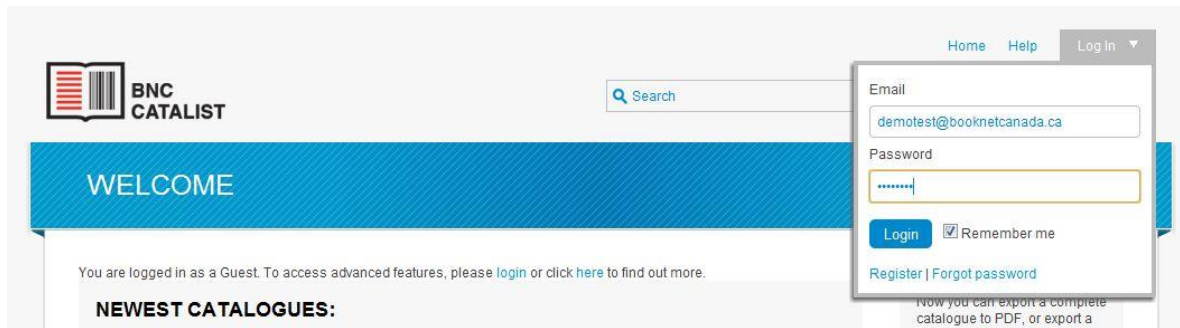


CATALIST QUICK START GUIDE FOR PUBLISHERS

Welcome to BNC CataList. This Quick Start guide will tell you how to get set up and use the system's key features. Before you can get started with CataList, contact us at catalist@booknetcanada.ca to set up a publisher account. If you have further questions after reading this guide, you can consult the [CataList Help Manual](#).

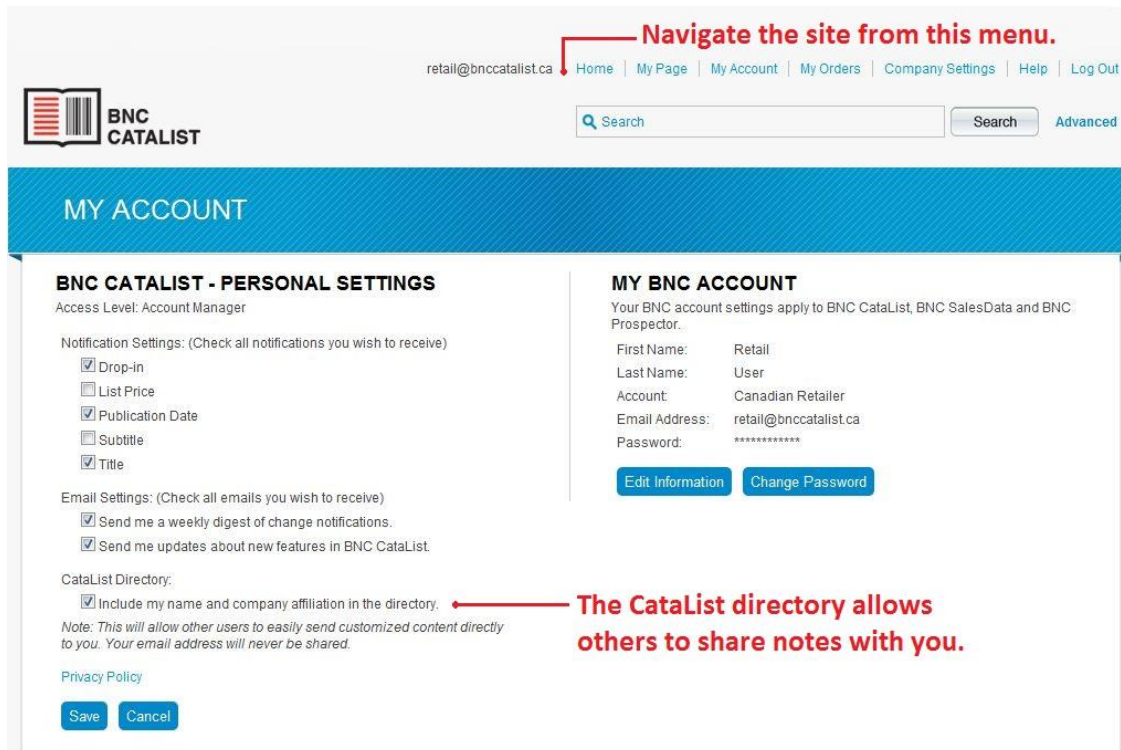
LOG IN TO YOUR ACCOUNT



When you receive your welcome email from the CataList system, use the link provided to set up your password. If you already have a SalesData account, you can use the same password to access CataList once we have activated your account.

Go to <https://bnccatalist.ca> and log in with your user name and password.

SET YOUR PERSONAL ACCOUNT PREFERENCES



Click My Account in the navigation bar. Under Personal Settings, select your notification settings and email settings.

Opt in to the CataList Directory so other users can share notes with you. Find out more about [how the directory works](#).

Click Save to save your personal settings.


SET UP YOUR PUBLISHER PAGE

COMPANY SETTINGS

Administration **Publisher Page** Reports Export Banners

[View Publisher Page](#)

PUBLISHER INFORMATION


Publisher Name	Publisher Logo
Demo Publisher	

Publisher Name:

Publisher Logo: [Choose File](#) No file chosen

[Change Publisher Information](#)

IMPRINTS


Imprint Name	Logo File Name	Active Status	Actions
Canadian Studies	<input type="checkbox"/>	Active	Edit
Demo Publisher		Active	Edit

Imprint Name:

Imprint Logo: [Choose File](#) No file chosen

[Add an Imprint](#)

WEBSITES

Website	Label	Actions
http://www.booknetcanada.ca	Our website	

[Add a Website](#)

Click Company Settings in the navigation bar, then select the Publisher Page tab.

Enter your company information, including company name, imprint (or client publisher) names, website links, social media accounts, contacts and business addresses.

Upload logo images for your company and imprints.

Preview your publisher page by clicking View Publisher Page at the top or bottom right.

Your publisher page is not accessible to any users outside of your own account until you publish your first catalogue to the CataList site.

MANAGE YOUR ACCOUNT USERS

The screenshot displays the 'Administration' tab of the CataList account management interface. It features three main sections: 'ACCOUNT STATUS', 'USER LIST', and an 'Add a User' dialog box.

ACCOUNT STATUS

Status Detail	Total
ISBN listings purchased	0
ISBN listings used	0
ISBN listings available	0
General catalogues published	0
Custom catalogues published	2
Number of CataList users	1

USER LIST

Name	Email Address	Prospector Access	SalesData Access	CataList Access	CataList User Type	Last Log-in	Actions
Demo User	demotest@bnccatalist.ca	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Account Manager	Jun 15, 2011	

Add a User

Add a new user to Demo Publisher CataList account

First Name: A
Last Name: User
Email Address:
User Type:
- Basic (checked) -
- Account Manager -
- Catalog Editor -

Save Cancel

Annotations:

- Click here to add a user. (Points to the 'Add a User' button)
- Enter new user info here. (Points to the 'Add a User' dialog form)
- Manage your user list here. (Points to the edit icon in the 'Actions' column)

Note: Users can be added to or removed from your CataList account only. If you would like to add or remove user access to other products, please advise us at info@booknetcanada.ca.

Click Company Settings in the navigation bar, then select the Administration tab.

Set up users on your account by clicking the Add a User button that appears beneath the User List.

Manage each user's access and user type by clicking the Edit icon in the Actions column. For more information about user types, read about [Access Levels](#) in the CataList Help Manual.

CREATE CATALOGUE

STEP 1 OF 2

Catalogue Display:

This is how CataList will display your catalogue on the site.

 No Image Available

Catalogue Name

Cover Image No file chosen
[image requirements](#)

Catalogue Properties:

CataList uses this information to sort and filter catalogue lists.

Publisher or Imprint

Catalogue Type Seasonal Monthly

Season

Catalogue Contents:

Add the ISBNs you want the catalogue to contain.

Type or paste multiple ISBNs into this box, each on its own line or comma separated.

Click My Page in the navigation bar.

Click the New Catalogue button.

Enter the name for your catalogue, and upload a cover image. The cover image can be added later if you don't have one ready now.

Set imprint, month/season, and year properties.

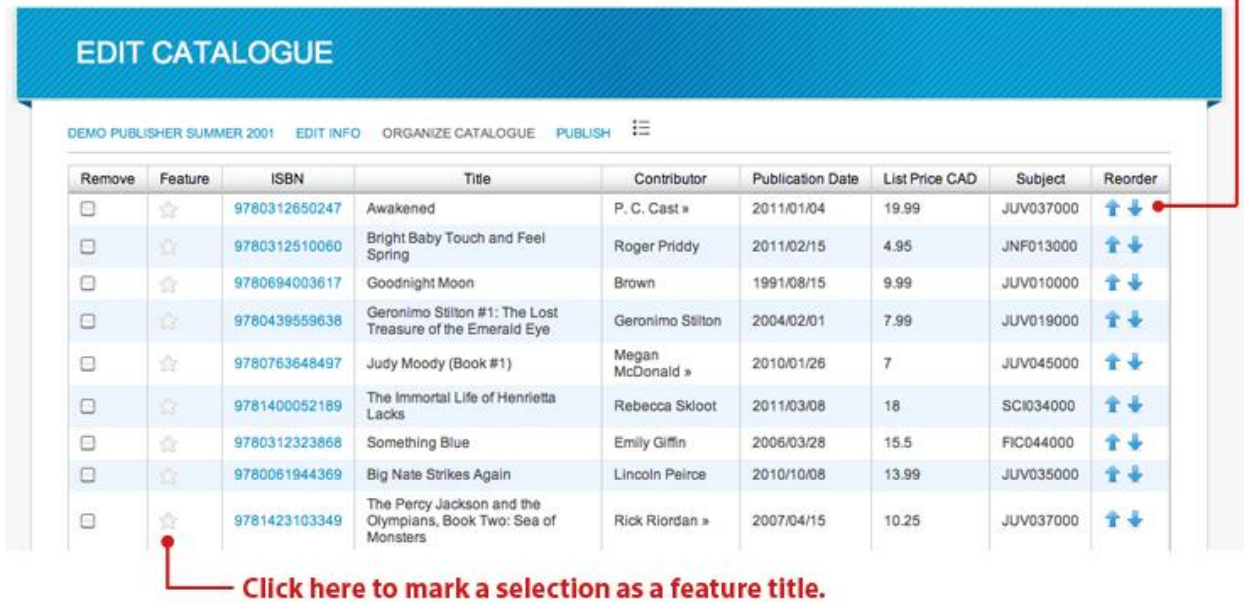
Type in or copy and paste in the list of ISBNs you wish to include in your catalogue.

Click Next.

Review any error messages and click Save to build your catalogue. Your catalogue is placed in draft status at this point—it is not published to the CataList site.

EDIT AND PUBLISH A CATALOGUE

Change the order of titles in your catalogue here.



The screenshot shows the 'EDIT CATALOGUE' interface. At the top, there is a blue header with the text 'EDIT CATALOGUE'. Below the header, there are navigation links: 'DEMO PUBLISHER SUMMER 2001', 'EDIT INFO', 'ORGANIZE CATALOGUE', and 'PUBLISH'. A menu icon is also present. The main content is a table with the following columns: 'Remove', 'Feature', 'ISBN', 'Title', 'Contributor', 'Publication Date', 'List Price CAD', 'Subject', and 'Reorder'. The table contains ten rows of book entries. A red arrow points to the 'Reorder' column header, and another red arrow points to the 'Feature' column header.

Remove	Feature	ISBN	Title	Contributor	Publication Date	List Price CAD	Subject	Reorder
<input type="checkbox"/>	<input type="checkbox"/>	9780312650247	Awakened	P. C. Cast »	2011/01/04	19.99	JUV037000	↑ ↓
<input type="checkbox"/>	<input type="checkbox"/>	9780312510060	Bright Baby Touch and Feel Spring	Roger Priddy	2011/02/15	4.95	JNF013000	↑ ↓
<input type="checkbox"/>	<input type="checkbox"/>	9780694003617	Goodnight Moon	Brown	1991/08/15	9.99	JUV010000	↑ ↓
<input type="checkbox"/>	<input type="checkbox"/>	9780439559638	Geronimo Stilton #1: The Lost Treasure of the Emerald Eye	Geronimo Stilton	2004/02/01	7.99	JUV019000	↑ ↓
<input type="checkbox"/>	<input type="checkbox"/>	9780763648497	Judy Moody (Book #1)	Megan McDonald »	2010/01/26	7	JUV045000	↑ ↓
<input type="checkbox"/>	<input type="checkbox"/>	9781400052189	The Immortal Life of Henrietta Lacks	Rebecca Skloot	2011/03/08	18	SCI034000	↑ ↓
<input type="checkbox"/>	<input type="checkbox"/>	9780312323868	Something Blue	Emily Giffin	2006/03/28	15.5	FIC044000	↑ ↓
<input type="checkbox"/>	<input type="checkbox"/>	9780061944369	Big Nate Strikes Again	Lincoln Peirce	2010/10/08	13.99	JUV035000	↑ ↓
<input type="checkbox"/>	<input type="checkbox"/>	9781423103349	The Percy Jackson and the Olympians, Book Two: Sea of Monsters	Rick Riordan »	2007/04/15	10.25	JUV037000	↑ ↓

Click here to mark a selection as a feature title.

Your catalogue remains in draft status until you're ready to publish it to the CataList site.

Under My Page, you have the option to make changes to your catalogue by clicking on the Edit icon.

Click Edit Info or Organize Catalogue above the table to edit catalogue details, add ISBNs, mark feature titles, sort titles and add/edit content.

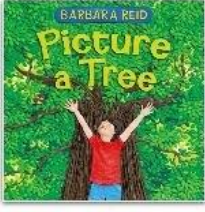
When your catalogue is ready, click Publish. If you have not purchased ISBN listing spaces for your account yet, you will be prompted to do so at this stage. Just click Purchase ISBN Listings and follow the prompts.

Click Publish Now to publish your catalogue to the site.

REVIEW YOUR TITLE DETAIL PAGES

SCHOLASTIC CANADA

1



2

3

4

5

6

Picture a Tree

By (author): [Barbara Reid](#) 3

Illustrated by: [Barbara Reid](#)

Oct 01, 2011
Forthcoming
\$19.99 CAD

Picture a tree — what do YOU see?

Picture a tree, from every season, and from every angle. These wondrous beings give shade and shelter. They protect, and bring beauty to, any landscape.

Now look again. Look closer.

A tree's colours both soothe and excite. Its shape can ignite the imagination and conjure a pirate ship, a bear cave, a clubhouse, a friend; an ocean, a tunnel, and a home sweet home. Its majestic presence evokes family, growth, changes, endings and new beginnings.


Picture a tree — what do you see? The possibilities are endless.

In this gorgeous new picture book, Barbara Reid brings her vision, her craft, and her signature Plastocene artwork to the subject of trees. Each page is a celebration, and you will never look at trees in quite the same way again.

ABOUT THE CONTRIBUTORS

Barbara Reid is a critically-acclaimed Canadian author and illustrator, well known to children, parents, and teachers alike for her vibrant Plastocene illustrations. Barb has received every major Canadian children's book award, including the Governor General's Award. *Perfect Snow* was one of *Quill & Quire's* "15 Books that Mattered" for 2009. Barb lives in Toronto, Ontario.

IMAGES



8

“I have always loved trees, and spent much of my childhood climbing them, drawing them, playing under and around them. Trees have personalities and moods, and nothing tells the story of the changing seasons like a tree. Over the course of morning dog walks in the Don Valley I started to think about a series of images of trees that would represent each passing month. Choosing images to express the playfulness of branches and clouds, the character of an old tree, or the explosion of spring was like putting together a puzzle, or drawing a poem.”

—Barbara Reid

Orders

Test Store 1:

Test Store 2:

[Save](#)

Marketing & Promotion

- Multi-city tour: Vancouver, Calgary, Regina, Winnipeg, Halifax (other cities too)
- Video
- Poster
- National publicity
- National advertising
- Books for Everybody submission
- Online promotion
- Co-op available

COMPARABLE TITLES


[Sing a Song of Mother Goose](#)
Barbara Reid

[Perfect Snow](#)
Barbara Reid


[The Subway Mouse](#)
Barbara Reid

[View SalesData](#)


ALSO AVAILABLE



[Sing a Song of Mother Goose](#)
Barbara Reid
\$9.99 CAD
Nov 01, 2007



[Perfect Snow](#)
Barbara Reid
\$19.99 CAD
Oct 01, 2009



[The Subway Mouse](#)
Barbara Reid
\$7.99 CAD
Sep 01, 2005

9

10

11

12

13

1. Navigate page-by-page, or switch to the thumbnail or list views of the catalogue.
2. Click here to export the page as a PDF for offline use.
3. Canadian contributors are marked with a flag icon.
4. View this title's marketing and promotional information.
5. View comparable titles.
6. Click here to view sales figures (for BNC SalesData data providers only).
7. View title reviews and endorsements.
8. View embedded media (videos, images), and get video embed code for your own website.
9. View sales rights details.
10. See other formats of the same work.
11. View supply details, including carton quantities.
12. Jot down private notes.
13. View notes left for you and share notes with others.


ADDING AND EDITING TITLE INFORMATION

EDIT TITLE

☰ ☰ ▶

Editing Record: 9780978359898

[Lock All](#) [Unlock All](#) [Save](#) [Cancel](#)

Cover Image

[Edit](#)

Title	Subtitle
The Canadian Book Market 2010	Subscriber Edition

[Edit](#) [Unlock](#)

List Price
\$79.99 CAD

[Edit](#) [Unlock](#)

Publication Date	Publishing Status
Mar 15, 2011	Active

[Edit](#) [Unlock](#)

Format	Format Detail
Book	Trade paperback (US)

[Edit](#)

Publisher	Imprint
BookNet Canada	

[Edit](#)

Main BISAC Subject Code	Secondary BISAC Subject or Region Code
REF000000	
REFERENCE / General	

[Edit](#)

Is there an easier way?

To avoid filling in each page manually use BNC BiblioShare, BookNet Canada's data aggregation service. BNC CataList can pull content and updates directly from BiblioShare. Your catalogue pages will be instantly populated and updated automatically.

[Find out more about BNC BiblioShare](#)

What happens when I lock fields?

Once you have locked a field, BNC CataList will display the information you have entered until you unlock it. Once your ONIX feed to BiblioShare has been updated, don't forget to unlock fields to re-enable automatic updates.

If you update your ONIX file and upload it to BiblioShare, your changes will automatically be fed into CataList. However, you can add elements not provided in your ONIX file or make changes quickly through CataList when time is critical.

Detail information for your titles can be edited directly in the Title Detail pages by clicking the Edit icon.

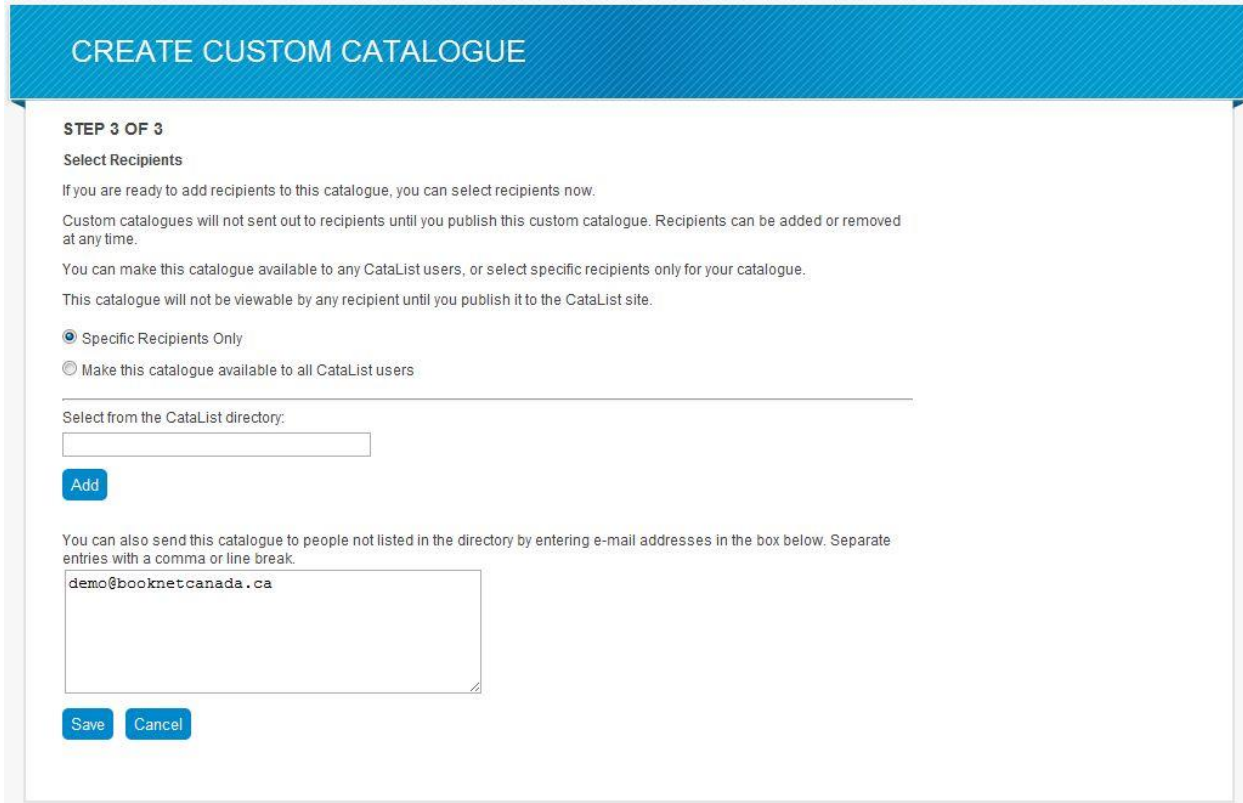
If you edit or add content manually, you can click on "Lock" to save your changes and prevent them from being overwritten during the next data refresh.

Click Save to save your edits.

Locked sections can only be edited manually. To allow for automatic updates from BiblioShare, you must unlock the sections.

CREATE AND SHARE CUSTOM CATALOGUES

Custom catalogues are viewable only by the recipients specified by the catalogue creator. Custom catalogues can be created using any ISBN which has already been published in a seasonal catalogue. There is no incremental cost to your company to create custom catalogues.



CREATE CUSTOM CATALOGUE

STEP 3 OF 3

Select Recipients

If you are ready to add recipients to this catalogue, you can select recipients now.

Custom catalogues will not be sent out to recipients until you publish this custom catalogue. Recipients can be added or removed at any time.

You can make this catalogue available to any CataList users, or select specific recipients only for your catalogue.

This catalogue will not be viewable by any recipient until you publish it to the CataList site.

Specific Recipients Only

Make this catalogue available to all CataList users

Select from the CataList directory:

Add

You can also send this catalogue to people not listed in the directory by entering e-mail addresses in the box below. Separate entries with a comma or line break.

Save **Cancel**

Click My Page in the navigation bar.

Click New Custom Catalogue.

Enter a name for your custom catalogue.

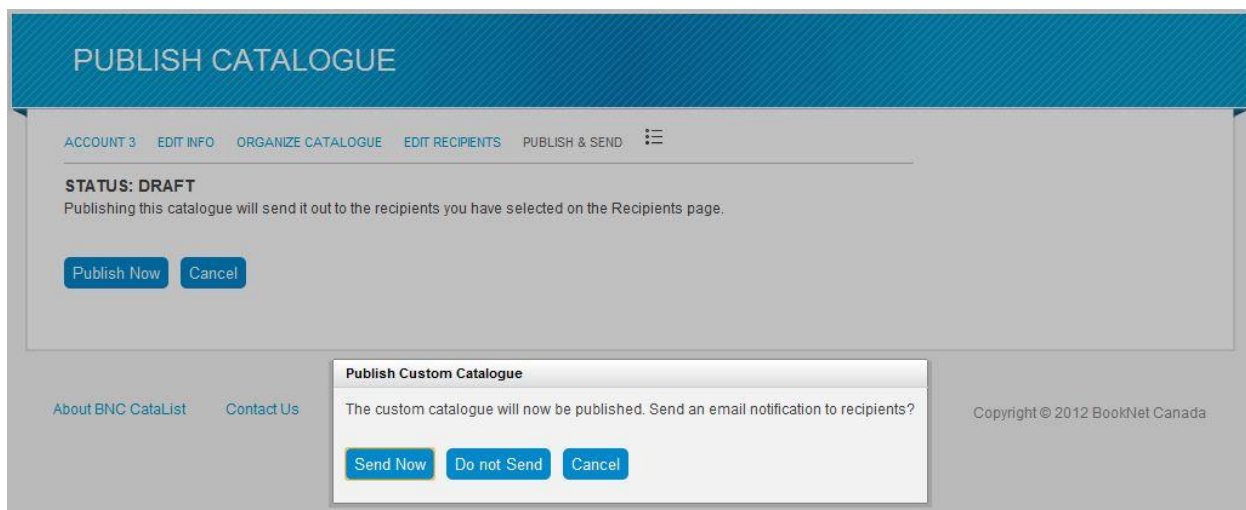
Select starting catalogues from the list of seasonal catalogues.

Alternatively, you can enter a list of ISBNs to include in your catalogue by clicking Type or Upload.

Click Next.

Review any error messages and click Continue.

Enter specific recipients using the directory or email address box, OR select All Users and then click Save.



Your custom catalogue remains in draft status until you're ready to publish and send it.

On My Page, go to the My Custom Catalogues tab and click the catalogue name to edit it.

Click Edit Info or Organize Catalogue above the table to edit catalogue details, add ISBNs, mark featured titles, sort titles, and add or edit content until you're happy with the catalogue.

Click Edit Recipients to edit the list of individuals who will receive the catalogue.

Click Publish & Send, then click Publish Now to publish the catalogue and send it to recipients.

MORE RESOURCES

Looking for more information? Find it here:

[CataList Help Manual](#)

[ONIX for CataList](#)

Project Team email: catalist@booknetcanada.ca