

BOOK CLUBS IS NOW THE
**Scholastic
Reading Club**

NEW! Parents Can Pay
for Reading Club orders
by Credit Card!

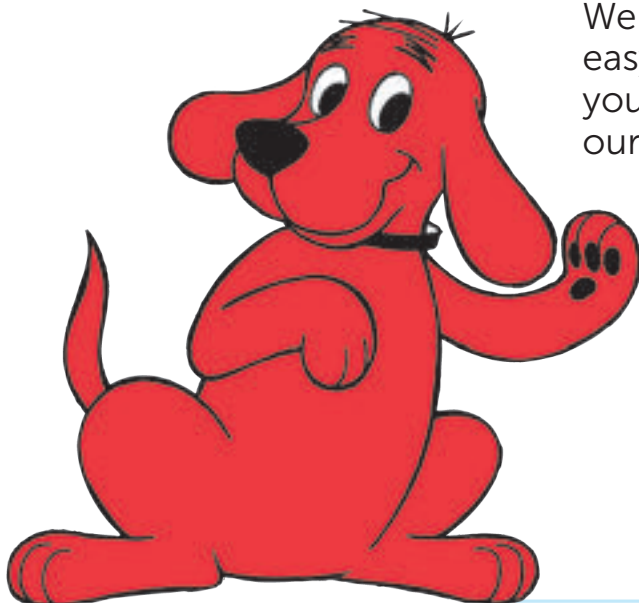
Dear Teacher,

We want the Reading Club experience to be as easy and rewarding as it can be – for you and your families. That's why we're so excited about our NEW online Parent Pay option!

Now Parents can pay for their Reading Club orders by credit card. No more handling cash and cheques if you don't want to!

Sign up today and make running Reading Club in your class easier than ever!

Sincerely,
Your friends at Scholastic Reading Club



**Get started by signing up in ClubsOnline
or by phone at 1-800-268-3860!**

**What do
you think?
Let us know!**

Making sure that Parent Pay works for you is so important to us, so please take a few minutes to let us know what we can do better!

A short survey (less than 5 minutes!) is available here:

www.scholastic.ca/parentpayfeedback/teacher

Or, feel free to email us directly at ReadingClubPay@scholastic.ca
We'd love to hear from you!

Using Parent Pay is as Easy as 1-2-3!

When you're ready to place your class order, just follow these simple steps!

- 1.** Log in to ClubsOnline or call Customer Service and begin your class order like usual. Enter ALL the items your students have ordered for all clubs (place a "combined order") whether they paid by cash, cheque, or online Parent Pay.

In ClubsOnline, when you get to the final payment screen, the online Parent Payments will be waiting. All the Parent Payments associated with any of the clubs in your current order will be tallied up and pre-selected to apply to the order—no work for you!

- 2.** In ClubsOnline, click to expand the list of Parent Payments and make sure that you have entered an order for each one. If you see a Parent Payment for a student whose order you are NOT placing now, un-check that payment. Unchecked payments will remain in ClubsOnline to be applied to a future order.

On the phone, tell the Customer Service rep that you want to include some parent payments. You can identify which payments to include using their Reference Numbers or the students' names.

- 3.** Indicate how you will be paying for any outstanding balance (for items you are ordering for yourself, or that your students paid for with cash or cheques) and complete your order like usual.

If you or your students' families need help navigating the new Parent Pay process, please refer to the Step-by-Step Parent and Teacher Guides at www.scholastic.ca/parentpay, or contact ReadingClubPay@scholastic.ca to request them.

A few things to keep in mind:

- If you want to receive a confirmation email when a parent from your class makes an online payment, you need to opt in for Parent Pay confirmation emails specifically. This is separate from other Reading Club email notifications.
- In order for Parent Pay to work, your students' families have to be able to find you! Opting in for Parent Pay means that you will be searchable (by school) to parents who visit parentpay.scholastic.ca.
- The online Parent Pay tool is for making payments only! Student orders are not complete until you enter and submit them in ClubsOnline.

Need Help?

You can find answers to some Frequently Asked Questions at parentpay.scholastic.ca

If you have any other questions, please don't hesitate to email us at ReadingClubPay@scholastic.ca

Or, call **1-800-268-3860** (toll free)
Monday-Friday 7:30am-8:00pm EST and
Saturday 9:00am-1:30pm EST



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open a world of possible