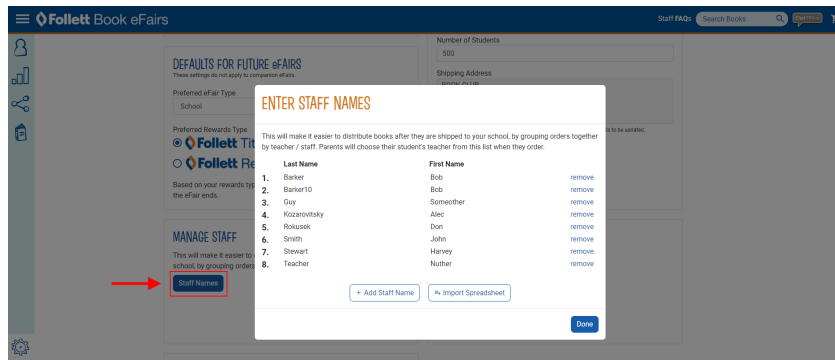


## Setting Up Teacher Wish Lists

When teachers create wish lists for eFairs, parents can buy books for their classrooms. Before teachers can create their wish lists, you need to add them to your eFair.


1. Go to [efairs.follettbookfairs.com](https://efairs.follettbookfairs.com).
2. Click **Login**, and then enter your email address and password.
3. Do one of the following:
  - If you are running a school eFair, you need to complete your eFair setup and enter staff names in the workflow. For more information, see the [Getting Started with School eFairs](#) quick reference guide.
  - If you are running a companion eFair for your onsite Book Fair, you need to enter staff names on the Settings page. Click **Add Staff Name** or **Import Spreadsheet** to include a list of your teachers' names.

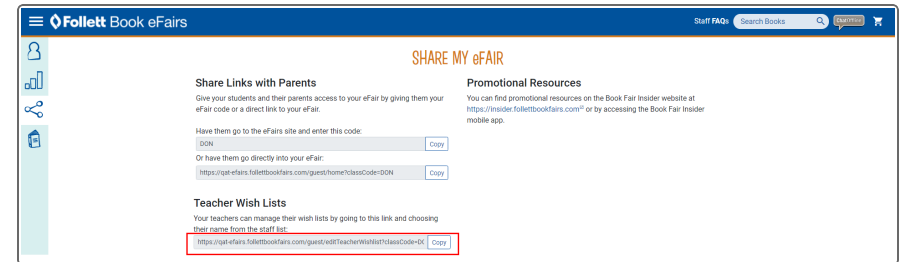


**Note:** Depending on how many teachers are in your school, you can enter their names individually or import a spreadsheet with their first and last names.

## Sharing a Link to Teacher Wish Lists

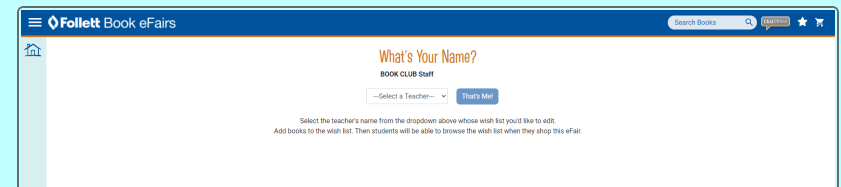
Once you set up and add teachers to your eFair, you can send them a link to create their wish lists.

1. From any page, on the side-bar, click  .




2. Under **Teacher Wish Lists**, click **Copy** to copy the link.
3. Paste the link in an email or other communication to your teachers.

**Note:** All teachers receive the same link. They need to click the link, and then select their name from the drop-down to create a wish list.




## Creating a Wish List

Teachers can create their wish list in just a few steps. To get started, click the eFair link you received in the email or other communication from your event coordinator.

1. Select your name from the drop-down, and then click **That's Me!**
2. From the homepage, do either of the following:
  - Select a category to browse books.
  - At the top of the page, type a keyword(s) in the search bar.
3. Click any book's cover to see its details, and then select **Add to Wish List**.
4. Repeat step 3 for each book you want to add to your wish list.
5. In the top-right corner, click  to see the titles in your wish list.
6. Next to each title, choose the number of copies you want by clicking the arrows.
7. When you are done, click **Share**. Your wish list is automatically saved to your school's eFair page.

### Notes:

- You can optionally share your wish list by printing a copy, sending an email, or copying and pasting the URL.
- When parents enter your eFair code on the homepage, they can view all teacher wish lists by clicking , and then selecting their child's teacher from the drop-down.

