**Contact details for Reading Ahead 2021**

**To access the new Reading Ahead website and digital resources you will need to register for an admin account for your organisation. Please complete this form and return it to** **readingahead@readingagency.org.uk** **to start this process. Thank-you.**

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| --- | --- |
| Organisation name |  |
| **Reading Ahead Main Contact**This will be the person leading Reading Ahead at your organisation. By providing this contact information you are consenting to receive news and information from The Reading Agency on the Reading Ahead programme. |
| Name |  |
| Job title |  |
| Email |  |
| Phone |  |
| **Reading Agency Passport Account details**Each organisation running Reading Ahead will only need **one admin account**. Itwill hold all of your participants in one place. To create this account you will need to set up a Reading Agency Passport Account (if you have one already please go straight to point 4):1. Visit readingagency.org.uk
2. Click ‘Log in’ in the top right hand corner of the page
3. Follow the steps to set up an account
4. Share the email and username for your account below
 |
| Email (if different to above) |  |
| Username |  |
| **If you have placed a bulk order that will be distributed amongst multiple organisations** with a different main contact running the programme at each place we can split your participants amongst different admin accounts. If you would like to do this please send Reading Agency Passport Account details for all of the different admins you would like and let us know how you want your participants split between the accounts.  |

**Please send this form to** **readingahead@readingagency.org.uk**

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**Information on how the Reading Ahead website will work in 2021**

**If you have bought a PRINT PACK** the details provided here will be used to give you access to an admin account for your organisation to use.

**If you have bought a DIGITAL PACK** the details provided here will be used to give you access to an admin account for your organisation to use. In addition to the admin account you will be provided with a unique code for your participants and details on how they can set up their accounts. If you have bought a pack for 50 participants your unique code will be able to be used 50 times, a pack for 100, 100 times etc.

When your participants create their account at readingahead.org.uk they will be asked to input your organisation’s unique code to finish setting up their account. The code will connect them to your admin account and you will have a list of all of your participants who have registered with your code and will be able to track their progress as they complete their reads.

Participants will not have access to the new Reading Ahead website unless they have a unique code provided by the organisation they are taking part with.