



Each month it's up to you how you share the flyers:

- This year there is one, all-ages paper flyer and everything else is online. You and your families can shop over 5,000 books and teaching resources online including special Scholastic editions you can't get anywhere else!
- You'll also be emailed Digi-Flyers on the 1st of each month that you can share to your online classroom or to parents by email! The digital flyers have an expanded selection for all ages!

Parents place their orders online and you get rewarded!

- No more collecting or submitting orders! Parents place their orders online, books ship to their home, and YOU get rewards.
Reminder: Running Reading Club online is the safest way to keep teachers, students, and families safe

We understand that some of you want to have the option to make Reading Club available to all students. **Here's how to run Reading Club manually:**

- Create a letter for parents to understand that you will collect orders in the classroom for those that don't want to order online
 - The letter should include your class code, a due date, applicable tax rates for your province, and lines for them to write in the items they are ordering and the quantities they want, the total plus applicable taxes.
 - Tell parents that you will be submitting the non-online orders and they will ship to you at your school and you will distribute them when they arrive.
 - Payments from parents are made directly to you. Scholastic Canada no longer accepts cheques as payment for Reading Club orders. You will submit and pay for the non-online orders via credit card or PayPal.
 - Please note whether it ships to home or school the \$40 shipping minimum for free shipping still applies. Use your Class Code to get Free Shipping and earn rewards for your classroom.
- Create a spreadsheet for yourself (<http://schol.ca/r/ManualOrders1>) so that you can track orders, payment, when orders arrive, back orders and if you owe anyone a credit, method of payment, etc