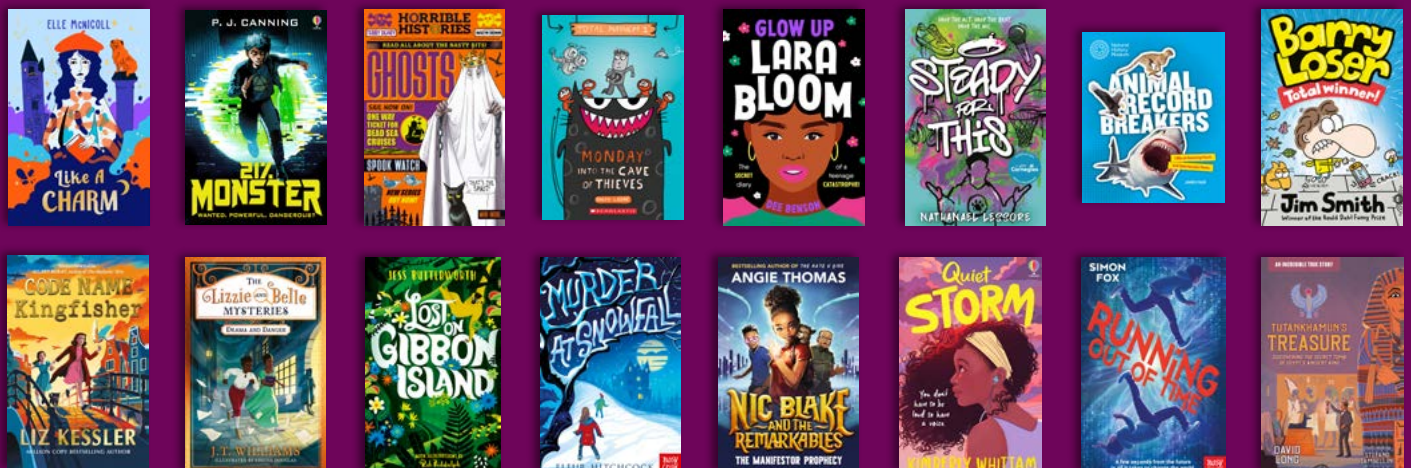


Online Self-Service Guide

The Bookbuzz portal allows you to choose your selection of Bookbuzz books. You can also amend the delivery address details for your school.



The following notes will help guide you through this process.

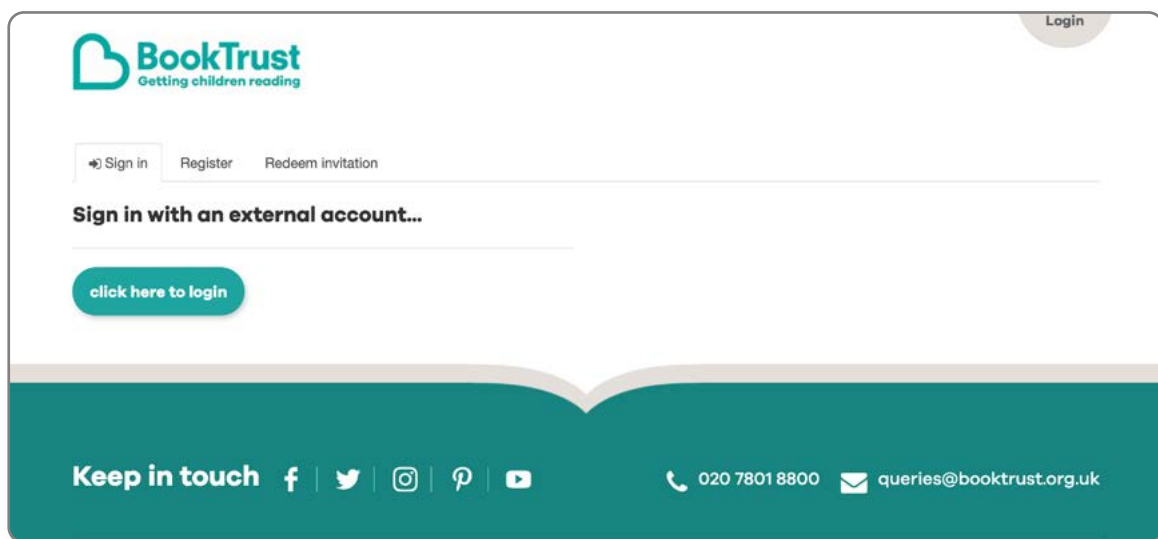
Step 1 – Logging in

Clicking on this link will take you to the Bookbuzz login page.

<https://secure.booktrust.org.uk/account/login/login?returnUrl=/bookbuzz-orders>

If you've lost your username and password you can get in touch with us via email: bookbuzz@booktrust.org.uk or telephone **+44 (0)20 7801 8800**. You can also click the **'Reset Password'** link underneath the login screen.

Once logged in you will be able to see your school homepage.



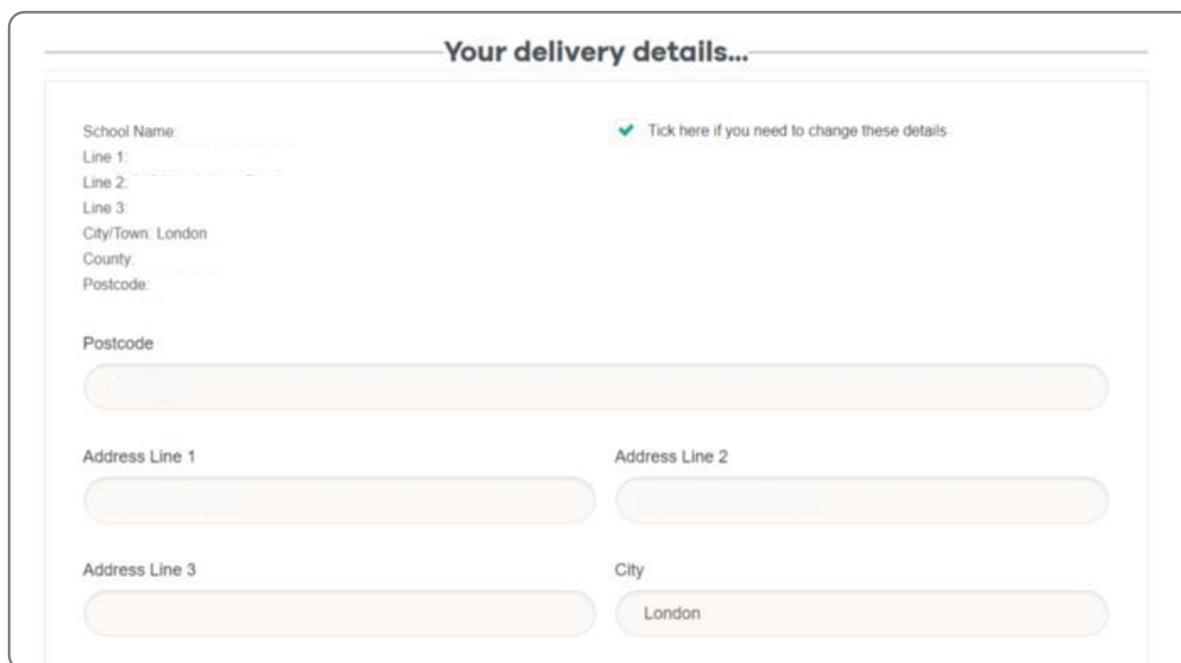
Step 2 – Check your school's details

To check your school's record, simply click on the downwards arrow on the right-hand side and then **'Edit'**.

| Total Number of Students Paid For | Total Number of Books Requested | |
|-----------------------------------|---------------------------------|------------------------|
| 40 | 40 | ⌵ |
| 35 | 30 | ✎ Edit |

School delivery information

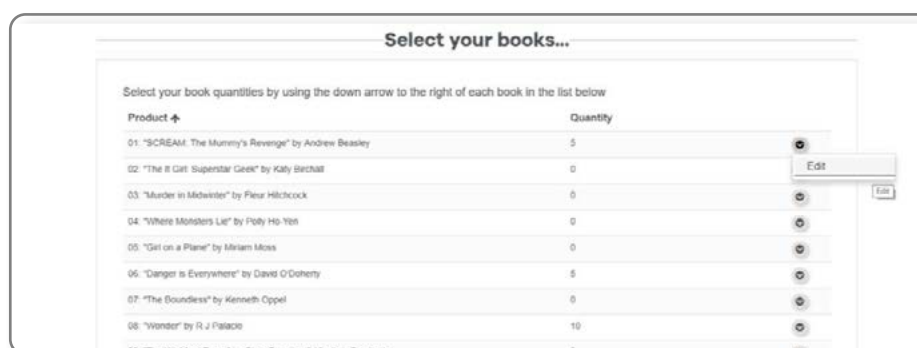
This will bring up a new window with your school's delivery address. If you're happy the details are correct, just click **'Next'** in the bottom right hand corner. If you need to make any changes to your delivery address, click the box marked **'Tick here if you need to change these details'**.



The screenshot shows a form titled "Your delivery details...". It includes a "School Name" field with a green checkmark and the text "Tick here if you need to change these details". Below this are fields for "Line 1:", "Line 2:", "Line 3:", "City/Town: London", "County:", and "Postcode:". There are also three "Address Line" fields (1, 2, and 3) and a "City" field with "London" entered.

Step 3 – Now select your books...

In this window, you can select the number of books that your students have requested.



The screenshot shows a form titled "Select your books...". It includes a table with columns for "Product" and "Quantity". The table lists several books with their respective quantities. A dropdown menu is open next to the first row, showing an "Edit" button.

| Product | Quantity |
|---|----------|
| 01. "SCREAM: The Mummy's Revenge" by Andrew Beasley | 5 |
| 02. "The #1 Girl Superstar Geek" by Katy Beckall | 0 |
| 03. "Murder in Midwinter" by Fleur Baillie | 0 |
| 04. "Where Monsters Lie" by Patsy Healey | 0 |
| 05. "Girl on a Plane" by Miriam Moss | 0 |
| 06. "Danger is Everywhere" by David O'Doherty | 5 |
| 07. "The Boundless" by Kenneth Oppel | 0 |
| 08. "Wonder" by R. J. Palacio | 10 |
| 09. "The Wicked Poem" by Chris Riddell, A Madeline Stouffer | 0 |

If you would like to change the quantities, click on the down arrow to the right of the book and click on **'Edit'**.

Select the number of books that you want to order and click **'Submit'**.

Underneath the book list you will see **'Total Number Students given on Registration'** and **'Total Number of Books Ordered'**.

- **'Total Number Students given on Registration'** is the number of Bookbuzz students (Year 7 & 8) your school has registered this year.
- **'Total Number of Books Ordered'** is the number of books you have currently ordered. This is a running total.

| | |
|---|-------------------------------|
| Total Number Students given on Registration | Total Number of Books Ordered |
| 40 | 40 |

If you have ordered **fewer** books than you have registered for, don't panic, an error message will pop up to let you know.

| | |
|---|-------------------------------|
| Total Number Students given on Registration | Total Number of Books Ordered |
| 40 | 35 |
| You have not yet reached the number of books equal to the total number of students originally registered. Please select additional books to be able to proceed. | |

If you have ordered **more** books than you have registered for, don't panic, an error message will pop up to let you know.

| | |
|---|-------------------------------|
| Total Number Students given on Registration | Total Number of Books Ordered |
| 40 | 45 |
| You have exceeded the total number of students originally registered. If this is correct then please email BookTrust on bookbuzz@booktrust.org.uk to increase your original registration. If you do not wish to increase your original registration then please amend the number of books. | |

Once you have completed your order, click **'Next'** at the bottom of the screen to progress.

Step 4 – Submit your order

Summary

BookTrust Portal - Bookbuzz - Products

Your delivery address details...

School Name:

Address Line 1

Address Line 2

Address Line 3

City/Town
London

Postcode

Your delivery contact details...

First Name

Last Name

Job Title

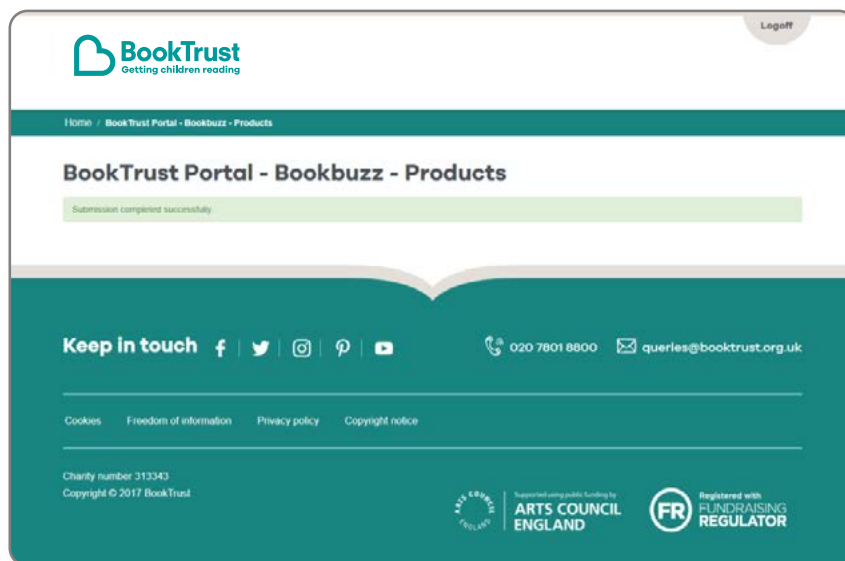
Email Address

Phone Number

If you are happy with your order, please click **'Submit'** in the bottom right hand corner. This will finalise your order and will be sent to us to be processed.

Don't worry if you spot a mistake or need to make any changes, just click on **'Previous'** in the bottom left hand corner, which will return you to the previous screen to make the change.

After you have successfully submitted your order you will see the screen below and will be sent a confirmation email.

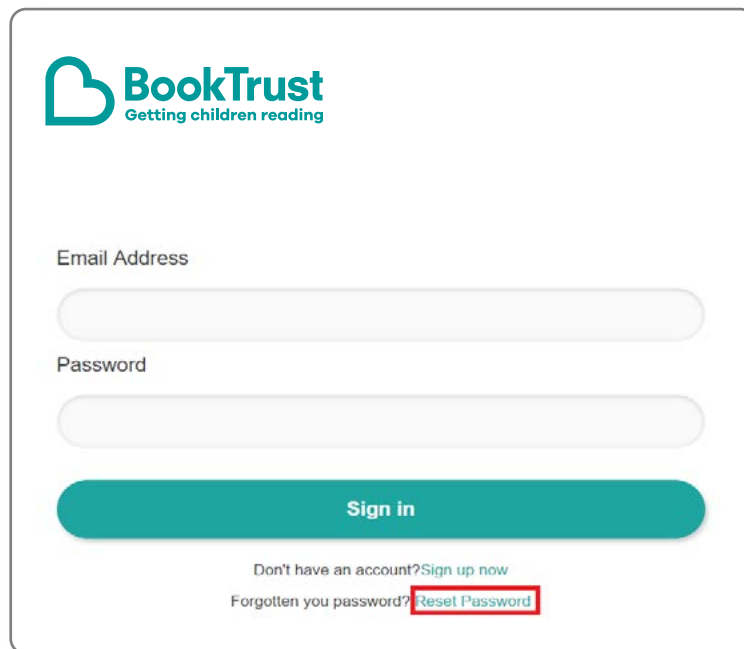


If you need to make any changes after the order has been completed, please contact bookbuzz@booktrust.org.uk as soon as possible after making your order and someone will be able to help you with this.

FAQ's

Q: My password does not work.

A: Please use the **'Reset Password'** link found under the login screen.



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Email Address

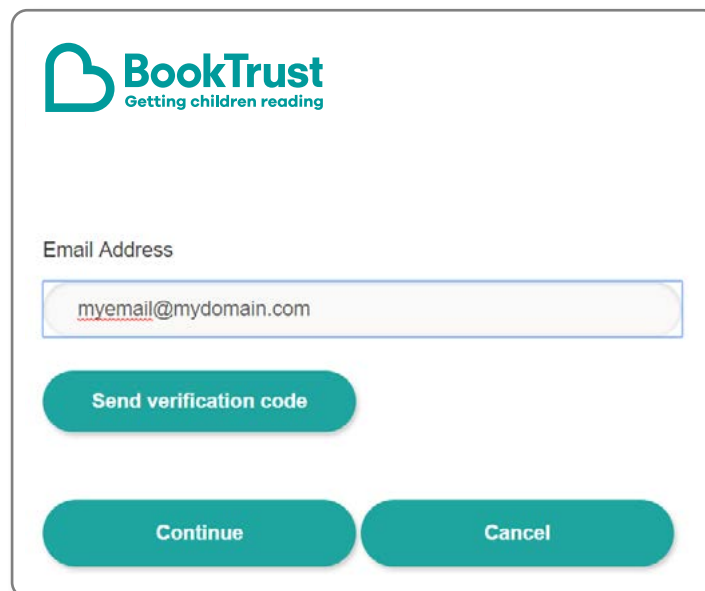
Password

Sign in

Don't have an account? Sign up now

Forgotten your password? [Reset Password](#)

Enter your email address and click **'Send verification code'**.



BookTrust
Getting children reading

Email Address

myemail@mydomain.com

Send verification code

Continue Cancel

When you receive your verification email, copy and paste the verification code into the next window and click **'Continue'**. When verified, click **'Continue'** again. This will take you to a screen where you can change your password.

Q: I have not selected all the books for my school and need to come back to it later.

A: Don't worry – any changes you've made will be saved on the system. You can log out and then back in without losing your work.

Q: I have finished my order but need to make a change.

A: If you need to make any changes to your order, please contact bookbuzz@booktrust.org.uk within one working day of completion.

Q: I need to register more pupils than I originally registered.

A: If in September you have more students than expected, please contact bookbuzz@booktrust.org.uk before you place your final order of books and we will increase your student numbers, subject to stock being available. A minimum increase of five students (£17.25) will apply. You are not able to decrease the number of students.

Q: I need to change my school's name/address.

A: Please contact us as soon as possible by emailing bookbuzz@booktrust.org.uk with the details of your current school name/address and new school name/address.

Q: What does '**Total Number Students given on Registration**' mean?

A: '**Total Number Students given on Registration**' is the number of Bookbuzz students (Year 7 & 8) the school registered this year.

Q: What does '**Total Number of Books Ordered**' mean?

A: '**Total Number of Books Ordered**' is the number of books you have currently ordered. This is a running total.



About BookTrust

BookTrust is the UK's largest children's reading charity.

We are dedicated to getting children reading because we know that children who read are happier, healthier, more empathetic and more creative; they also do better at school.

Each year, we reach millions of children across the UK with books, resources and support to help develop a love of reading. BookTrust gets children reading in lots of different ways, but our priority is to get children excited about books, rhymes and stories.

Keep up to date

Each month, we send out an e-newsletter dedicated to education professionals in a secondary school setting. It features the latest resources, activities, book reviews, campaigns, fundraising activities and programmes relevant to all those who work with secondary school-aged children.

To sign up, visit booktrust.org.uk/newsletter

Find out more

booktrust.org.uk/bookbuzz

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