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Intro

This video will give you an overview of Book Fair eWallet. The convenient, cashless way to shop the Book Fair. Feel free to jump ahead a chapter or view them in whatever order works for you.

Chapter 1: What is Book Fair eWallet?

eWallet is a cash-free way to shop and is easily accessible from your school's Book Fair homepage. At any time before or during the Fair, parents can create and fund an eWallet account. And share the link with friends and family members who might want to contribute. Be sure to visit the Fair Files section of the Host Hub to find letters, flyers, and social media graphics to promote eWallet to your school community.

When it's time to process sales, eWallet can be accessed right from your Scholastic payment system. Each account is listed by the student's name, grade, and teacher. And balances can be printed at any time.

After the Fair, any unspent eWallet funds are transferred to an eGift Card balance. Shoppers can use it to set up a new eWallet for a future Fair or to shop online with Scholastic.

## Chapter 2: Creating a student eWallet

Let's create an eWallet together so you can answer any questions parents have. You'll find the homepage link on your Fair Details and Settings page. Share this link with families. They can also find your school's Fair at [scholastic.com/fair](http://scholastic.com/fair). From your school's homepage, go to the Before the Fair section and click Get Started.

Next, on the Shop with Book Fair eWallet page, click Create Account and log in with a Scholastic email and password or create a new account. In this case, we're going to sign in as Sarah Davis Green with her existing Scholastic account and use her email and password. She's going to set up an eWallet for her son.

After signing in to her existing Scholastic account, she'll need to specify who will be the recipient of the eWallet, a student or a teacher. In this case, she should choose the student option to create an account for Max Green. Next, enter the teacher's name and the grade of the student. Here, our teacher is Jennifer Sosa.

Enter first and last name and select the grade in the drop-down menu. Max is in fifth grade. Then click Create eWallet. From here, you can choose how you would like to fund the account.

## Chapter 3: Three options for funding an eWallet

Now that your eWallet account is set up, let's load it. You can do this using your own credit card, or you can use a prior eWallet balance, which displays as an eGift Card balance. Or you can invite others to contribute. If there is no balance or credit in your Scholastic account, select Enter Payment and complete the credit card information.

You'll also see the option to contribute to Share the Fair. The giving program that allows your school to purchase books for students who may not otherwise participate in the Book Fair. A second option, use your eGift Card balance. Select this checkbox and indicate the amount of funds to use. Then click the Fund button.

At this point, a thank-you confirmation displays with options to manage the funds, add more money, or share with friends and family. Here's the third option: invite friends and family. Once your account is set up, there's no need to enter a credit card or self-fund the eWallet. By clicking this option, you can let friends and family contribute to the account.

You can share the eWallet account by copying the URL, emailing the link, sharing on Facebook, or posting on X. When others contribute to the account, they simply complete the payment on their end and a thank-you screen will display. Then the eWallet owner will receive an email to alert them that money has been added.

As a Book Fair host, you will receive one email the first time an eWallet is funded for your Fair. You can also check your eWallet roster on your school's Fair Details and Settings page to view all eWallets. And you have the ability to print out a roster of all accounts in the form of a printed scan sheet with their unique barcodes to keep by the registers.

This comes in handy if the register loses Wi-Fi connection. The eWallet barcodes will still scan and process while offline.

#### Chapter 4: Creating a teacher eWallet

Teacher eWallet accounts are an easy way to fulfill teacher wish lists. You may have to help a teacher to set one up, so let's review how they can create an account. From your school's homepage, go to the Before the Fair section and click Get Started. Next, on the Shop with Book Fair eWallet page, click Create Account and log in with a Scholastic email and password, or create a new account.

Select Sign In, and you'll be asked to set up the account for the recipient. Select Teacher and enter their first and last name and select their grade.

Then click Create eWallet. Teachers should choose Invite Friends and Family, as the purpose of this account is to share the link with families to fund their classroom library. There are four ways of sharing their account. By copying the URL, emailing the link, Sharing on Facebook, or posting on X.

## Chapter 5: Managing eWallets during the Fair

Let's take a look at how to process an eWallet transaction. When your Scholastic payment system is connected to the internet, it will keep track of all eWallet balances in real time, so you can quickly find a student's account on the register. In the event you're unable to connect to the internet, you can sign in to manage eWallets.

From the Fair Details and Settings page, go to the eWallet section, where you'll see View Roster and Print Scan Sheet. View Roster will display a listing of all eWallets and transactions. You can view eWallet balances and what purchases or refunds have occurred. If you click on Print Scan Sheet, it will display a list of all eWallets that have been funded, along with their unique barcodes for you to print and keep by the registers.

Even if your payment system disconnects from Wi-Fi, the printed eWallet barcodes will still scan and process. But keep in mind that friends and family can add funds at any time, so you'll want to print a new scan sheet daily. When a student is ready to pay with their eWallet, just follow the same easy checkout process as any other tender type and select eWallet as the payment method.

Now it's time to find the student's eWallet, and there are a few options to do this. You can use the lookup feature on the register and search by the student's name, grade, or teacher. Or you can simply scan the barcode if they printed their eWallet, or use the printed scan sheet from the Host Hub.

Another helpful feature on the Scholastic payment system is the Check eWallet Balance button, found in the upper-right corner of the main sales screen, which is the screen you see when you're scanning items for purchase. You can search for and find students' eWallet accounts and print a voucher for them, showing their remaining balances.

Throughout your Fair, it's helpful to visit your roster, located on the Fair Details and Settings page, to view the amount of eWallet funds not yet spent. You can also see the total amount that has been redeemed. A best practice is to contact the teachers of those students who have not spent their balance at least two days before the Fair ends, and encourage them to come and shop the Fair.

## Chapter 6: Managing eWallets after the Fair

After the in-school Fair ends, families can redeem their unused eWallet balances by shopping online to earn your school up to 25 percent in Scholastic Dollars profit. Remember, online shopping begins on the first day of your in-school event and runs for 14 days, during which your school earns this level of benefits.

Adult family members can access online shopping from the link on your school's Book Fair homepage. After you close out your registers, any unused eWallet funds will transfer to an eGift Card balance. This can be used to fund an eWallet for a future Fair or shop online with Scholastic. The eGift Card balance never expires and is not tied to a specific student or school.

It belongs to the account holder. We'll send a monthly e-statement to any account holder who has a balance as a reminder.

## Chapter 7: Transferring unused funds to a new eWallet

Once the Fair has ended, your registers are uploaded and unused eWallet funds are converted to an eGift Card balance. Parents can easily apply that balance to a new eWallet when it's time for the next Fair. Or they can use the funds to shop online with Scholastic. To apply the balance to a new eWallet during your next Fair, families will need to start from your school's Book Fair homepage and follow the same eWallet setup steps they completed previously, accessing your Book Fair homepage and selecting this button in the eWallet section.

Now that parents have created a new eWallet, They'll need to choose how to fund the eWallet. And just a note, if multiple eWallets were created using the same account, all of the unspent balances will be combined here. To apply their balance, families should select the first option, Fund with an eGift Card Balance, and check the box displaying the available balance.

In the event they do not wish to use the entire balance, they should click on the red, bolded amount available, as you see here, and they can choose a specific amount to apply. Next, click the Fund button, and a confirmation will display with the option to Manage My Funds. Here, they can also add more funds with a credit card and invite family and friends to contribute.