Intro

In this video, you'll get a tour of the Host Hub, where you'll find video tutorials, planning timelines, and downloadable Fair Files to promote your Fair. Plus you can shop the Scholastic Dollars Catalog and access your school's Fair account.

Chapter 1: Navigating the Host Hub

Let's get started by viewing the navigation in the Host Hub. First, you'll notice a section for Fair Timeline in the navigation, where you'll find best practices to help you tackle tasks before, during, and after the Fair. Each of these pages are filled with tips, tools, and info on how to plan an amazing Fair experience within each time frame.

Next is Learning. Start here to view video tutorials covering all things Book Fair. You can also browse topic-based content, such as the Book Fair eWallet page. Just select eWallet and click on it, and you'll get details on what it is, how it works, what happens to unspent funds after the Fair, and so on.

You'll find that same kind of information for all topics in the drop-down menu. But there is one that's slightly unique. It's Book Fair Flyers and Videos. Start by choosing your school type. For example, let's pick Elementary School, and then select Case Fair. You now have access to all the resources you need to hype the books to your shoppers, with things like digital book flyers, book blurbs, the opportunity to create a Book Fair eWallet, and of course, video book trailers.

When you're ready to promote your Fair, visit Fair Files to discover downloadable resources. You can see they're sorted into sections to help you quickly find what

you're looking for. You can also select View All to view the full Fair Files page. You'll see all resources are listed top to bottom as shown in the navigation.

So if you're looking to customize a letter from the principal to send home, post save the dates on social media, or print wish lists for kids to fill out during the Fair preview, you'll find it all here. Next is the drop-down menu for Scholastic Dollars. This is where you'll come to shop the catalog online, view your Scholastic Dollars balance, and learn how you can take advantage of additional rewards and incentives.

And if this profit option is new to you, head to All About Scholastic Dollars for full details on this most popular profit option. The final item in navigation is Fair Account, which is where you can access your school's specific account information on the Fair Details and Settings page. You can also edit your school's homepage, view your school's list, sales and earnings history, and access your Financial Form once your Fair is over.

When you select any of these four pages, you'll be prompted to enter your Scholastic username and password in order to view these sections.

Chapter 2: Accessing your Fair account

Before you can access your Fair account to view information such as delivery dates or your eWallet roster, you must first accept your Services Agreement. Get started from the Host Hub and select Fair Details and Settings, where you'll be prompted to enter your email address and password. You'll be directed to your Services Agreement, where you'll need to review your school's information and accept the Agreement at least five weeks before your Fair start date.

Upon accepting the Agreement, your school's Book Fair homepage will automatically be published, and this is where families and teachers will come to set up an eWallet account or to shop online. An important part of the Fair account section to review is your school's Fair Details and Settings. At the very top of the page, you'll see your school name and school year.

Fair dates and the option to change the Fair you've signed in to. This is followed by the school's account number and your current Fair ID. The first section contains everything you need to manage your school's Book Fair eWallets, including real-time sales, the amount of unspent funds, your roster of all eWallets and a printable scan sheet that you can keep at the register in the event you lose internet connectivity. You'll see your school's Book Fair homepage has already been created for you, but you can customize it and add more details if you choose. Be sure to grab this URL and share it on all social media.

Next up is online shopping, where you can see your shopping dates and total sales. We know that co-hosts are key to a successful Fair. Here you can give up to five volunteers access to the Fair account section of the hub. You'll now see your Fair delivery and pickup dates. This is where you can let us know if there are any days when you're unavailable for delivery or pickup.

Plus you can opt in for text alerts telling you when your Fair will be delivered and picked up. Next you'll see Fair terms, which states your sales tax rate and confirms if your tax certificate is on file. You can also download your Services Agreement here. Below that is your real-time Share the Fair balance, followed by a section to request a restock.

Lastly you'll see your Consultant's name along with a link to email them. And that's a look at everything you'll find in the Host Hub—your go-to place for all the tools and information you need to plan an unforgettable Book Fair.