

## Welcome to The Horn Book Reviews Book Room

The Horn Book maintains a book room through Microsoft SharePoint. Publishers can request an account through the Horn Book which allows for direct upload of an Excel list of submissions as well as matching PDFs.

Once established, publishers will get email notifications when titles are received, as well as if a title cannot be processed.

To submit titles, publishers must establish a Horn Book SharePoint account and use the Horn Book's Excel template, listing all titles they are submitting. This file, along with the matching PDFs, is uploaded onto SharePoint by the publisher. If you have any questions, feel free to reach out to us at [BookRoomHelp@mediasourceinc.com](mailto:BookRoomHelp@mediasourceinc.com).

### ESTABLISHING AN ACCOUNT

To submit titles, you need to be added to our system. **THIS IS A ONE-TIME PROCESS.**

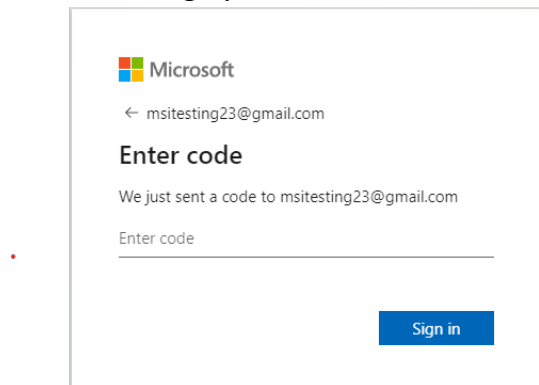
Please use this form to register your account:

<https://mediasource.formstack.com/forms/hornbookpublisherinfo>

Once established, you will receive an email from HB-DoNotReply@mediasourceinc.com with an approval link in the email body. It can take up to two business days for our system to send you the email, but you may receive it much sooner.

**Before clicking on the link, you need to either not be logged into an existing Microsoft account, OR be logged in with the email you registered with.** Click on the link and follow the directions. (Even if you've never created an account, you can "sign in" with the email you used to register for the VBR; just enter in that email and hit "next.")

- 1.) To verify your account, you will be asked to enter a 6 to 8-digit number that you will receive through your email.



Microsoft

← msitesting23@gmail.com

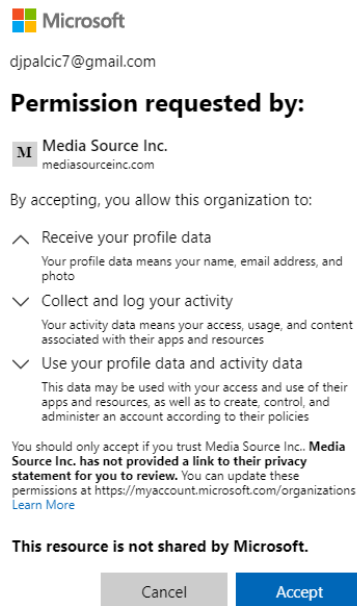
**Enter code**

We just sent a code to msitesting23@gmail.com

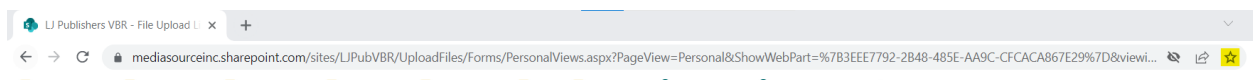
Enter code

Sign in

- 2.) Once verified, you will need to accept the terms and conditions of Microsoft in order to access our book room.



- a. After accepting, you will be redirected to a personal folder where you will be able to securely upload PDF files to our book room. **This folder is only accessible by members of your publishing company who have been added to our system.**
- b. We suggest that you bookmark this site to make it easier for you to find in the future. You can do this by clicking the star on the right side of the URL bar at the top of your browser. (The link is <https://mediasourceinc.sharepoint.com/sites/HBPubVBR/UploadFiles/>. Please note that it will only work for you **after** you receive the email confirming that your account is verified.)










**After** you receive the email confirming that your account is approved,

## NAVIGATING THE BOOK ROOM

Once in the book room you will see three folders:

## File Upload Library

 Name ▾	Modified ▾	Modified By ▾
 1 - INSTRUCTIONS	 About an hour ago	Joey Palcic
 2 - BLANK EXCEL TEMPLATE TO DOWNLOAD	 About an hour ago	Joey Palcic
 UPLOAD FILES HERE - Anthony Publishing	 28 minutes ago	Data Analytics










The **INSTRUCTIONS** folder contains a copy of this document.

The **BLANK EXCEL TEMPLATE TO DOWNLOAD** folder contains a blank version of the Excel template that is needed to submit titles to the book room.






The **UPLOAD FILES HERE - (Publishing Company Name)** folder is where you will upload the Excel file and the matching PDF files that you wish to submit to the book room. **Please note:** approximately one hour after you upload files to this folder, they will be removed from the folder because they have been processed into our system. You will receive an automated email noting which PDF files were processed. If we were unable to process any files, you will receive an automated email stating which files were not processed and why.

## FILLING OUT THE EXCEL TEMPLATE

Download the BLANK EXCEL TEMPLATE TO DOWNLOAD. You can do this by selecting the file and clicking the “Download” button in the top ribbon.

 New ▾  Edit in grid view  Open ▾  Share  Copy link  Delete  Pin to top  Favorite  Download

File Upload Library > 2 - BLANK EXCEL TEMPLATE TO DOWNLOAD

	 Name ▾	Modified ▾	Modified By ▾	+ Add column
	 SLJ - Bulk Upload Template.xlsx  ...	A few seconds ago	Data Analytics	

**Mac Users: You must save the spreadsheet as an “.xlsx” file. Once you download the bulk upload template, it may save it automatically as a .numbers file. To change this, hit “Export” in the upper left corner of the document. It will come up with a dialog box; choose “One per sheet” and hit next. If any other dialog boxes come up, select okay or next. This should create an .xlsx version of the template that you can now continue to edit and upload.**

**The spreadsheet has two tabs: Contact and Information. Both must be filled in.**

**The Contact tab** asks for your contact information and for details about your submission. **You must fill out the first three lines on this tab once for every new submission** (the name of your submission can be anything you want it to be; we only use it to tell you information about what

you submitted, so pick something that is meaningful to you.) **The email you supply on the contact tab is where we will send our automatic email updates.**

**The Information tab** is where you list the items you are submitting to the book room. The required fields are highlighted in orange and marked with an asterisk. Please make sure to follow the directions stated in the first row. Additional columns can be filled in as you wish, but only required fields are necessary.

### **Explanation of Important Fields:**

**PDF File Name:** Please put the name of the PDF file name here. It **MUST** match the name of the PDF you plan to upload exactly (including spaces, dashes, underscores, etc.).

**Author:** Must be last name, first name.

**ISBN:** No dashes or spaces please.

**Any fields highlighted in orange are required.**

### **Explanation of Optional Fields: Columns asking for numerical entries (ISBN and price columns):**

If a column does not apply (for example, if a book has no Spanish ISBN or price), **please leave the column blank**. Entering anything besides a number in the correct format (for example, entering "n/a") will trigger an error message.

### **Columns with Dropdown Menus (Format/Category, Age Level, and Grade Level):**

There is a small dropdown-menu arrow to the right of the column. If you would like to include this **optional** information, please select the option that most describes the format or category of each title submitted. You can also copy and paste or drag down to fill in cells with the same information, as long as each cell matches an option in the dropdown list.

**Debut Title and Lead Title:** These **optional** columns each have a dropdown with "yes" or "no." You do not need to fill these columns in for every title, but feel free to use this space to let us know of titles that you are especially excited about. You can also provide more information in the "Notes" column.

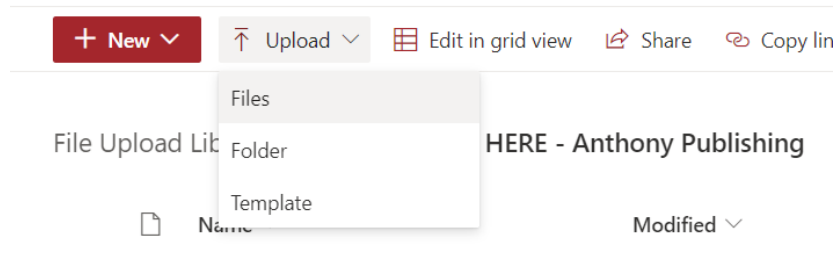
Once you have completed **BOTH** tabs on the spreadsheet, save it and upload it after you have uploaded your PDFs to our book room.

## **UPLOADING TO THE BOOK ROOM**

**Upload PDFs first.** Click on the "UPLOAD FILES HERE - (Publishing Company Name)" folder. Upload the PDF files into the folder. You can do this using the upload button or by simply dragging and dropping the files into the folder.

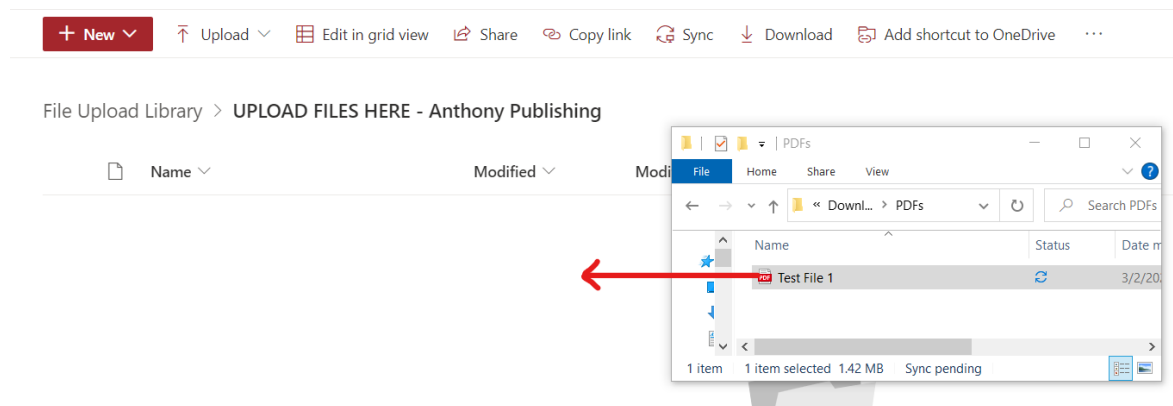
### Upload Button:

- Click Upload > Files then select the file you want to upload.

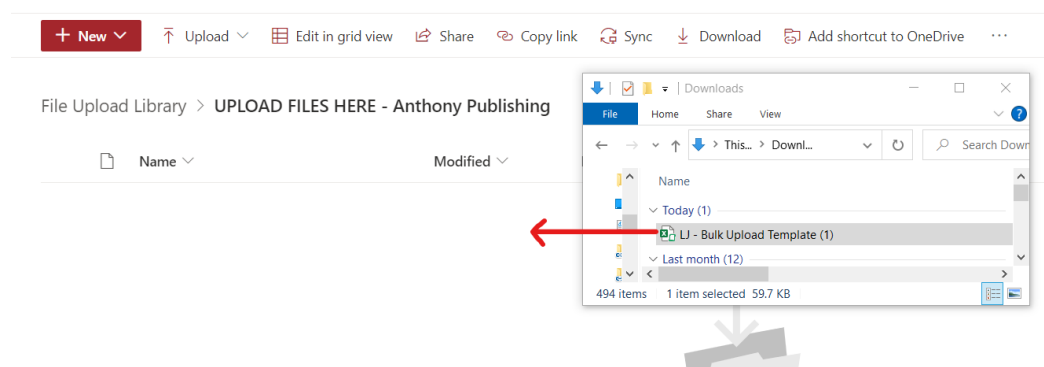


### Drag and Drop:

- Find the file you would like to upload from your computer.
- Drag the file and place it into the blank space below the column headers. You will see a red dashed outline around the screen when you are in the space where you can drop the file.



Once all the PDFs are loaded, next upload the populated **Excel file** into the same "UPLOAD FILES HERE - (Publishing Company Name)" folder.



The files will be processed in an hour. **The process is triggered by uploading the Excel file, which is why you should upload the PDFs first.** You will receive an email of processed files and an email of files that were not processed, if there are any.

If you have files that did not process for any reason other than "ISBN already exists" (which simply means we already have the book!), then fix the issue and re-upload the corrected Excel spreadsheet.

#### Titles That Did Not Process

**DN** Do Not Reply  
To Joey Palcic  
Cc Joey Palcic; Data Analytics

Reply Reply All

#### ISBNs That Did Not Process

Date: 04/19/23 11:08:11

We were unable to process the following files during the bulk upload:

Title	ISBN	Reason
Grey Street	3210987654321	ISBN already exists
Get Back	9876543211234	ISBN already exists
Dogged	1234567890123	Needs PDF
Total	3	

You can submit as many, or as few, titles per spreadsheet as you wish. You can submit a new spreadsheet every day or submit a spreadsheet once a season, or any other combination you wish.

### **Please do not change the spreadsheet; please do not create subfolders**

Please do not change the spreadsheet or create subfolders in your publishing folder. Note that the system is running off of a script that is designed to exactly follow the spreadsheet and the publisher folder as they currently exist. If you change a column name on the spreadsheet, add a column to the spreadsheet, or create additional folders or subfolders in your publishing folder, the script will not recognize those elements and your submission will not load, nor will it trigger

the correct email receipts to send you. It will in essence be lost. **We welcome your feedback and suggestions for improvements, but please do not make them to the system yourself.**

**Thank you for submitting titles to the Horn Book.**

If you have any questions, feel free to reach out to us at [BookRoomHelp@mediasourceinc.com](mailto:BookRoomHelp@mediasourceinc.com).