



First Book – Step-by-step Registration Guide for LEAs and School District Personnel

Greetings!

We’re excited that you want to join the First Book community to access free and reduced-cost books and educational resources for the kids you serve, and are thrilled that the **Intel Online Learning Initiative: Creating Connections** sent you our way! Please follow the simple steps in this guide to **sign up for free**.

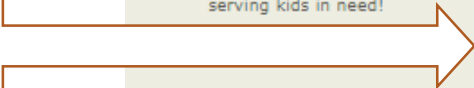
First Book is able to make brand-new, high-quality books and resources available exclusively to educators and practitioners serving children in need thanks to agreements with our generous partners and suppliers. To access these resources, you need to register online by answering a few questions about your eligibility and the population you serve.

Our registration is designed for individual educators and practitioners, however, we understand that many ESAs, LEAs, and district leadership are interested in this opportunity, and we welcome your ongoing engagement! **The instructions in this guide are designed specifically to help district-level administrators navigate the registration process.** If you have any questions or need assistance, please feel free to contact our Member Services team at 1-866-READ-NOW or help@firstbook.org. We are available to assist you Monday – Friday, 9AM – 5PM EST.

To start your registration online or on your smart phone, go to www.firstbook.org/CC.

-Your friends at First Book!

Click **“Sign Up Now”** to get started!



SIGN UP NOW

[Home](#) / [Register with First Book](#)

WELCOME TO FIRST BOOK REGISTRATION

Sign up to get new books and resources for the kids you serve.

First Book is a non-profit social enterprise that provides new books and educational resources - for free and at low cost - to schools and programs serving children in need, ages 0-18. Our purpose is to raise the quality of education for all children by making sure they have access to the resources they need to be successful in school and in life. If you are an educator at a Title I or Title I eligible school, health care provider, school support personnel, librarian, early learning professional, community program or afterschool staff, or you serve kids in need in another capacity, [click here, join to our community for free!](#)

Who can sign up with First Book?

- SHelters & Clinics
- LIBRARIES & MUSEUMS
- MILITARY FAMILY SUPPORT PROGRAMS
- FAITH-BASED ORGANIZATIONS
- EARLY CHILDHOOD PROGRAMS
- OUT-OF-SCHOOL TIME PROGRAMS
- AND MANY MORE!
- SCHOOLS

Why do I need to register?

First Book can make brand-new, high-quality books and resources available to our members - for free and at low cost - thanks to agreements with our generous partners in the publishing industry. The information you provide when you sign up helps us honor our commitment to these partners by ensuring that our books and resources are reaching children in need.

Eligibility

Signing up for First Book is free. Not sure if you're eligible? [Learn more here.](#)

COVID-19 Response: If you are working to distribute resources to kids in need through an emergency program (e.g., a food bank, grab & go meal site, faith-based organization, etc.) you are eligible to sign up. If your organization would not typically qualify, but you are now providing essential resources directly to a subset of the population you usually serve (where 70% or more of those families are low-income), you are eligible to sign up. [Learn more here](#) or [sign up now](#).

If your school, program, or community has been impacted by a recent natural disaster and you would not otherwise qualify for First Book by serving kids in need, you may be eligible to sign up for a temporary membership for disaster relief. Please [contact us](#) for assistance creating your temporary membership.

Benefits


- Low cost books and resources from the First Book Marketplace.
- Free books from the Book Bank (just pay shipping & handling).
- Funding opportunities from corporate partners and generous donors.
- Add your voice to the fastest-growing community of educators and program leaders serving kids in need!

[Already a member? Log in to your account here.](#)



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First Book Marketplace
Stretch every dollar,
reach more kids



Create account to shop

1 BASIC INFORMATION 2 CREATE YOUR ACCOUNT 3 SCHOOL & PROGRAM INFORMATION 4 REGISTRATION COMPLETE

BASIC INFORMATION

Prefix	<input type="text"/>	Percent Low Income Children Served * ⁱ	70 %
First Name *	test	Estimate Justification * ⁱ	Title I School Eligibility ▼
Middle Name/Initial	<input type="text"/>	Organization Address	
Last Name *	test	Line 1 *	123 Test Street
Suffix	<input type="text"/>	Line 2	<input type="text"/>
Email Address *	LEAorSchoolDistrict@firstbook.org	City *	Test
Confirm Email Address *	LEAorSchoolDistrict@firstbook.org	State *	District of Columbia ▼
Organization Name *	LEA or School District Test	Zip *	20004
Locality * ⁱ	United States ▼	Primary Phone Number * ⁱ	111-111-1111
I work at/represent a: * ⁱ	Public School ▼	Phone Type *	Office ▼
Organization type * ⁱ	School ▼	Secondary Phone Number	<input type="text"/>
Program Classification * ⁱ	Title 1 School ▼	Phone Type	Please select ▼

1) Select “Public School” in the I represent a field

2) Select “School” in the Organization type field

3) Select “Title I School” in the Program Classification field.


What percent of the kids your programs will be serving come from low-income families? Your best estimate is fine.

Once all required fields are filled out click “Continue” to move forward.



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- 2 CREATE YOUR ACCOUNT
- 3 SCHOOL & PROGRAM INFORMATION
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CREATE YOUR ACCOUNT

Please confirm the below information is correct:

Name: test test	Place of Work: Public School
Email: LEAorSchoolDistrict@firstbook.org	Percentage of Low Income Children Served: 70%
Organization Name: LEA or School District Test	Organization Address: 123 Test Street, Test, District of Columbia, 20004, United States
Locality: United States	Primary Phone Number: 111-111-1111
Organization Type: School	
Program Classification: Title 1 School	

I certify that all the information included in this registration is legal, true, and accurate. I understand that offering false information will immediately invalidate my registration. My organization does not discriminate against individuals based on race, gender, sexual orientation, national origin, religion or mental disability. I understand that First Book will not share my information in accordance with the [First Book Privacy Policy](#). I am hereby opting in to receive emails from the organization regarding relevant information and benefits to me. I understand that I can opt out of these emails at any time. I understand that books and resources received from First Book may not be re-sold or used for fundraising purposes and that any violation of this policy may result in the termination of my First Book account. I understand that I am permitted to create only one First Book account for each organization I represent, and that any violation of this policy may result in termination of all my First Book accounts.

Create an account

Username: LEAorSchoolDistrict@firstbook.org

Create a password:

Enter your password * Confirm your password *

Password requires 6 or more characters

This section pulls in information based on your previous responses and allows you to verify that everything is correct.

Check the box to certify the accuracy of the information you've provided and to agree to our Privacy Policy.

Your email address and password that you enter will become your First Book account log-in information.

Once all required fields are filled out click "Continue" to move forward.



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SCHOOL & PROGRAM INFORMATION

Your Position/Title *

Classroom/Program Focus *

School District

Tell us a little about your school/program and your role *

How did you hear about us? *

Affiliations

Approximately how many children do you serve? *

Ages 0-3	<input type="text" value="50"/>	Ages 10-12	<input type="text" value="50"/>
Ages 4-6	<input type="text" value="50"/>	Ages 13-15	<input type="text" value="50"/>
Ages 7-9	<input type="text" value="50"/>	Ages 16-18	<input type="text" value="50"/>

What is the primary language spoken by the children in your classroom, school or program? *

Secondary Language

What is the primary ethnicity of the children in your classroom, school or program? *

Secondary Ethnicity

Is your organization Tax Exempt? * Yes No I don't know

1) Select "School district /Central office employee" in the Your Position field

2) Select "General education" in the Classroom Focus field

3) Enter your school district name

4) Briefly tell us about your role and how you plan to use resources received from First Book.

Estimate the number of students you serve broken down by age ranges. Your best guess is fine!

First Book collects state sales tax on orders placed by organizations located in Arkansas, California, DC, Florida, Indiana, Mississippi, North Carolina, Pennsylvania, Tennessee, Virginia, and Washington. If you are located in one of these states, click "Yes" to find more information about updating your account on the next page. If you are not located in one of these states you can click "No".

Once all required fields are filled out click "Continue" to move forward.



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The screenshot shows the 'Registration Complete' step of the First Book registration process. At the top left is the 'First Book Marketplace' logo with the tagline 'Stretch every dollar, reach more kids'. In the center is the First Book logo. At the top right is a 'Create account to shop' button. Below these is a progress bar with four steps: 1. BASIC INFORMATION, 2. CREATE YOUR ACCOUNT, 3. SCHOOL & PROGRAM INFORMATION, and 4. REGISTRATION COMPLETE. The main content area has a blue header and contains the following text: 'Thank you for registering with First Book!', 'Your registration is now complete, which means you have immediate access to thousands of brand-new, high-quality children's books and educational resources – free and low cost!', 'Here is your username:', 'Username: LEAorSchoolDistrict@firstbook.org', and 'Click on the button below to start accessing First Book resources now.'. Below this is a red text message: 'You will be redirected to the First Book Marketplace in 15 seconds'. At the bottom are three buttons: 'FIRST BOOK MARKETPLACE (US STORE)', 'FIRST BOOK GLOBAL MARKETPLACE', and 'FIRST BOOK CANADA MARKETPLACE'.

Once you reach this screen, you are all set! You'll receive an email confirmation of your approved First Book membership. Once you are a member of the First Book community, you can immediately begin using the [First Book Marketplace](https://www.firstbook.org). You'll also start receiving emails from First Book (keep an eye out for emails from firstbook@firstbook.org) about relevant resources, special offers, and other ways you can get books and resources for the kids you serve!