# **Reader Zone Quick Reference Guide**

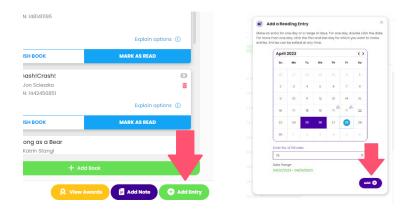
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### 1. Assisting Participants

Authorized Users and Managers have full control over participant accounts, available tools are the following:

1.1 **Make Entries**: Make or edit reading entries for any participant. Click the "+Add Entry" button at the bottom-right of the individual reader screen. Select a date or range of dates to make an entry. Enter a value and click "Add".



1.1.2 **Edit a Reading Entry:** You can edit any reading entry by either clicking on the +Add Entry button, or clicking on the pencil icon in the activity feed. Click on the garbage can icon to delete a reading entry in the Activity Feed.

Clicking the pencil icon will open the same calendar as in 1.1. You will receive a caution pop-up when changing an existing reading entry. Click "Confirm" to finalize a change.

2023 Summer Reading	entries. Entries can be edited at any time.
At Tone Today Yesterday Lost Week Last Month Custom	P0
Activity Feed	All Activity
矣 Apr 28th 2023, 10:43am - Adam Rae unlocked an Award! 50% to Overall Goall	Caution
🔊 🖓 Apr 21st 2023, 10:43am - Adam Rae entered 25 minutes into Grade School Kids 🎤 🍵	Making a reading entry will overwr existing entry for this day.
🔊 Apr 20th 2023, 10:43am – Adam Rae entered 25 minutes into Grade School Kids 🎤 🧯	Are you sure you want to prot
Apr 19th 2023, 0E42pm - Adam Rae added the book, "The Candy Shop War"	Cancel
Apr 19th 2023, 01:42pm – Adam Rae added the book, "SmashlCrash!"	Cote Range

1.2 Reset or Recover a Password: There are two ways to change a password for a reader account. !. Clicking on "Reset Password" will send a password recovery email to the user associated with the account.

Clicking "Update Password" will open a pop up where a new password can be directly entered. Enter a new password, confirm it, and click "Save:".

I∎ ♥ Apr 19th 2023, 01:41pm - Adam Rae marked the book fin	Update password
	New Password
Apr 19th 2023, 01:41pm - Adam Rae marked the book fin	Password
	Confirm New Password
Apr 19th Ipm - Adam Rae marked the book fin	New Password
	Wat 🖹 🖹

1.3 **View Awards:** You can see all the awards a given reader has earned by clicking on the "View Awards" button on a reader screen. If the reader has participated in more than one group or activity, there is a selector on the pop-up that allows a view of awards for distinct groups or activities.

Awards can also be viewed through the Reports page.

Street with a second	Explain options (i)			
		Group:	Grade School Kids 🗸	
FINISH BOOK	MARK AS READ		Read 5 Books	
			Grade School Kids	
Strong as a Bear	0		August Reading Challenge	
by Katrin Stangl	<b>a</b> 1	der Zone!	Did you read today?	
	Book		Sixth Grade Readers	
		pal!	Adult Readers	
			2000 Books Before Kindergarten	
		oal!	Read to ME	
🔍 🔍 View A	wards 🗧 Add Note 🕂 🕂 Add Entry	ou.	55 15 5	
		oall	Keep it up!	

1.4 **Make a Note:** Any authorized user can make a note on a reader account. The notes are not visible to a reader. There is no limit to the number of notes for any reader. To make a note click "Add Note" on a reader page. This will open a pop up where a note can be entered.

Click "Add Note", write the note, and click "Save" to enter the note. Notes can be deleted anytime by clicking the garbage can icon. Each note will be time stamped and contain the name of the person who made it.

FINISH BOOK	MARK AS READ	Add Note Reader name: Adam Ree Notes are visible to Reading Program Organizers only, Readers cannot see notes.
Strong as a Bear	0	Roder Zone on 02/02/022 08:04 PM C
by Katrin Stangl	<del>````````````````````````````````````</del>	New Note
+ A	dd Book	Enter New Note
		Cancel

#### 2. Reports

The Reports page contains three major elements:

- 1. Activity Feed that shows all actions in your account in chronological order.
- 2. Overview that shows activity on a Program or Group basis.
- 3. Total Activity that shows cumulative activity for all your participants.

Creating reports and analyzing data is simple and feature rich. You can create reports based on the parameters below:

- 1. Reading Program(s). Reports can be generated for any range of reading programs.
- 2. Reading Group(s) or Activities. Reports can be generated for any blend of Groups or Activities.
- 3. Individual Readers
- 4. Date Range
- 5. Reading Entries
- 6. Active or Former Readers
- 7. Activity type: Entries, Awards, Book Activity, Group or Activity Join date

To create a report, do the following:

2.1 Select the Programs and Groups/Activities and reader(s) for which you'd like to see data.



2.2 Click "More Filters" to add more parameters to the report. Including a date range, Additional Conditions and Reader Type.

								Dialay:	Activity Fee	ed 🌔 Overview (	
l Groups			Y All Rea	Iders			~	More filters 🗸		Apply Filters	
All Activity	<ul> <li>✓ Overvi</li> </ul>	ew:						Total Activity:			
								48,362			
	Year-R	ound Reading Prog	ams					40,302			
• •	Year-R	ound Reading Prog	ams					40,302			
		ound Reading Prog	ams					40,302	Display:	Activity Feed     Overvéen	~ 0
Reader Zone	e Reports	ound Reading Prog	ams					40,302	Display:	Activity Feed  Overview	w 0
Reader Zone	Reports	ound Reading Prog	All Groups			V All Broders			Display:	Activity Feed Overview	* 0
Reader Zone	Reports	ound Reading Prog				V Al Booders			_		~ •
Reader Zone Programs Vanage Readers	Reports			Custom	meldsbyyyy	Al Basslers	0		_		~ •
Reader Zone Programs Wanage Readers rrvite Readers	Reports		All Groups	Custom	cm/dd/yyyy Include De	nmiddlyyyy			_		~ •

2.3 Click "Apply Filters" to apply the selected parameters.

Filter by:								
500 Books Before Middle S	chool x	X V Starting Mid	die School 2025 x	3	All Readers	~	Hide filters 🔺	Apply Filters
Date range:								
All Time	Today Last 7 Days	Last 30 Days	Custom	05/05/2023	05/05/2023			-
Additional Conditions				Include Data	Type			

2.4 Click "Export Activity", "Export Overview" or "Download CSV". The PDF files contain a summary of data or list of entries. The CSV file contains several spreadsheets with different data types that can be useful.



# 3. Reading Programs and Groups.

A Reader Zone account can host an unlimited number of reading programs. Each program, in turn, can hold an unlimited number of groups. Each group can have its own set of parameters.

Reading programs and groups can be edited or deleted at any time. It's ideal to follow how participants are reacting to a group and make needed adjustments.

3.1 Editing a Reading Program: You can also change the view on the Programs page by clicking the view selector. Click on the + icon in list view to edit a Program name.

Program Name 🔺	Readers ()	Completion Progress ①		Metric Logged	Total Programs: 9
1000 Books Before Kindergarten	40 / 1 / 6 / 1	0%	100%	29,869 Books	+
2023 Summer Reading	129 / 9 / 67 / 0	0% 6	100%	35 Books /18,211 Minutes / 0 Page Read / 7 "Yes" Entries	+
Program Name +	Readers ①	Completion Progress		Metric Logged	Total Programs: 9
1000 Books Before Kir sten	40/1/6/1	0% (3)	100%	29,869 Books	-
Program Name					
1000 Books Before Kindergarten	Program Code: d4db0 📋				Advanced Editor
2023 Summer Reading	129 / 9 / 67 / 0	0% (6)	100%	35 Books / 18,211 Minutes / 0 Page Read / 7 "Yes" Entries	+

Click on the three-dot menu to: Add a Group, Access the Advanced Editor, Archive a Program or Delete a Program.

Program Name +	Readers (1)	Completion Progress		Metric Logged	Total Programs: 9
1000 Books Before Kindergarten	40/1/6/1	0% (3)	100%	29,869 Books	-
Program Name 👩					<i>.</i>
1000 Books Before Kindergarten	Program Code: d4db0				Advanced Lattor
2023 Summer Reading	129 / 9 / 67 / 0	0% 📢	100%	35 Books / 18,211 Minutes / 0 Page Read / 7 'Yes' Entries	Clone program
500 Books Before Middle School	0/0/0/0	0% 🌔	100%	0 Book	Archive Trogram
Fall into Reading	0/1/0/1	0% (8)	100%	0 Book 100,077 Minutes / 0 "Yes" Entry	Delete Program
March Madness Activities	3/1/2/0	0% 25	100%	0 Book 0 Minute 500 Pages Read / 12 "Yes" Entries	+

4. Editing a Group. You can edit the parameters of a Group or Activity anytime. Editable parameters are:

-Group/Activity Name

-Metric: Books, Pages, Minutes, Chapters, or Yes/No. You can also create your own metric by clicking on the Metris field and typing in a new one.

-For goal-based groups and activities, the goal amount and Frequency are editable.

-The Date Range

-Books in the Book Bank

-Questions that are asked to participants

#### -Awards

Did you read today?	64	Yes/no	07/31/2022	Reading Log	7 'Yes" Entries		+
Grade Cobool Kids	58	Minutes	Stated /2022	Goal Based	0%	100%	-
letric 💙 Type 💙	Quantity Frequency	From - To	<b>•</b>		+ +		
Minutes V Goal Based	1000 Duration of Group	• 12/07/2022	07/31/2023	1 Group Book Bank	Question R. Awards		
ligh School Kids	64	Books	Started 03/01/2023	Reading Log	4 Boo		+
re-K Readers	0	Books	Started 04/01/2023	Reading Log	0 Book		+
lead 1000 minutes	8	Minutes	Started 04/01/2023	Goal Based	0% ()	100%	+

You can click on the three dots to access the tools to archive or delete the group or activity.

Anytime a parameter is changed, a "save" button will appear on the top right of the editing window. Click "save" to finish editing.

Reading Log	7 "Yes" Entries		+
Goal Based	0% 28	100%	🔋 Save
Group Book Bank	Question     Q Awards		
Reading Log	4 Books		+

The Group or Activity name, Questions and books in the Group Book Bank can be changed anytime without altering how the group or activity functions.

\*Please note that when a metric or date range is changed, any awards that are a part of the group or activity will be re-factored based on the new parameter.

#### 5. Communicating with Participants

Keeping in touch with participants is vital to maintaining participation and sharing information about reading programs. The Reader Zone administrator dashboard allows quick communication with participants, email and push notifications.

5.1 Sending Push Notifications: To send a message directly to the mobile devices of participants, click "Notify Readers" at the bottom right of the Programs screen.

	Readers () Groups 1/1/0/0 3 Metric Logged	
10% (	Program Code: <b>ffdb6</b>	100% ①
1	Program Name Youngstown Eleme	I.
	Panders @ Present	💌 Email Readers 🕒 Add Program

5.2 Push notifications can be sent to participants to one reading program at a time. You can select exactly who will receive a push notification on a group or activity basis. To further select recipients, click "View Recipients" to select or de-select recipients, check or uncheck the green box by the reader's name.

				cation Recipients (	D		
				First Name	Last Name	Reader Type	Email Address
				Aidan	D	Reader	aidan_d_26744_1563588509@child.com
			<b>2</b>	John	Reader	Reader	john@readerzone.com
			<b>E</b>	Runny	Babbit 2	Multi-Readers	ergeri@rere.com
				Rebecca	Wellens	Reader	blwellens@pulaskischools.org
New Notification ①			×	Mahesh	Dhanyan	Reader	maheshdhanyan@gmail.com
New Notification	-		<b>1</b>	Yash	Tarare	Reader	yashtarare0841@gmail.com
				Nikolette	Deavers	Reader	nikolette2018@gmail.com
Select Program	Select Group	Send to an entire prog	justo olo	Justine	Ridder	Reader	jridder@cityofralston.com
1000 Books Before Kindergarten *	All Groups	* single reading group		Bob	Reader	Multi-Readers	bibl23@rz.com
Notification Title		20 / 65 Characters		DILLY	Reader	Multi-Readers	breader1103@rz.com
Reading Program News		View Recip	Nents	Dean	Skogit	Multi-Readers	rz1014@rz.com
Notification Copy		Notification Template Default Notification Templat	• • • 🖬	Freddy	Reader	Multi-Readers	fred1234@rz.co
Write a clever and informative message to	your readers. It will appear as	an alert on mobile devices and will be		Kelly	HIL	Multi-Readers	kawalsh701@gmail.com
accessible in the "notifications" area of the	mobile app.		<b>2</b>	Ben	Reader	Multi-Readers	bengrz.com
			<b>1</b>	Fred	Reader	Multi-Readers	freader1019@rz.com
			and 📼	Sept	Fifteen	Multi-Readers	915@rz.com
170 / 178 Characters			lave 🛛	Amy	Hannum	Multi-Readers	alhannum924@gmail.com
lotification Image	) Schedule Notifica	stion		Parvaiz	Bhat	Multi-Readers	parvalzshah788930@gmail.com
Reader Zone	/			Sam	Asif	Multi-Readers	asif@786gmail.com
- House Lone				Abu shama	Ahmed	Multi-Readers	abahmed31051989@gmail.com
Cancel		Send Notificat	en De Cont				Save

5.3 Write your Notification Title—which is limited to 65 characters. Write your notification cop—which is limited to 178 characters.

You can send the notification immediately, or schedule to send it at a future date and time.

You can save the notification as a template that can be re-used and can change the image that appears with the notification. Click "Save" at the bottom right of the text frame. Once saved, you name the template and it is available for future use.

One you're ready to send the notification, click "Send Notification". The message will be delivered to recipients as a mobile notification. Readers can opt-out of receiving notifications from Reader Zone, in the same way they can for any mobile app.

You can view sent notifications at the top-left of the screen.

New Notification Sent Notifications		
Hect Program	Select Group	
1000 Books Before Kindergarten	All Groups	Send to an entire program, or just single reading group
otification Title	20 / 65 Characte	rs _
Reading Program News		View Recipients
Notification Copy	Notification Templat	te Long Weekend -
Write a clever and informative message accessible in the "notifications" area of t	to your readers. It will appear as an alert on mob he mobile app.	ile devices and will be
		ile devices and will be
accessible in the "notifications" area of t		Ļ
accessible in the "notifications" area of t	schedule Notification	Ļ

5.4 Sending Emails: Sending an email message follows the exact same pattern as sending a push notification. The principal differences are: An email is not limited to the number of characters, and email can contain links and has text tools. You can send a test message prior to sending the message to your recipients. To start, click "Email Readers" at the bottom of the Programs screen.



6. **Managing Readers:** You can manage every aspect of readers who are in your account. This means moving them in and out of reading groups and activities, making entries, and deleting from your account if needed.

The best way to access a reader to manage his or her participation is within the Manage Readers area of the dashboard.

At this screen, you can search for a reader by first or last name. If you have more than 500 readers in your account, it's advisable to first select a specific reading program and group, then enter a name.

🞁 Reader Zone	🔅 Ma	inage Readers					(i) Total Reader	rs 201 / 613 / 144 / 41
# Programs	Program		<b>v</b> ]	Group	~	Search		
Manage Readers		Bulk Manage Selected Readers   Delete S	Selected Readers	Select a Group	or	Searc	h by first or	
🚔 Invite Readers		First or Programs	Last Name	Groups	Program		staname	Joined
🛃 Share / Promote		Aayush	🤗 Raj	Reader	Reader Zone Public 2021	e Per Month	Active	04/17/2020
着 Progress Badges	0	Abc	<mark>.9.</mark> 123	# Reader			Active	06/04/2020
🗟 Reports		Abhijit	👷 Kumar	n Reader	2023 Summer Reading	Did you read today?	Active	04/17/2020
S My Account		Abhijit	🤗 Kumar	Reader			Active	04/17/2020
	0 🗆	Abid	🔒 Khan	# Reader	Reader Zone Public 2021	I chapter per day	Active	04/24/2020
		Abshana	🤗 Banoo	# Reader	Reader Zone Public 2021	group 3	Active	05/02/2020

6.1 With a list of readers, you can select to view the reader detail pop-up or the individual reader page.

🗊 Reader Zone	🔅 Manage Readers					(i) Total Read	lers 201 / 613 / 144 / 412
🖶 Programs	Program	Group		~	Search		
Manage Readers	Select All   Bulk Manage Selected Readers	Delete Selected Readers					
🧧 Invite Readers	First Name	Last Name	Role	Program	Group	Status	Joined
🛃 Share / Promote	/ Alivia	😣 Collins	# Reader	2	10	Active	05/22/2020
💰 Progress Badges	Click Pencil Ico		Click blue area to		Read 300 minutes	Active	05/11/2022
👸 Reports	access reader de		individual reader	page <sub>Reader Zone Public 2021</sub>	300 Minutes Per Month	Active	06/21/2020
😴 My Account	Allie	👷 Gardner	# Reader	2023 Summer Reading	9	Active	06/09/2022
		<ul> <li>Alexand</li> </ul>	- n	October 1000 Minute	00010	* ====	or loo loom

With the reader details pop-up engaged, you can do the following:

- 6.1.1 Add demographic data in the "Reader Information" tab.
- 6.1.2 Add an address and phone number in the "Address and Phone Number" tab.
- 6.1.3 View any Custom Questions in the "Custom Questions" tab.
- 6.1.4 Manage the reading programs and groups in the "Programs" tab.
- 6.1.5 View and edit notes made by school or library staff in the "Notes" tab.
- 6.1.6 Delete the reader from your Reader Zone account by clicking "Delete Reader". You can decide to either keep or delete reading data when you delete a reader. This action does not delete the reader's account, it simply removes that person from your account.

Reader Inform	ation			
First Name *	ation	Last Name *	Birthday	
Aaron		Mays	Birth Date	Ö
Grade Level		School	Library Card Number	
No Information Entered		No Information Entered	No Information Entered	
Library				
No Information E	intered			
Account Owne	er Information	Email Address *	_	
First Name *	Mays	kristen.mays@yahoo.com	View	

6.2 Internal Readers. An Internal reader is a person who cannot or will not use the Reader Zone app or website. You can add a reader to any reading program(s), group(s) or activitie(s). Once an internal reader is added, the person will be identified as an "Internal Reader" on the interface.

As a reading program organizer, you are completely in charge of making reading entries and managing all aspects of Internal Reader account. An Internal Reader account cannot be accessed or handed off to an individual user.

To create an Internal Reader, access the "Manage Readers" area. Click on "Add Internal Reader" on the bottom right of the page. Add the person's name and select the program(s) group(s) or activitie(s) the person will participate with.

Once the reader is added, you can make reading entries anytime by clicking "Add Entry" on the interface.

Summer Reading by Books	Ages 9-12	Active	05/24/2023
Summer Reading by	Ades 9-12	Active	122/2023
			• Add Internal Reader

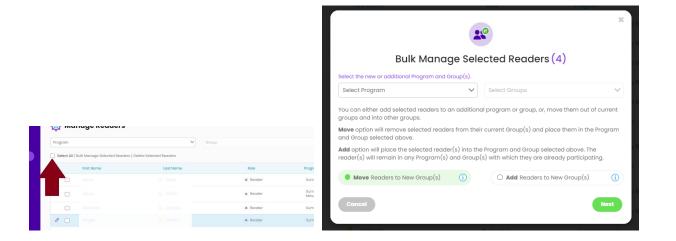
Ad	d Inter	nal Reader	×
Select a Reader to add to the Program			
First Name		Last Name	
Select Program	~	Select Group	~
Internal Readers do not access th reading activity is handled by Rea reader only if the reader cannot n Enter the name of the reader and reader will participate with.	ading Pr nake an	ogram Organizers. Add this type id manage their own account.	e of
Cancel			Add

- 6.3 Bulk Manage Readers. You can manage groups of readers to do the following:
- 6.3.1 Add or move readers to new group(s) or activitie(s). You can move a reader into a new group and decide to include or exclude their reading data in the move. For example, if you move a reader from a group that is logging minutes into another group that is logging minutes, the move can apply reading entries from a previous group in the new one.
- 6.3.2 Delete Readers from your account. Deleting readers from your Reader Zone account removes them from your Reading Programs only, it does not delete the reader's account entirely.

To access the Bulk Manage function, select a range of readers by checking the box at the top of the Manage Readers screen.

The option will open a pop-up that allows you to select a new reading program and group(s) or activitie(s) to which you wish to move the readers.

Select whether or not you want to include or exclude reading data in the move. And confirm the action.

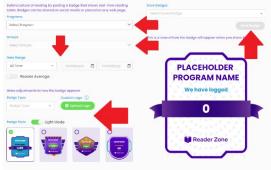


## 7. Progress Badges

You can easily build badges that show real-time total for any range of reading programs and or groups and activities. The badge function also allows you to build a Leaderboard badge for groups that are in

a contest.

- 7.1 Visit the "Progress Badges" area on the dashboard. Once there you can build a badge based on these parameters:
  - -Programs and Groups/Activities
  - -Date Range
  - -Upload the image that appears on the badge
  - -The badge design



With your parameters selected, click "Save Badge" and give it a name.

- 7.2 To post a badge, you have three options:
  - -Download the badge as a static image
  - -Share it on Facebook

-Create an HTML Snippet. With the HTML snippet, you can post the badge on any web page and it will update in real time as participant make entries in Reader Zone. The HTML snippet is added to the page editor for a web page and is best handled by an IT professional.



- 8. Authorized Users: You can share responsibility for your Reader Zone programs and groups by adding additional people to your account.
  - 8.1 There is no limit to the number of Authorized Users AUs) that can be added to an account. There are three permission levels within Reader Zone. They are:

- Authorized Users: Can add new Groups or Activities, make reading entries and manage reader accounts. They cannot make new Reading Programs. You can grant "Read" access only. This makes it such that the user can see reading data, but not make any changes to groups and

- Managers: Have all the permissions of AUs, but can also add new Reading Programs.

- Owners: Have all the permissions of Managers, but can also access the billing and payment information for the account.

8.2 Adding or removing AUs is simple. Visit the "My Account" area and click the "Authorized Users" tab. -Click the Add New User button.

-Enter the person's first and last name and the email address. A single email address cannot be used for both a reader and an AU account. If you see an error that the email is already in use, the person will need to either delete their reader account or use a different email address.

-Select the reading program(s) or group(s)/activitie(s) the person will access. With the programs selected, click "Save" at the bottom of the page.

-The person will receive an email from the Reader Zone server inviting them to login to their account with a temporary password.

Name *	Last Name *	Email Address *		
lew	User	newuser@rz.co		
Permissions Authorized User () Manager () Own	her			
Program Name			Read	Write
<ul> <li>1000 Books Before Kinderga</li> </ul>	rten; d4db0			
Kindergarten	2028			
Kindergarten	2027			
Kindergarten	2025			
Kindergarten	2026	-		
Kindergarten	2023			
Kindergarten	2024			
2000 Books B	Before Kindergarten			
Kindergarten	2021			
📀 2023 Summer Reading; f01a	7			
👴 500 Books Before Middle Scl	hool; 9d3fd			
🕂 Fall into Reading; 6d631				

# 9 Book Bank

The Book Bank allows you to add suggested books to read for participants in a single Group or Activity or an individual reader.

9.1 To add a book to a Group or Activity:

--Visit the Group or Activity editor. And click the purple "Group Book Bank" button.

--Click the "Add Book" button. Enter search terms which can be a title, author or EAN/ISBN.

--Click "Add Book".

--Repeat these steps 2-3 to continue adding books.

--A book can be removed anytime by clicking the "Remove" button on an individual book.

You can add books to an individual reader on the Reader Page by clicking the "Add Book" button.

9.2 If you're asking reading program participants to log books, you have two options with regard to how entties are made:

- 1. Require participants to tie reading entries to book title(s).
- 2. Not requiring participants to tie reading entries to book title(s).

The Reader Zone default setting requires a participant to select or add a title as they make an entry into a book-based group or activity.

To change this, click the "Group Book Bank" option in the Group or Activity editor, then check the box that says "Allow logging reading entries without selecting books".

You can change this option at any time, even in the middle of a reading program.

If you decide to allow entries without requiring a title, your readers still have the option to tie reading entries to titles.

By not requiring participants to select a title as a part of an entry, you will make the reading entry process a little faster for participants.

				0
Goal Based	0% 🕡	100%	22	Reads and a
09/01/2024	Group Book Bank 0 Question	R Awards :		There is no book in b
Goal Based	0% 🕡	100%	+	0

	🔊 Books	Allow logging	g reading entries without :	selecting books 🔞	×
Our B	There is no book	in book bank.	Add Book		
	q	Books	01/01/2023	Gool Based	•(•) •x •(•)