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Beanstack Challenge Pre-Planning Worksheet

This worksheet guides you through the key decisions to make prior to building your reading challenge, and is especially helpful when collaborating with multiple stakeholders, administrators, buildings, or systems.

Challenge Setup:

❏ Challenge Name: _____

❏ Challenge Description:

❏ Challenge Preview Card Description (about 100 words):

❏ Add a challenge header image.
The ideal image is 920 x 351px, less than 10mb, and in jpeg, jpg, png, or gif format .

❏ Will you scope your challenge availability by age or grade level? _____
If using grade, make sure your site or challenge collects readers' grade levels.

   ❏ _____ to _____

❏ When will the challenge begin? _____
The start date is when logged reading begins to count toward the challenge's badges.

❏ When will the challenge end? _____
The end date is when logged reading stops counting. Keep in mind that registered readers can backdate their reading after the end date.

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❏ Will the challenge be available for staff only? _____

❏ Will the challenge be available for pre-registration? _____

❏ Do you want readers to choose between this and other challenge(s)? _____
Read more about setting up [alternative challenges](#).

❏ Do you want to feature this challenge on your landing page? _____
Read more about how to [feature a challenge](#).

❏ Is there any challenge-specific required registration information? _____

    ❏ If so, what? _____

Reading List (optional):

❏ Will readers earn badges for logging any reading or for logging specific titles?

_____
    ❏ If logging specific titles, what titles will you include in the reading list?

Badges:

❏ How will readers earn badges in this challenge?
Remember to always include a registration badge!

    ❏ Logging reading.
        ❏ What log type will you use? _____
        You can learn more about [log types here](#). Only use one per challenge.
        Consider using points if you want to use more than one.
    ❏ Completing activities.
        ❏ Non-repeatable activities.

- ❏ If using points, repeatable activities.
- ❏ Submitting written reviews and/or picture reviews.
- ❏ Earning points.
  You should [activate points on your site](#) if you want readers to earn badges and achieve completion in multiple different ways. If you use points, determine and [set your site-wide point values](#) with consultation from your whole team.
  - ❏ What earnable point type(s) will you use?

  _____
- ❏ Reaching the challenge completion requirements.

- ❏ If using activities, what activities will readers complete? Will there be any resources linked in the activity? Will they need to submit a written answer or a secret code to complete them?

- ❏ What are the badge milestones? List out when readers should earn the badges.

- ❏ Will you include rewards or certificates? _____
  - ❏ If so, what are they and what badges will they be awarded alongside?

Tickets (optional):
Read this article to determine if you should use virtual tickets.

- ❏ Do you want readers to be able to earn tickets within your challenge and put them toward multiple different ticket prizes? _____

    - ❏ If yes, will all badges earn tickets or will some badges earn tickets? Which badges and how many tickets?

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    - ❏ What will the prize options be?

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    - ❏ When is the last date a reader can submit their tickets? _____

Completion Requirements:

- ❏ What is required for a reader to complete this challenge? Do they have to earn all badges, specific badges, or some number of badges?

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- ❏ If this is a reading list challenge and readers earn badges by logging reading for specific books, are there any title completion requirements? _____

    - ❏ If so, do they have to complete all titles, specific titles, or some titles?

        _____