

# Changing or adding a new school to your Reading Schools account

## How to change or add a school to your Reading Schools account

- 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 of the Reading Schools website. On the left is the Scottish Book Trust logo. In the center is the Reading Schools logo. On the right is a navigation menu with links for 'About', 'Articles', 'Resources', and 'Contact us'. The 'Log in' link is circled in red, and a 'Sign up' button is next to it. Below the navigation is a hero section with the heading 'Helping schools build and sustain a reading culture'. The text below the heading reads: '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 looking at a book together, with a green and orange geometric graphic behind it.

Scottish Book Trust Reading Schools

About Articles Resources Contact us [Log in](#) [Sign up](#)

## Helping schools build and sustain a reading culture

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.

[Sign up →](#) [How it works →](#)

- 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.

The screenshot shows a login form with the following elements:

- Email:** A text input field containing the email address `helen.symington@scottishbooktrust.com`. A red arrow points to this field.
- Password:** A password input field with masked characters (dots). A red arrow points to this field.
- Remember me:** A checkbox labeled "Remember me" which is currently unchecked.
- Log in:** A teal button with the text "Log in" inside, which is circled in red.
- Links:** On the right side of the form, there are three links: "Sign up", "Forgot your password?", and "Didn't receive confirmation instructions? Didn't receive unlock instructions?".

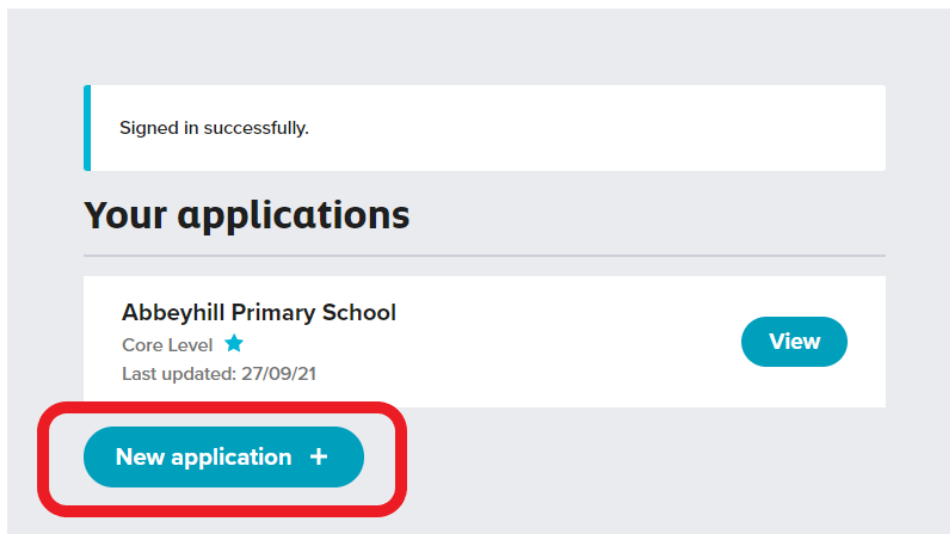
- Click on 'New application'

## 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.

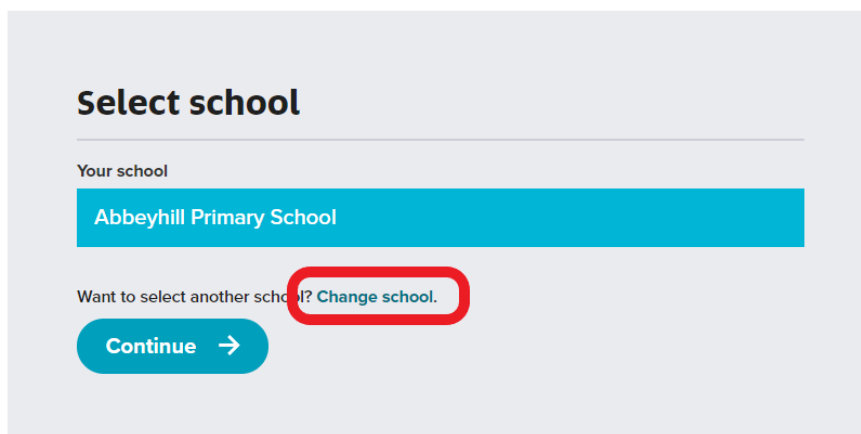
If you have saved or submitted an application for a Reading School, you will find this in the 'Your applications' section.



- Click on 'Change school'

[Back to dashboard](#) | [Log out](#)

## New application



- Select your Local Authority, School type and School name, then click 'Continue'

[Back to dashboard](#) | [Log out](#)

## New application

### Select school

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Local authority

Edinburgh City ▼

School type

Primary School ▼

Your school

Balgreen Primary School ▼

Can't find your school on the list? Please [get in touch](#) with the Scottish Book Trust team.

[Continue](#) →

- If the school has an active account you will be told to contact the Head Teacher to ask for an invitation. Please see 'Inviting others to your Reading Schools

[Back to dashboard](#) | [Log out](#)

## New application

### Balgreen Primary School

There's currently an active application for the school you've selected. Please get in touch with the **Head Teacher** and ask for invitation to the application.

[← Go back to your dashboard](#)

application'

- If this is the school's first application you will be asked to select the accreditation level you wish to apply for, Core, Silver or Gold. Then click on 'Start new

[Back to dashboard](#) | [Log out](#)

## New application

### Select accreditation level you'd like to apply for

Selected school

Broomhouse Primary School

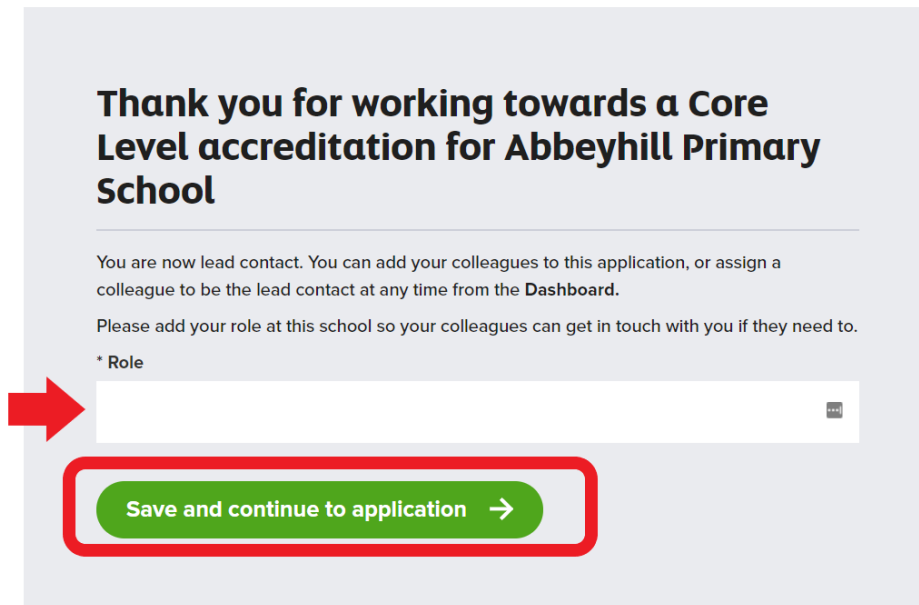
\* Level

Core  Silver  Gold

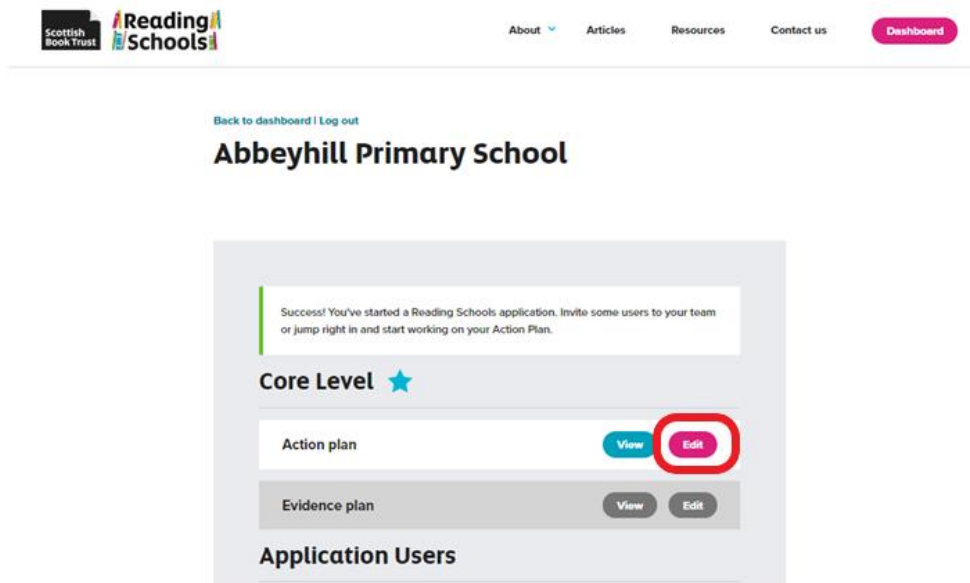
[Start new application →](#)

application'

- Choose your role within your school and click on ‘Save and continue to application’ button



- You can now start your action plan. Click on ‘Edit’ beside Action Plan.



- See ‘Action Plan’ how to guide for instructions on how to fill in a submit your action plan.