



DURING THE FAIR CHECKLIST

Unpack the Fair

- ☐ Set up the Fair—Arrange your cases, create your tabletop displays, and prep the cashier's table.
- ☐ Unpack your payment system and connect it to the Internet to make sure the register and scanner are working. s-bf.com/register

Send reminders

- ☐ Remind families it's not too late to set up an eWallet and about any family events or activities. s-bf.com/ewallet
- ☐ Remind teachers to create and share an eWallet, and attend the preview event to receive their teacher coupon and create a wish list. s-bf.com/book-fair-ewallet
- ☐ Keep sharing book trailers to give kids a sneak peek of the books waiting for them at the Fair. s-bf.com/books

Keep in mind

- ☐ Monitor your eWallet roster from your Fair Details and Settings page. If students have a balance, alert teachers so they can send those kids back to the Fair to finish shopping.
- ☐ If you're running low on Fair favorites, head to the restock section on your Fair Details and Settings page to request an order.



Questions? Our Customer Success Team is ready to support you throughout the event at [1-877-245-0903](tel:1-877-245-0903) or CustomerSuccess@scholastic.com