

From: Brain Hive
Subject: Checklist of steps for a successful school launch
Date: [Date]
To: [Recipient]



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Get them swarming to Brain Hive™ from the start.

You’ve signed up with Brain Hive, and will soon unveil it at your school. Now it’s time to get students, parents and teachers excited about this great new eBook resource!

Follow these steps to help make your Brain Hive a success — and keep the interest buzzing once it’s live. Download and print these steps as a one-page PDF.

DOWNLOAD STEPS TO LAUNCH ►



3 Weeks Before Launch

- Complete account personalization.
- Add students and teachers to Brain Hive.
- Create custom Brain Hive eBook collection(s). (Optional)
- Download Brain Hive eBook MARC records for integration with your library catalog. (Optional)

2 Weeks Before Launch

- Create and print student and teacher access cards.
- Email your teachers announcing this great new resource.
- Schedule a time to demo Brain Hive with teachers.

1 Week Before Launch

- Print, assemble and place tent cards.
- Continue demos for teachers.
- Mention Brain Hive to all students and teachers.
- Download the Brain Hive iPad App from iTunes. (Optional)

Post Launch

- Consider a demo for your PTA meetings.
- Consider a demo in the library during parent/teacher conferences.

Also be sure to visit our [Resources Page](#) often for additional tips, tricks and tools for getting the most from your new eBook resource. **Thanks for choosing Brain Hive!**

Need assistance?

Thanks again for joining Brain Hive. If you need assistance, we’re glad to help. Please email us or call **855.554.HIVE**. Please also add info@brainhive.com to your address book to ensure that future Brain Hive communications pass through your spam filters.

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