How to find an author, and how to book an author visit

OPTION 1: On "OUR AUTHORS" page:

Log in as a Book Club member, and go to >FOR AUTHORS >**OUR AUTHORS** <u>https://adventuresbythebook.com/our-authors/</u>

Three ways to search for an author:

- Scroll down and view the author directory page by page
- Type in the Search field to search for an author name or a location
- Genre: Check checkboxes to search for genres

When you find an author that interests you, click "Meet the Author" to see their full profile.

How to book an author visit on the Author's profile page:

Click "Book this Author" button, or scroll to the bottom of the page to see the "Book an Author Visit" section.

Our Authors are delighted to meet with registered Book Clubs with 6 or more members. <u>*Contact us*</u> for groups larger than 100 or to create your own customized author experience.

On an Author's profile page, in the Author Visit booking panel:

- 1. Click "Author Visit", and in the popup, hover over each item in the list under "Category" (some authors will only offer one category/duration)
- Click to select a Category (duration) on the left, and then click to select an Author Visit (number of book club members who will attend + see Free or \$\$\$) on the right. If you change your mind, just click your selection in the Author Visit field, and you can select different options.
- 3. When you're happy with your selection, click "Continue".
- 4. Select date & time (shown in YOUR local time zone) to find a date, you can use the arrow keys, or the month/year popups, or scroll down. When you find the date you want, click on it.
- 5. When you click a date, it will be red, to show that it is selected.
- 6. By default, the first available time on that date is selected, but you can select any time you see.
- 7. When you're happy with the date and time selection, click "Continue".
- 8. Next Your Information: complete all required fields and click "Continue"
- 9. Next Payments: you will see a summary of your order. Click the payment button and Continue. Once you have completed the payment, your order is confirmed, and you will receive an email confirmation with the details. The author will also receive a notification about your booking.

10. An Admin will reach out to the author when a booking is made to confirm the date will indeed work for them, and the Admin will send the book club and the author a separate confirmation or coordinate an alternative date if the requested date doesn't work.





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Our Authors

Meet our Adventures by the Book® Authors, discover new reads, and elevate your Book Club experience by inviting an Author to join your discussion today!



How to book an author visit:

Click "Book this Author" button, or scroll to the bottom of the page to see the "Book an Author Visit" section



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Sara Ackerman





Sara Ackerman



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Sara Ackerman

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OPTION 2: On "BOOK AN AUTHOR VISIT" page:

- Log in as a Book Club member, and go to
 FOR BOOK CLUBS >BOOK AN AUTHOR VISIT
 <u>https://adventuresbythebook.com/our-authors/book-an-author-visit/</u>
 or simply click the button: "BOOK AN AUTHOR VISIT" (after you have logged in)
- 2. In the right hand side of the booking panel, click in the **Author** field, then either:
- 3. Scroll through the list of authors and click to select an author, OR
- 4. Start typing the author's name in the Author field, then click to select an author.
- 5. Next, click the **Author Visit** field, to select the type of author visit. You will see 2 columns appear:
 - Category: hover your mouse over the duration (30 minutes / 1 hour / 2 hour) then, click in the right hand column under Author Visit click on FREE (if available), Or click on the number of Book Club members that will attend (6-15 / 16-15 / 25-100). If not free, then the price will display here.
- 6. Click CONTINUE (blue button)
- 7. Select Date & Time this is shown in your local time zone:
 - Select the month, year and day (blue date block are available dates)
 - Click CONTINUE
- 8. Your Information: complete the form and click CONTINUE.
- 9. For a paid author visit, you'll see a summary of your order. Click Continue to confirm your order, and complete payment. OR:

For a free author visit, you'll see a summary of your order here and it is automatically confirmed.

10. An Admin will reach out to the author when a booking is made to confirm the date will indeed work for them, and the Admin will send the book club and the author a separate confirmation or coordinate an alternative date if the requested date doesn't work.



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