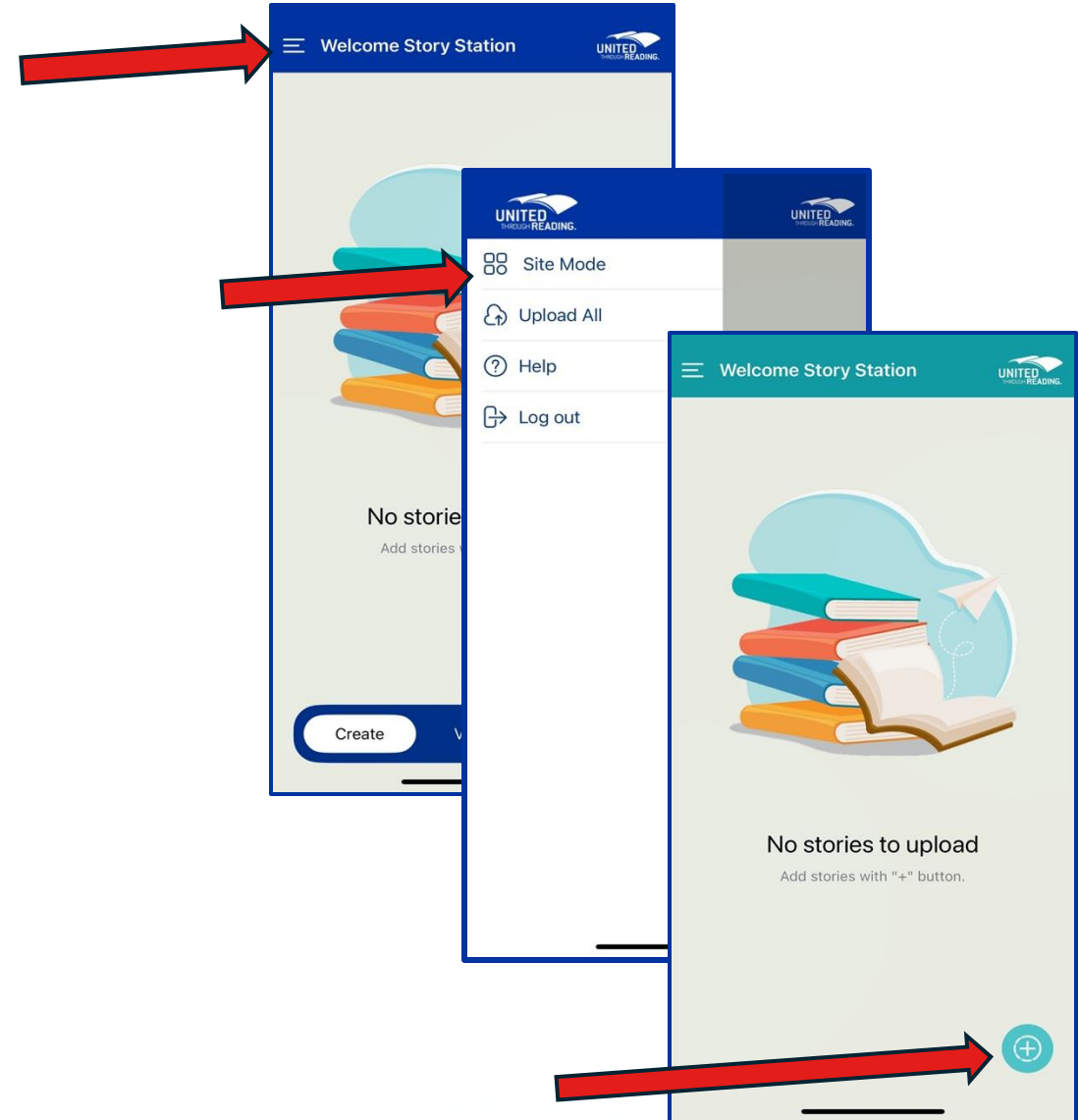
1. Tap the white “**utr.org sign in**” at the bottom of the screen.
2. Enter the Facilitator Email and Password provided.

The ID.me sign-in screen is white. At the top is a close button (X) and the "ID.me" logo. The title is "Sign in to ID.me". Below is a light blue box with "New to ID.me?" and a link "Create an ID.me account". A note says "* Indicates a required field". There are two input fields: "Email *" and "Password *". Below the password field is a "Remember me" checkbox with the text "For your security, select only on your devices." At the bottom is a large blue "Sign in" button and a link "Forgot password" in the bottom right corner.

Change to Site Mode

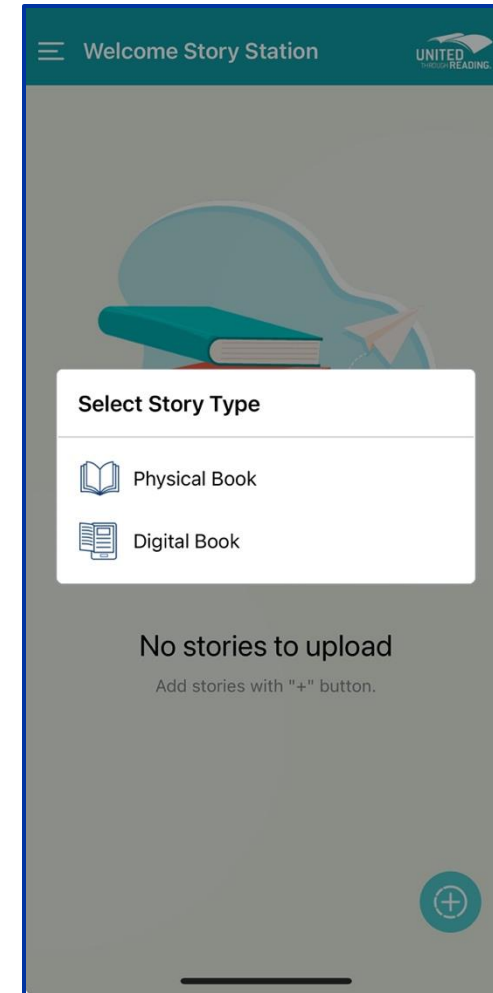
1. Click on **the 3 horizontal lines** (upper left).
2. Select **Site Mode**.
3. To start the recording process for a service member, click on the **“+” sign**.

- *You will 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 lines and select Exit Site Mode.*



Select a Story Type

- Select **Physical Book**, if the Guest has a book to read from directly.
- Select **Digital Book**, if the Guest will be downloading a book from the UTR digital library. *Note: this option requires access to Wifi for the recording to be made.*



Enter Guest (Service Member) Information



1. Enter the Guest's (Service Member's) information.

- **Personal email addresses are recommended.**
- **If Guest already has an ID.me account, Guest should use the email address they registered with ID.me.**
- **If Guest does not have an ID.me account, Guest will need to use this address when they register for the self-service app, or the web viewer.**

← Guest Information UNITED THROUGH READING.

First name
Enter First name

Last name
Enter Last name

Service member email
Enter Service member email

Confirm service member email
Enter Confirm service member email

Please add at least one recipient.

CANCEL

← Guest Information UNITED THROUGH READING.

First name
Service Member First Name

Last name
Service Member Last Name

Service member email
Service Member PERSONAL Email

Confirm service member email
Enter Confirm service member email

Please add at least one recipient.

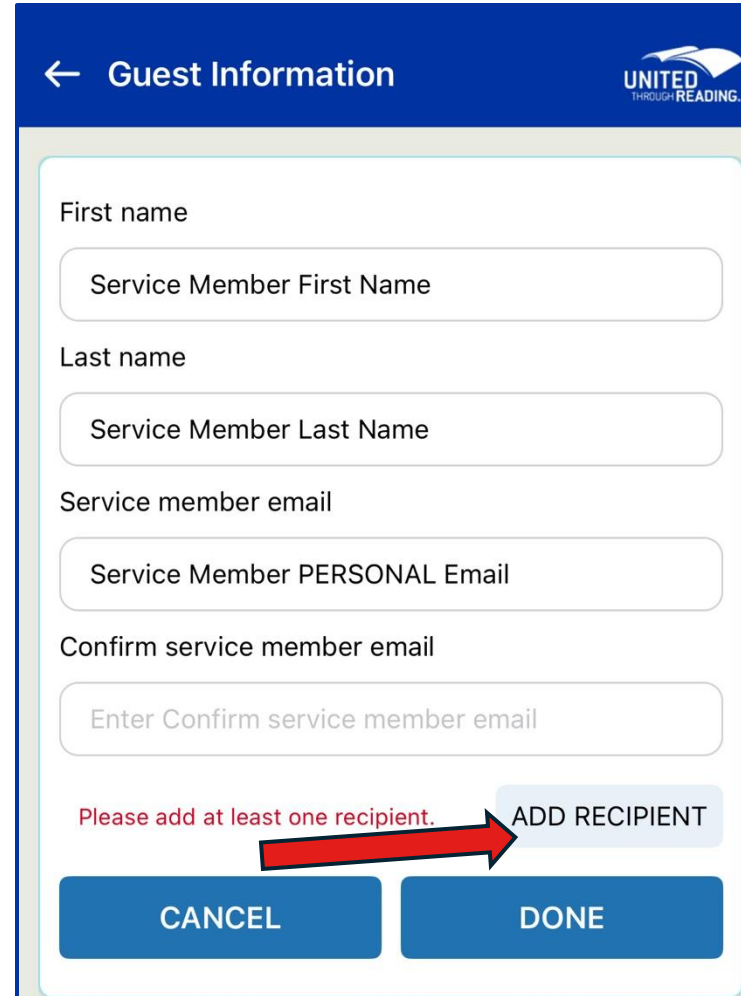
ADD RECIPIENT

CANCEL DONE

Add Recipient Information

After entering the Guest information, add at least one recipient. **Every video requires at least one recipient.**

1. Click **Add Recipient** to enter the Recipient(s) information. It can be the service member themselves, or another email address. Recipient is the adult responsible for showing the video to the intended child(ren).
2. When finished click **ADD**.
 - *If the Recipient already has an ID.me account, they should use the email address that they registered with ID.me.*
 - *If the Recipient does not have an ID.me account, they will need to use this address when they register for the self-service app, or the web viewer.*



← Guest Information

UNITED THROUGH READING.

First name

Service Member First Name

Last name

Service Member Last Name

Service member email

Service Member PERSONAL Email

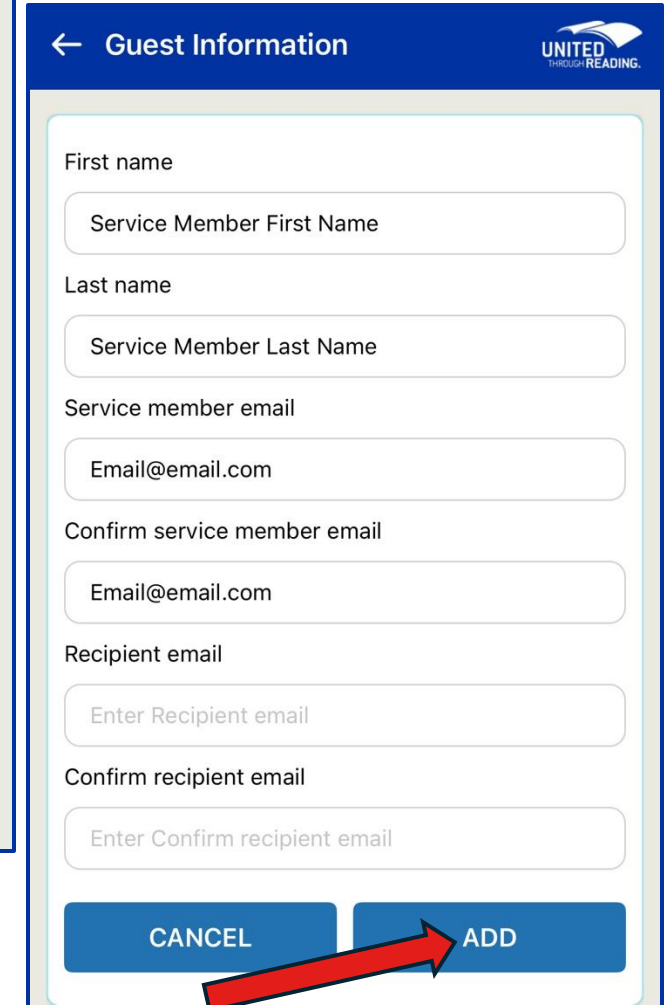
Confirm service member email

Enter Confirm service member email

Please add at least one recipient.

ADD RECIPIENT

CANCEL DONE



← Guest Information

UNITED THROUGH READING.

First name

Service Member First Name

Last name

Service Member Last Name

Service member email

Email@email.com

Confirm service member email

Email@email.com

Recipient email

Enter Recipient email

Confirm recipient email

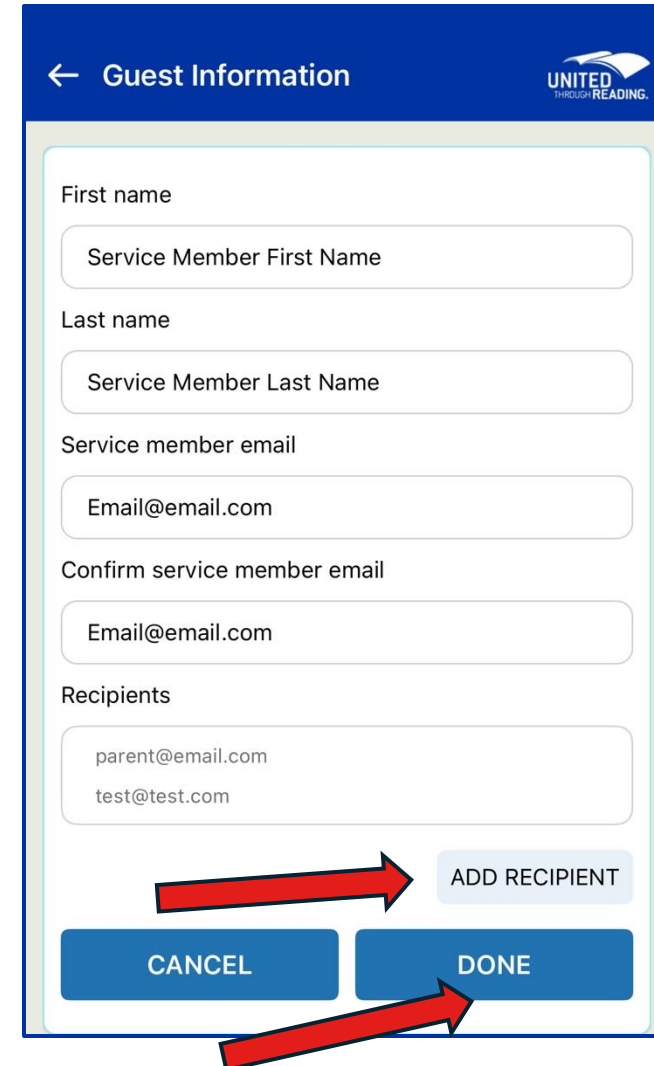
Enter Confirm recipient email

CANCEL ADD

Complete Guest and Recipient Information

Multiple recipients can be included.

1. Click **Add Recipient** to enter additional recipient email addresses.
2. Click **ADD** after adding each recipient.
3. When finished adding recipients, click **DONE**.



← Guest Information

UNITED
THROUGH READING.

First name

Service Member First Name

Last name

Service Member Last Name

Service member email

Email@email.com

Confirm service member email

Email@email.com

Recipients

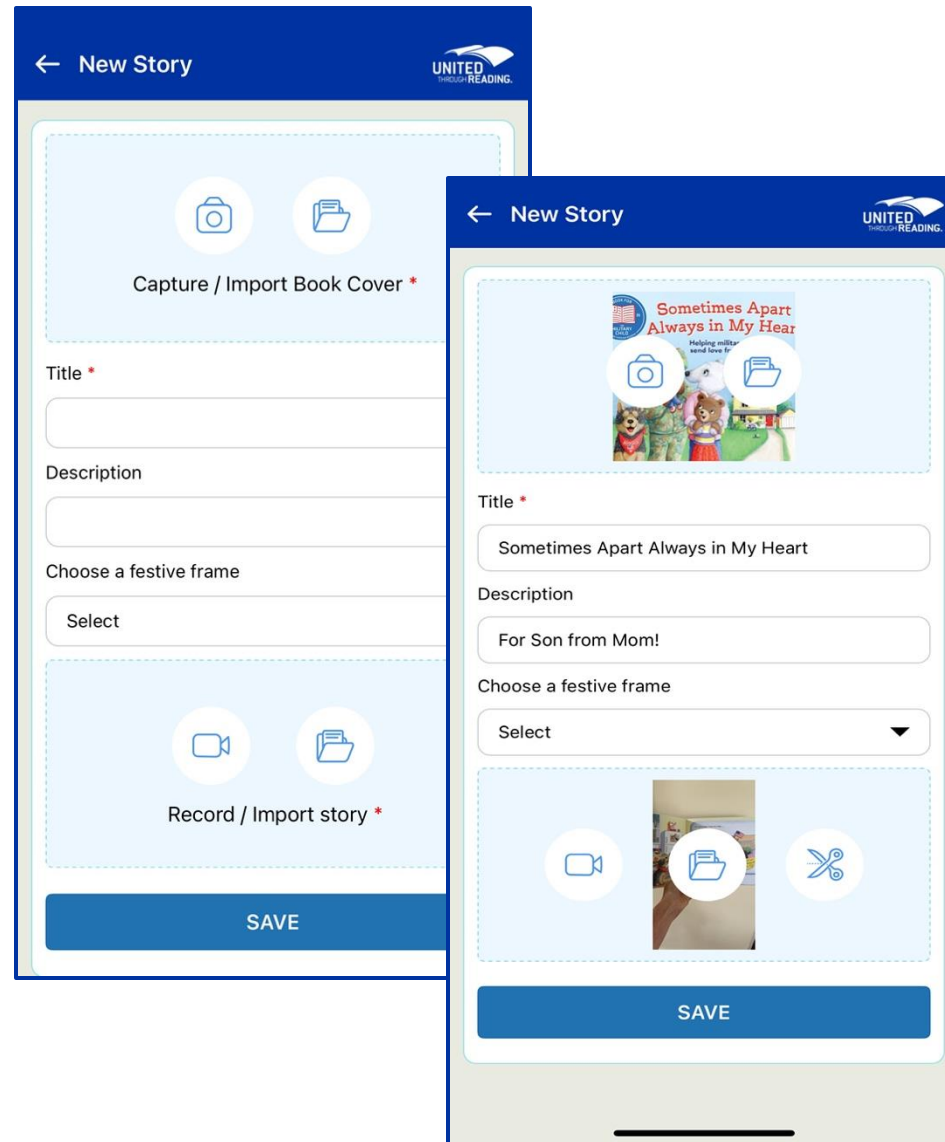
parent@email.com
test@test.com

ADD RECIPIENT

CANCEL DONE

Making the Recording

1. Capture or Import **a picture of the book**. This will be used for the thumbnail image of the recording in the View Stories screen for the Recipient.
2. Enter the **Title of the book**.
3. *Optional: Add a description or note*
4. *Optional: Select a festive frame.*
5. **Record or Import the video** of the Guest reading the book.
6. Click **SAVE**.



The image displays two screenshots of the 'New Story' app interface, showing the process of creating a new story recording.

Left Screenshot (Initial Form):

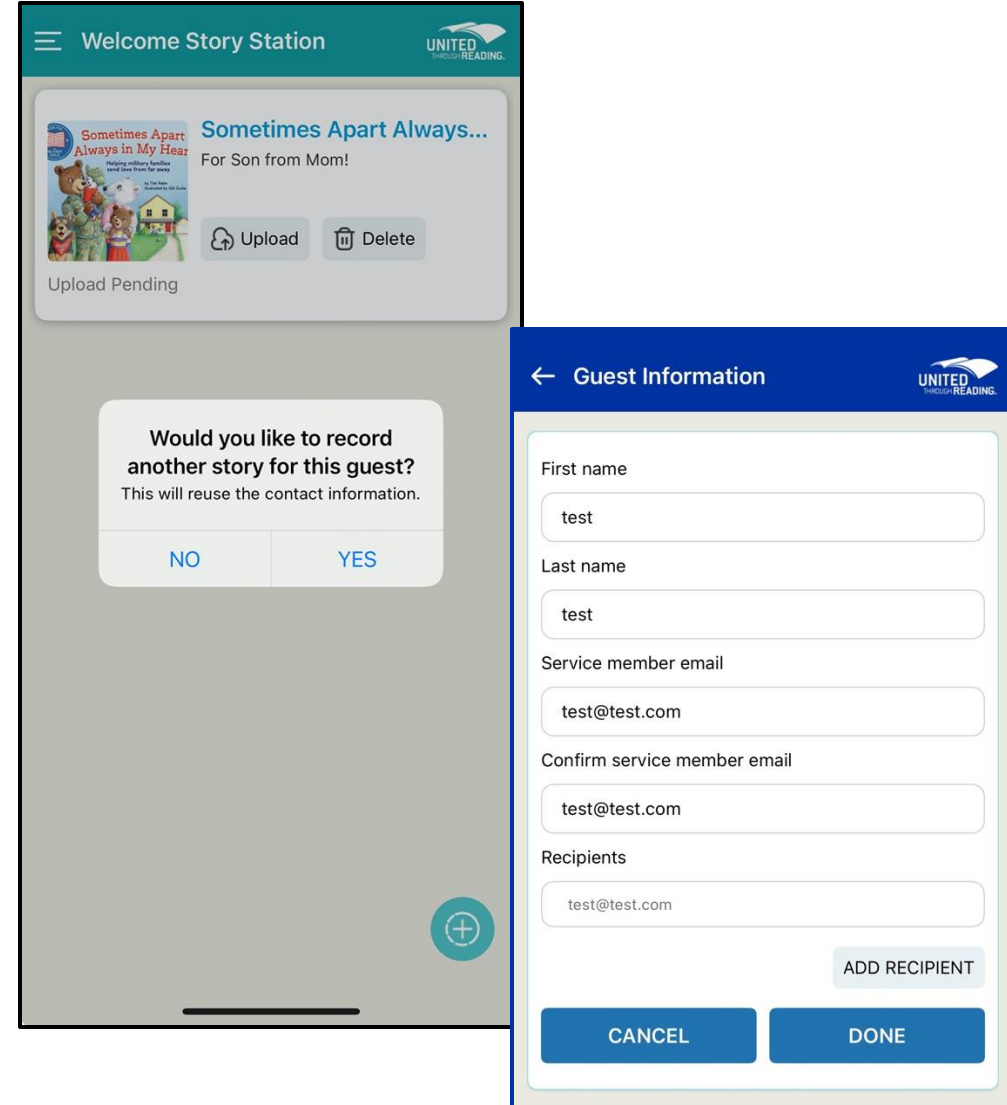
- Header: ← New Story (UNITED THROUGH READING logo)
- Section: Capture / Import Book Cover *
- Form Fields:
 - Title *
 - Description
 - Choose a festive frame (Select)
- Section: Record / Import story *
- Buttons: SAVE

Right Screenshot (Filled Form):

- Header: ← New Story (UNITED THROUGH READING logo)
- Section: Capture / Import Book Cover *
- Image: Book cover for 'Sometimes Apart Always in My Heart' by Helping military and their families.
- Form Fields:
 - Title *: Sometimes Apart Always in My Heart
 - Description: For Son from Mom!
 - Choose a festive frame (Select)
- Section: Record / Import story *
- Image: Video thumbnail showing a person reading.
- Buttons: SAVE

Making Another Recording

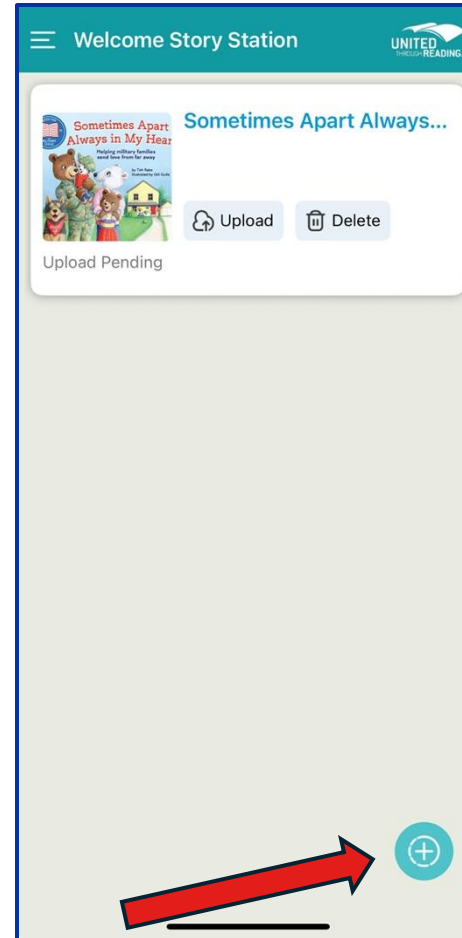
1. If the Guest would like to make additional recordings, click **YES**.
2. Select Physical or Digital Book.
3. Contact information will auto-populate with Guest Information from their first recording. Click **DONE**, if there are no edits needed.
4. Follow prompts to make another recording.



The image shows two overlapping screenshots from the 'Welcome Story Station' app. The background screenshot displays the 'Welcome Story Station' screen with a book titled 'Sometimes Apart Always...' by 'For Son from Mom!'. It features an 'Upload' button and a 'Delete' button. Below the book, it says 'Upload Pending'. A modal dialog is centered on the screen asking 'Would you like to record another story for this guest?' with the subtext 'This will reuse the contact information.' and two buttons: 'NO' and 'YES'. The foreground screenshot is a 'Guest Information' modal. It contains the following fields: 'First name' (test), 'Last name' (test), 'Service member email' (test@test.com), 'Confirm service member email' (test@test.com), and 'Recipients' (test@test.com). There is an 'ADD RECIPIENT' button and two large buttons at the bottom: 'CANCEL' and 'DONE'.

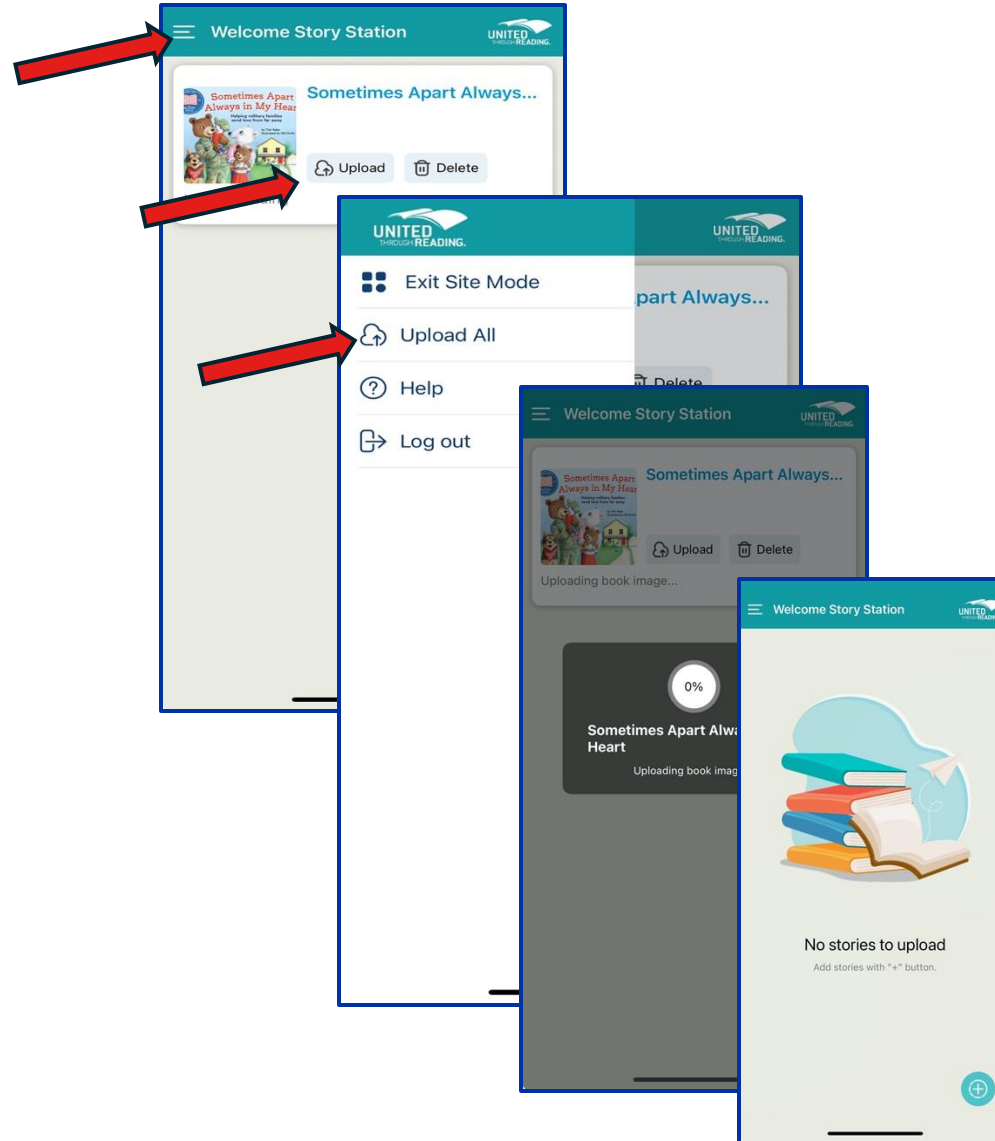
Add Additional Guest Stories

1. When Guest has finished, follow the same process to add additional Guest stories as needed.



Upload Stories for Sending

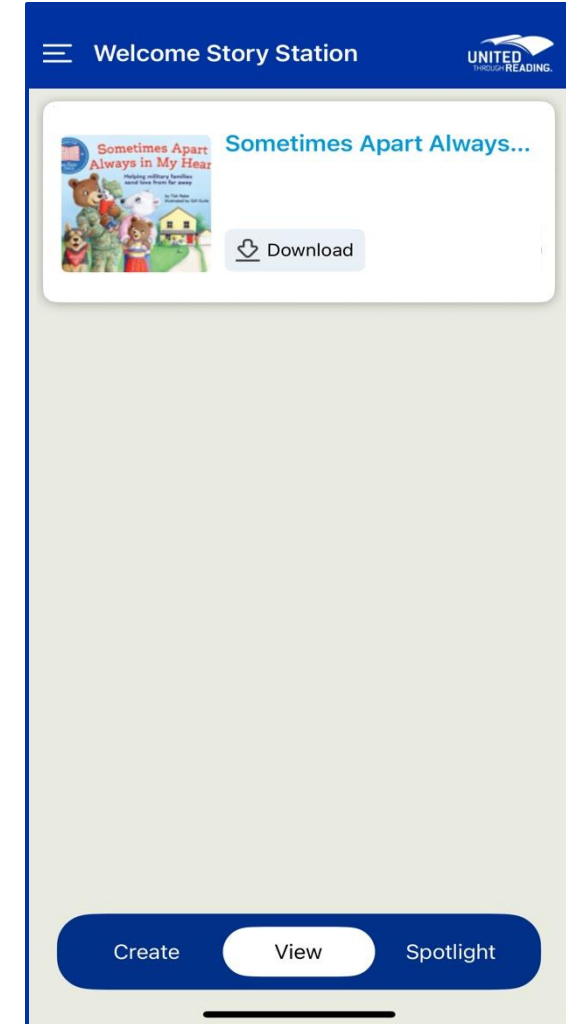
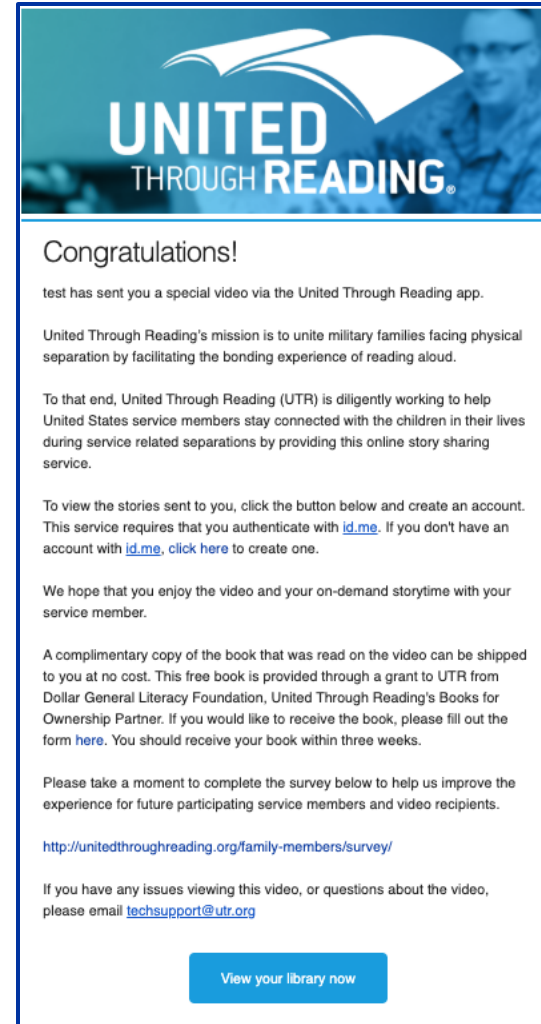
1. When you are finished with facilitating recordings, AND have Wi-Fi connectivity, select the **Upload** icon for each video to upload individually.
2. OR select the three lines in the upper left corner and select **Upload All**.
3. **While videos are uploading, the device must remain active and on the upload screen. TIP: Adjust settings to ensure lock screen is not employed during upload.**
4. Thumbnails will upload first, followed by the video recording
5. Once recordings are uploaded, they will be removed from the device.



What Happens Next?



1. Once Stories are uploaded, they will be removed from the facilitator device.
2. Recipients will receive an email from noreply@utr.org to the address provided in the Guest and Recipient Information stage.
3. Guests and Recipients will be able to view the recordings when logged into the UTR App under the view tab.



Questions or Help Needed

- For assistance with the App, contact the helpdesk using the app “**Help**” button and following the prompts, or email **appsupport@utr.org**.
- For questions or issues with your Facilitator Login or programmatic challenges, email **LauraSteiner@utr.org**.

