

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



The screenshot shows the top navigation bar of the Reading Schools website. On the left is the Scottish Book Trust logo. In the center are links for 'About', 'Articles', 'Resources', and 'Contact us'. On the right are 'Log in' and 'Sign up' buttons, with 'Log in' circled in red. Below the navigation is a hero section with the heading 'Helping schools build and sustain a reading culture' and a sub-heading 'An accreditation programme for schools that are committed to building a culture of reading for their learners and communities. It is brought to you by Scottish Book Trust.' There are two buttons: 'Sign up' and 'How it works'. To the right of the text is a photograph of two young boys reading a book together, set against a background of overlapping geometric shapes in orange, green, and grey.

- Fill in your Email address and password, then click on the Log in button at the bottom left of the page

Log in

If this is your first time using the Reading Schools website, please [sign up](#) for an account.

Email
helen.symington@scottishbooktrust.com

Password
.....

Remember me

[Log in](#)

[Sign up](#)
[Forgot your password?](#)
[Didn't receive confirmation instructions?](#)
[Didn't receive unlock instructions?](#)

- 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.

Signed in successfully.

Your applications

Abbeyhill Primary School
Core Level ★
Last updated: 27/09/21

[View](#)

[New application +](#)

- Click on 'Make lead contact' beside the name of the new lead contact. You will be asked to confirm, click 'OK'

Scottish Book Trust Reading Schools

About Articles Resources Contact us Dashboard

Back to dashboard | Log out

Abbeyhill Primary School

Core Level ★

Action plan
Your action plan is under review. [View](#) [Edit](#)

Evidence plan [View](#) [Edit](#)

Application Users

| | |
|------------------------------|--|
| Helen Symington Librarian | Lead contact Leave |
| Helen Symington librarian | Make lead contact Remove |

Invite new user

* Email * Role [Send invitation](#)

Pending invitations

- The lead contact has now been changed

Scottish Book Trust Reading Schools

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Abbeyhill Primary School

Successfully changed the main contact

Core Level ★

Action plan
Your action plan is under review. [View](#) [Edit](#)

Evidence plan [View](#) [Edit](#)

Application Users

| | |
|------------------------------|------------------------------|
| Helen Symington Librarian | Leave |
| Helen Symington librarian | Lead contact |