



Getting Started with Read With Me Admin

You can manage your mailing list and volunteer database from the same admin panel (at the time of writing – volunteer database coming soon!).

On your laptop or computer, go to **admin.readwithme.org.uk** and use your Read With Me email and you should've been sent a password. Please contact me if you need a resend. You can then change this password to something more memorable!

Hopefully you will find this relatively easy to use. When you log in for the first time, you will find yourself on the dashboard. In the top corner of this page, you can click the instructions button to view full instructions written specially for this system.

Read With Me Admin

Email address
jake@readwithme.org.uk

Password

Sign In

This Area is for Admins only.
readwithme.org.uk

Admin

Read With Me (readwithme.org.uk) Jake

Hi Jake!
Not Jake? [Log Out](#)

Need a Quick Refresher?
View the Instructions to refamiliarise yourself with this admin tool!
[Instructions](#)

Mailing List
Review the Mailing List and add new contacts manually. Select categories of contacts to bulk send emails using your own email application!
[Go To Mailing List](#)

Your Details
View your profile and change your password.
[Go To Profile](#)

Volunteer Database
View and edit volunteer profiles and review new additions.

Training Courses
View a list of volunteers yet to complete induction steps

Data Fields
Manage the sign-up form and view data is kept for volunteers

Click here for instructions!

If at any point, you need to add new admin users, please just ask! Hopefully this will become an automated feature in the near future but currently you'll need to ask me to manually set them up!

Any questions with this tool, please just ask!

Get in Touch!

If you have any issues or problems with these instructions, please do not hesitate to get in touch!

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