

Entering Your Eager Reader Minutes Online

We will again be entering all our reading minutes online. Please make sure your PTA account is active and you have assigned teachers to your students on your PTA profile. You will not be able to enter your child's minutes until they are associated with a teacher in your PTA profile. If you have any questions or do not have access to a computer and the internet at home, please contact **Fanny Dos Reis** at fanny.dosreis@gmail.com or **Kavitha Peters** at kvedhapeters@yahoo.com.

Student Instructions:

1. Please record your minutes *at home* if you can! Ask your parents for permission to use a home computer, laptop, or tablet (iPad, Surface, etc.) to enter your Eager Reader minutes. Also ask them to watch as you do it the first time, so that they can help you as needed.
2. Open a web browser (Internet Explorer, Google Chrome, Firefox, or Safari). Go to the PTA website at **SunnyHillsPTA.org**, and click on the "Eager Reader" link at the top left of the page (the icon with books and an apple on top). Then click on "Eager Reader" Student Entry.
3. When you are prompted for the student **password**, type in **blue** and press Next.
4. Enter your first and last name, and choose your grade and teacher.
5. Now you will see your reading log! Enter the minutes you read each day, and press "Save".
6. The minutes you entered will show up as "Pending". This means we are waiting for parent approval. Your parents will get an email asking them to approve your minutes about 30 minutes after they are recorded. Remind them to open the email and approve your minutes, otherwise they will not count!
7. You can visit your online reading log as often as you wish during the week to enter additional minutes. All your minutes for the week must be entered and approved by **Tuesday at 10 PM each week**. If you miss this deadline, your minutes will be counted the following week.

Parent Instructions:

To Approve Minutes That Your Child Entered:

We encourage students to record their own minutes if possible. **But you must *approve* their minutes in order for them to count.** When your student enters their minutes, you will get an email asking for your approval.

1. The email you receive will contain a link for you to click on. This link will take you to the PTA website to approve your child's minutes.
2. When you arrive at the PTA website, you will need to sign in using your email address and PTA password. If you have forgotten your password, click the "Forgot your password?" link.
3. You will see all of your students listed. Click on one of them to go to their reading log.
4. Check the "Approve" boxes next to the minutes that you wish to approve, and press Save.
5. **Weekly reading minutes must be approved by Tuesday at 10 PM each week in order to count!** If you miss this deadline, your child's minutes may be counted the following week.

To Enter Minutes For Your Child:

If your child is too young to use a computer, you may enter his/her minutes for them.

1. Go to the PTA website at **SunnyHillsPTA.org**, and click on the "Eager Reader" link at the upper left of the page, then click on the "Eager Reader Parent Entry/Approval of Minutes" link.
2. You will need to log in to your account on the PTA webpage using your email address and PTA password. If you have forgotten your password, click the "Forgot your password?" link. If you do not have an account you will need to create one (you do not need to join the PTA to do so).
3. You will see all your students listed. Click on one of them to go to their reading log.
 - a. If you do not see your student listed once logged into your PTA account, click "My Account" on the top left of the side menu bar. Here you will see a place to add a new student with a grade and teacher name.
4. Enter their minutes and press Save. These minutes are automatically considered to be "approved".
5. **Weekly reading minutes must be entered by Tuesday at 10 PM each week in order to count!** If you miss this deadline, your child's minutes may be counted the following week.

Questions or problems? Please contact us at the email addresses above.