Returning Users

1. If you participated last year, you are already in the system and should use your existing username and password.

For Individual tracking:

LOG IN
Enter your username and password to log in. Not registered yet? Join here

For family management:

LOG IN
Enter your username and password to log in. Not registered yet? Join here

LOG IN
Enter your username and password to log in. Not registered yet? Join here

2. Use the Forgot Your Password link or call the library at 970 586 8116 if you have forgotten your login credentials.
1. Do not enter a username and password initially. Instead click **Join Here**

2. Choose **Individual** or **Group** then fill in the required information. Note: **Group** will combine all participants' reading logs into one lump number for the same reading program. **Group** does not allow for differentiation between participants' logs across different reading programs.

3. Click **Create Account**. If you choose to input an email address you will receive an email containing your username and password and instructions for retrieving a lost password.

4. You may call the library at 970 586 8116 to reset your password or retrieve your username.
New Users: Family Management Portal

1. If you wish to track your family members’ reading progress all in one account on their behalf, first choose a reading program.

2. Do not enter a username and password initially. Instead click *Enter Family Management Portal*

   **LOG IN**
   Enter your username and password to log in. Not registered yet? Join here

   ![LOG IN form](image)

3. Click *Join Here*

   **LOG IN**
   Enter your username and password to log in. Not registered yet? Join here

   ![LOG IN form](image)
4. Fill in the required information for yourself. You will be the account manager. Click **Register**

![Register form](image)

5. You will receive an email with a link to activate your account. Click that activation link, and sign in.

6. Choose **Add new member** for each person you want to attach to your account

![Add new member](image)

7. Fill in the required information for each family member. You may use the same email address and password for everybody. You will receive an email after each new member profile is submitted.

![Add new user form](image)
8. To register each member for a reading program, click on the name or green arrow to the right of the name, then *Upcoming Programs*, then *Register* next to the program you wish to register them for.

9. Even though as the account manager you created the account using your information, you will have to add yourself again afterward if you wish to participate: Choose *Add New Member*, then *Add New User* (NOT “link existing user”), then enter your information.
10. To input a reading log for yourself or a family member, click on the name or green arrow to the right of the name, then **Program List**, then **View Details**

11. To log back in later to input your or your family members’ reading logs, you will need your email and password and you must enter through the Family Management Portal.

12. Forgotten password: You may reference the password reset instructions sent to your email, or call the library at 970 586 8116 to reset your password