

## Frequently Asked Questions

v.2

### **How to find and tag a book that you've read?**

Go to Library View in the top nav and find the book that you have read. You can do this by either browsing or searching. Once you have found it, hover over the book and click on the bookmark in the upper right corner. That's it, you've just tagged the book and it will appear under My History on the dashboard. Note that tagging a book will make the book show on you're my History but no points will be given.

### **How to rate a book that you've read?**

Go to the My History section of the dashboard and browse to the book that you would like to rate. Hover over the book and you will see four buttons appear. The second button is labeled Rate this Book. Click the button and use the rating tool to rate the book. Now, your rating will figure in the cumulative rating for that book within your organization. You can also rate a book when filling out a book report.

### **How do I submit a book report?**

In the My Book Reports section click the +New Book Report button. This will take you to a search page. Search for the book that you'd like to submit a report on then click on the book once it appears. This will open up a page to submit a report. Once you enter the information you can either choose to submit the report now or later. Alternatively, under the Library View, you can find a book and then click on the book for Detail View then select the Create Book Report button. You can also click the +Book icon in the top nav to access the book report input form. Once a book report has been submitted, no changes can be made to it.

### **How can I see what others have to say about a book?**

Go to View Library and click on Detail View for the book. If anyone has submitted a report for that book it will appear at the bottom of the page under the What Everyone Else Is Saying section.

### **Can I receive a notification when someone reads or tags a book?**

Yes. Go to your Profile by clicking where it says Welcome \_\_\_\_ in the top right nav. Once at your Profile page choose the +Watch Book button under the Books Watching section. A pop up will appear. Enter the name of the book in the search field. Once your book is returned in the lookup, select it and click the Watch This Book button. Now you will receive a notification when some tags or submits a report on that book.

### **Can I follow another user?**

Yes. Go to your Profile by clicking where it says "Welcome \_\_\_\_" in the top right nav. Once at your Profile page choose the +Follow Co-worker button under the Co-workers Following section. A pop up will appear. Enter the name of the co-worker in the search field. Once the co-worker is returned in the lookup, select it and click the Follow This Co-Worker button. Now you will receive a notification when the co-worker tags or submits a report.

**How can I see what books another user has read?**

To lookup a specific user go to the User View in the top nav. Once on the View Users page you can either browse to the user or do a search for their name. Hover over the user's name. You can either follow that user, view their profile, or click on their picture to see their report history. You can actually click on a user's picture anywhere on the site to see their report history.


**How can I suggest a new book?**

Go to the Library View and click the Suggest a Title button in the top right. Once the search window comes up, enter the title of the book, then click on the appropriate one once it returns the results. Note that the search is performed through the Amazon database. Click the Suggest This Book button. The book title will then be placed in a queue for your organization's Champion to review. You will receive a notification if the Champion approves or rejects the book.

**Can I tag a book that is not in our library?**

Not currently. If you would like to tag a book that is not in our library, suggest the book through the app so that the Champion can consider it.

**How can I participate in a Book Club Meeting?**

Click on the gear icon  in the top right nav, then select Meetings. This will return a list of upcoming meetings. Click on the meeting that you are interested in attending, then select the Attend This Meeting button. It will then ask you to enter the book that you plan to report on. Once you do click Sign Up for This Meeting. Note that you cannot sign up for the meeting unless you have already submitted a book report for the book that you plan to discuss.

**How does the My Points section work?**

Your BetterBookClub Champion makes a determination of point value for any given book. The My Point section will show you both how many books you have read and how many points you have accumulated for a given time period. You can change the time period by using the date filters at the top of the section.

**Which browsers are supported?**

Chrome, Safari, Firefox, IE (9+)