Changing the Lead Contact

How to change the lead contact on your Reading Schools application.

- Please note that only the current lead contact can make these changes
- Go to the Reading Schools website
- Click on the ‘Log in’ link in the top right corner of the screen
Fill in your Email address and password, then click on the Log in button at the bottom left of the page.

Click on ‘View’ to see your school application.

Welcome Helen Symington

Your dashboard is where you can start a new Reading Schools application or access any previous applications.

You can be a contact and work on more than one school’s Reading School application at the same time.

If you have saved or submitted an application for a Reading School, you will find this in the ‘Your applications’ section.
• Click on ‘Make lead contact’ beside the name of the new lead contact. You will be asked to confirm, click ‘OK’

• The lead contact has now been changed