



# QUICK GUIDE TO MACKIN.COM

## **MACKIN EDUCATIONAL RESOURCES**

**3505 COUNTY ROAD 42 WEST  
BURNSVILLE, MINNESOTA 55306-3804**

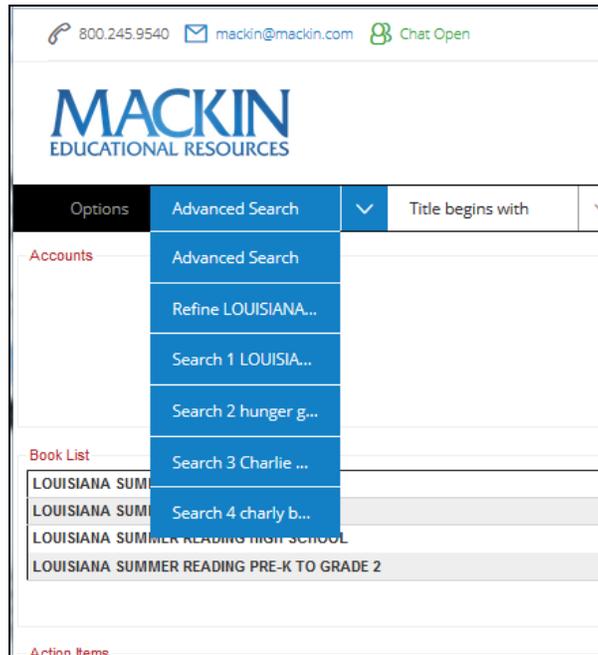
**PHONE: 800.245.9540**

**Fax: 800.369.5490**

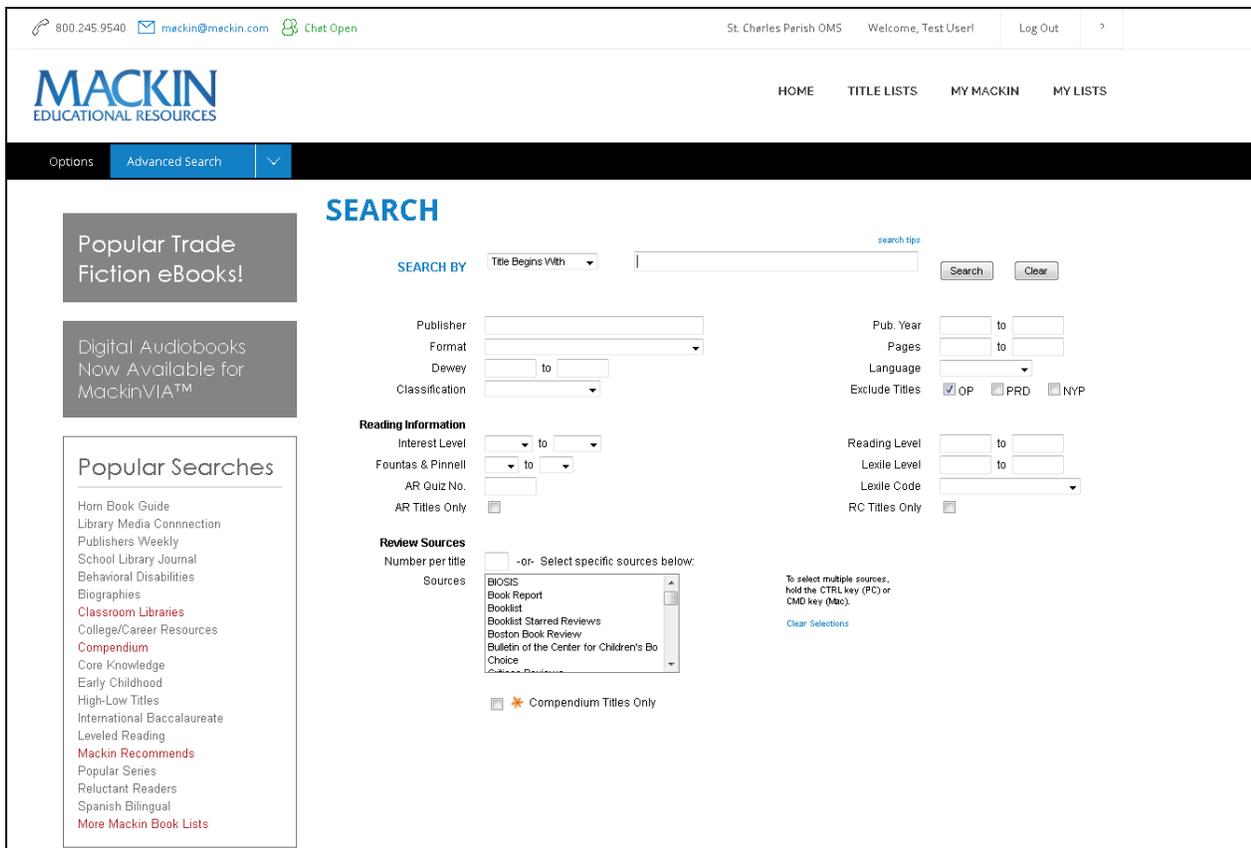
UPDATED: 5/26/15KAB

# 1. Searching for Titles

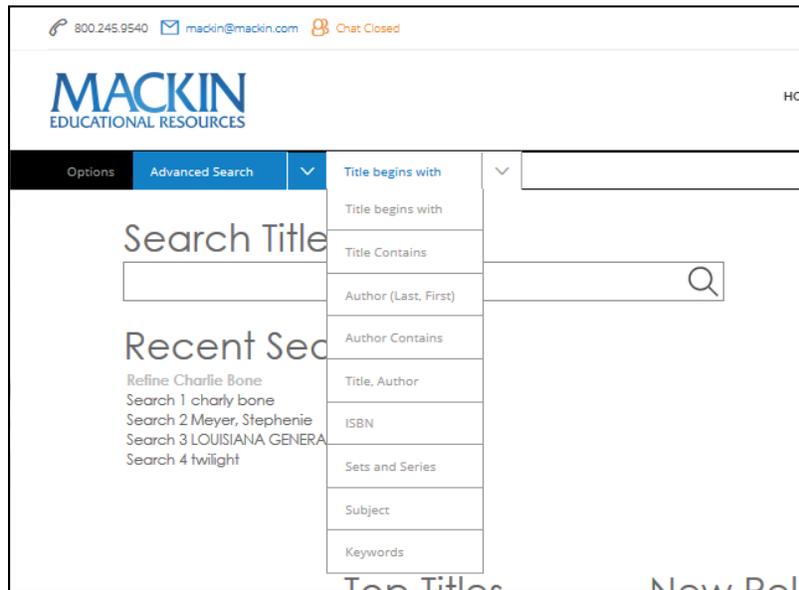
To begin the process of searching for a title and creating orders or lists, use the quick search at the top of each page, or mouse over Advanced Search in the menu bar to find Advanced Search and your last five searches.



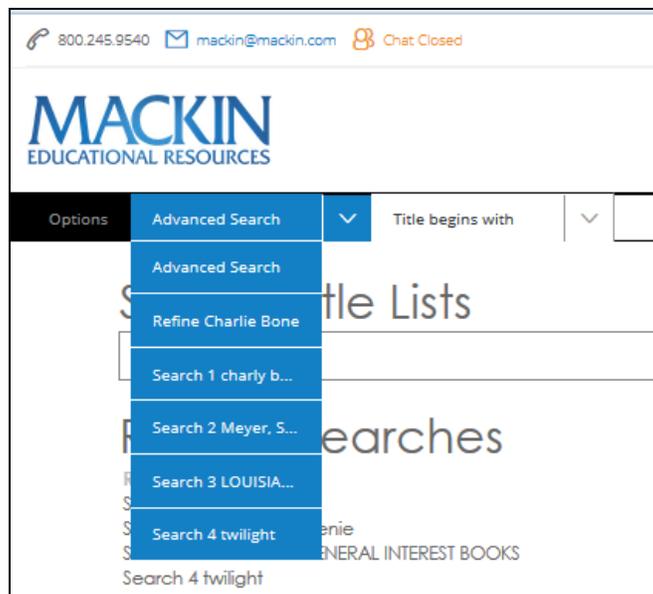
Advanced Search has all available search functions, including reading level, reviews, Accelerated Reader Quiz number, Languages, and more. Make sure to check out the red Search Tips link at the top of the page – plus Popular Searches and other information on the left.



You can also use the Easy Search to the top left of each page. Using the drop down, you can perform an Easy Search by Title Begins With; Title Contains; Author; Author (Last, First); Author Contains; Title, Author; ISBN; Sets and Series; Subject; or Keywords. If you use My Mackin > My Profile, you can set your own default parameter for future visits.



A drop down menu when you mouse over Advanced Search shows you the last five searches you performed. It will pre-populate the parameters you had for that particular search, allowing you to find the exact same results or further refine for fewer results.



## 2. Search Results

The search results screen can be customized to show only the information that is most important to you. Before individual settings are made, only TitleMatch, Cover Image, Title, Author, Date of Publication (DOP), Format, Price, and Quantity will appear:

The screenshot shows the Mackin Educational Resources search results interface. At the top, there's a navigation bar with 'HOME', 'TITLE LISTS', 'MY MACKIN', and 'MY LISTS'. Below that is a search bar with 'Options' and 'Advanced Search' tabs. The main content area is titled 'LIST DETAIL' and shows the current list as 'LOUISIANA YOUNG READERS' CHOICE 3-5: 2016'. There are buttons for 'Update Totals' and 'Order Now'. A 'List Info' box displays details like 'Created on: 5/27/2015', 'Qty: 46', 'PO Number:', 'Limit: \$0.00', 'Tax Rate: 0.00%', 'Item Total: \$702.94', 'Tax Total: \$0.00', and 'Order Total: \$702.94'. Below this is a table with columns: TitleMatch, Select, Cover Image, Title, Author, DOP, ISBN, IL, CLCD, Format, Price, Qty. The table lists five items, each with a checkbox in the 'Select' column and a 'Preview' button in the 'Format' column.

TitleMatch	Select	Cover Image	Title	Author	DOP	ISBN	IL	CLCD	Format	Price	Qty
<input checked="" type="checkbox"/>	<input type="checkbox"/>		BRAVE GIRL : CLARA AND THE SHIRTWAIST MAKERS' STRIK : ICONOG PFR/ICONOGRAPHIC/WIDESCREEN DVD	MARKEL, MICHELLE	2014	9781629238319	K-3		DVD	\$38.99	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>		BRAVE GIRL : CLARA AND THE SHIRTWAIST MAKERS' STRIKE OF 1909	MARKEL, MICHELLE	2013	9780061804427	K-3	CLCD	T-HC	\$15.38	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>		EINSTEIN THE CLASS HAMSTER	TASHJIAN, JANET	2013	9780805095610	2-5	CLCD	T-HC	\$11.11	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>		ELVIS AND THE UNDERDOGS	LEE, JENNY	2013	9780062235770	4-6		EBOOK -	\$6.99	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>		ELVIS AND THE UNDERDOGS	LEE, JENNY	2014	9780062235558	4-6		MB-	\$11.44	1

You can sort by any column by clicking on the column header.

To add additional columns, click the red COLUMNS link to the top right of the search results. You can add Series Title, AR Quiz information, RC Quiz information, FP (Fountas & Pinnell information), Lexile (Lexile level information), Publisher, Dewey Number, ISBN, Reading Level, Interest Level, Priority, Language, Pages, Notes, and/or CLCD Info (Children's Literature Comprehensive Database).

**Column Display**

Select the columns of information you would like to display.

<input type="checkbox"/> TitleMatch	<input checked="" type="checkbox"/> Cover Image	<input type="checkbox"/> Series Title	<input checked="" type="checkbox"/> AR Quiz
<input checked="" type="checkbox"/> RC Quiz	<input type="checkbox"/> F & P	<input checked="" type="checkbox"/> Lexile	<input checked="" type="checkbox"/> Publisher
<input checked="" type="checkbox"/> DOP	<input checked="" type="checkbox"/> Dewey Number	<input checked="" type="checkbox"/> ISBN	<input checked="" type="checkbox"/> Reading Level
<input checked="" type="checkbox"/> Interest Level	<input checked="" type="checkbox"/> Priority	<input type="checkbox"/> Language	<input checked="" type="checkbox"/> Pages
<input checked="" type="checkbox"/> Notes	<input checked="" type="checkbox"/> CLCD Info		

TitleMatch is displayed to the left of each title (when the column is active and TitleMatch has been turned on in My Profile). Mousing over the colored L, S, or M will pull up the list of matches for that title. Titles that are a match in multiple collections or on your lists will also be listed in the information box.

800.245.9540 | mackin@mackin.com | Chat Open

**MACKIN**  
EDUCATIONAL RESOURCES

Options | **Advanced Search** | Title begins with

SEARCH RESULTS (44)

Saving titles to: Test With Herbie | View List | Update Totals | Qty: 3 | Total: \$379.34 | Limit: \$0.00

KEY | Go to Page | Page 1 of 3 | Back | Next

TitleMatch	Select	Cover Image	Title	Notes	AR	RC	Lexile	Author
<b>M</b>	<input type="checkbox"/>		NURSE, SOLDIER, SPY: STORY OF SARAH EDMONDS, A CIVIL WAR HEROINE		RL 4.9 PV 0.5 TR 142500 EN	RL 4.4 PV 2.0 TR 52900 EN	AD 620	MOSS, MARISSA
<b>M</b>	<input type="checkbox"/>		TEN RULES YOU ABSOLUTELY MUST NOT BREAK IF YOU WANT TO SURVIVE		RL 3.2 PV 0.5 TR 144346 EN	RL 2.1 PV 2.0 TR 54840 EN	AD 520	GRANDIT JOHN
<b>M</b>	<input type="checkbox"/>		NURSE, SOLDIER, SPY: STORY OF SARAH EDMONDS, A CIVIL WAR HEROINE <b>WWR/SINGLE-USER EBOOK/PC/MAC/ANDROID /IPAD+</b>		RL 4.9 PV 0.5 TR 142500 EN	RL 4.4 PV 2.0 TR 52900 EN	620	MOSS, MARISSA
<b>M</b>	<input type="checkbox"/>		TEN RULES YOU ABSOLUTELY MUST NOT BREAK IF YOU WANT TO SURVIVE <b>SINGLE-USER EBOOK/PC</b>		RL 3.2 PV 0.5 TR 144346 EN	RL 2.1 PV 2.0 TR 54840 EN	AD 520	GRANDIT JOHN

**In Collection**

Name	Date
Sample Elementary	3/9/2015

**Color Key**

- M** Exact ISBN
- M** Possible Match by Title/Author/Added Entry/ Series Title
- M** Possible Match by Title/Author or just Title
- S** ISBN on a submitted list
- L** ISBN on a current list

Any available option to revise the Search Results screen can be found under Options in the main menu, including refine, print, add unfound title (to add as much information as possible about a title not found in our database), select all, create new list, and Mackin.com's help guide.

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**MACKIN**  
EDUCATIONAL RESOURCES

Options | **Advanced Search**

SE Refine

Print

Sav Add Unfound Title | View List

KEY Select All

Tit Create New List

Help Guide

NURSE, OF SAR WAR H

TEN RU MUST N

### 3. Full Record Screen

From the search results page, clicking on the title of a book will bring you to the full records screen for more information about that title. All available information regarding a title is displayed on this screen: book cover, title, author, publisher, publication date, size and number of pages, edition, subject headings, interest and reading levels, price, Dewey number, binding type, ISBN, reading program (Accelerated Reader, Reading Counts, Fountas & Pinnell, Reading Recovery, Lexile) details, annotation, awards, full-text reviews and a link to Children's Literature Comprehensive Database (CLCD) when applicable. Click each black tab to see information included on that tab and on the red down arrows to read the full text reviews if there are more than one available.

**FULL RECORD**

Saving titles to: **Test With Herbie** [View List](#) [Update Totals](#)

List Info

Created on: 3/26/2009 Qty: 3 PO Number: Limit: \$0.00 Tax Rate: 0.00%

Item Total: \$379.34 Tax Total: \$0.00 Order Total: \$379.34

**NURSE, SOLDIER, SPY : STORY OF SARAH EDMONDS, A CIVIL WAR H** \*



Price \$16.49  
Format L/R  
ISBN 9780810997356  
Author MOSS, MARISSA  
Publisher ABRAMS BOOKS FOR YOUNG READERS  
Pub Date 2011  
Series Title  
Dewey 921 EDM

Annotation This "boldly illustrated biography" (LMC) becomes a soldier with the Michigan infant becoming a black slave to spy on Confederate man but for herself as well. Moss' story too much blood and violence for elementary lists, photographs and a glossary.

**Details** **Reviews** **Reading Info** **Related Searches** **Book List TitleMatch**

Reading Level	4-9	Size	12.00 x 9.00 in	Added Entry	
Interest Level	3-5	Volume		Alternate Title	
More Format Options		Pages	47	Edition	

**Publisher Description**  
This fast-paced, high-energy picture book tells the true story of Sarah Emma Edmonds Civil War. She took the name Frank Thompson and joined a Michigan army regiment battlefield. Because of her heroism, she was asked to become a spy. Her story and the exciting storytelling of Marissa Moss.

**Praise for Nurse, Soldier, Spy**  
"The incredible story of how Sarah Edmonds becomes Frank Thompson is full of detail and war action always focus on the intriguing Frank" -San Francisco Chron

**Details** **Reviews** **Reading Info** **Related Searches** **Book List TitleMatch**

For further information from Children's Literature Comprehensive Database, click here. 

**Reviews/Awards Source Date**

Library Media Connection	10/1/2011
Horn Book Guide	10/1/2011
Publisher's Weekly	5/9/2011
School Library Journal	5/1/2011

[View All Reviews](#)

**Library Media Connection 10/1/2011**

This boldly illustrated biography relates the fascinating story of Frank Thompson, Civil War soldier, nurse, and spy who was really a young woman named Sarah Emma Edmonds. To escape an unwanted marriage, Sarah lived as a man even before she volunteered for the Union Army. The text is full of interesting details, including how she disguised herself as a freed male slave, how the Confederate Army created fake cannons to fool the enemy, and how she discovered a Northerner spying for the South as she was spying for the North. This book strikes a fine balance which conveys the horrors of the Civil War without portraying too much blood and violence for elementary readers. Notes from both the author and the artist, a glossary, two bibliography lists, and photographs of Sarah, make this a very useful and researchable picture book. Index. Kim M. Beknap, Librarian, Penn London Elementary School, West Grove, Pennsylvania. HIGHLY RECOMMENDED

**Horn Book Guide 10/1/2011**

**Publisher's Weekly 5/9/2011**

**School Library Journal 5/1/2011**

\*Prices subject to change without notice due to publisher pricing policies.

**Details** **Reviews** **Reading Info** **Related Searches** **Book List TitleMatch**

Please Note: Related Searches will replace current results with new results.

**Author:** MOSS, MARISSA

**Added Entry:** HENDRX, JOHN

**Publisher:** ABRAMS BOOKS FOR YOUNG READERS

**Subject Headings:**  
Edmonds, S Emma E (Sarah Emma Evelyn), 1841-1898  
Edmonds, S Emma E (Sarah Emma Evelyn), 1841-1898 Juvenile literature  
Nurses  
Nurses Biography  
Nurses United States Biography Juvenile literature  
Soldiers  
Soldiers Biography  
Soldiers United States Biography Juvenile literature  
Spies  
Spies Biography  
Spies United States Biography Juvenile literature  
United States History 1861-1865, Civil War  
United States History 1861-1865, Civil War Secret service  
United States History 1861-1865, Civil War Women  
United States History Civil War, 1861-1865 Participation, F  
United States History Civil War, 1861-1865 Participation, F  
United States History Civil War, 1861-1865 Secret service  
United States History Civil War, 1861-1865 Secret service Juvenile literature  
United States History Civil War, 1861-1865 Women  
United States History Civil War, 1861-1865 Women Juvenile literature  
Women Biography  
Women soldiers United States Biography Juvenile literature  
Women spies United States Biography Juvenile literature

This title is on these Mackin Book Lists:  
ALABAMA 4TH GRADE SOCIAL STUDIES STANDARDS  
[GO](#)

This title is a part of these Sets and Series:  
[GO](#)

**Accelerated Reader Program**

Quiz	Type	RV	Language	Points	W	Word	Ct	Questions	RL
142580	Reading Practice	N	English	0.5	2057	5	4.9		

**Lexile Level**  
AD 820

**Reading Counts Program**

Quiz	Language	Points	RL
52900	English	2.0	4.4

**Fountas & Pinnell Guided Reading**

\*Prices subject to change without notice due to publisher pricing policies.

## 4. Creating a List / Order

The easiest way to start creating orders is to set up a new list *before* selecting any titles. On the search results screen, click on Create New List from the Saving titles to drop-down:

The screenshot shows two overlapping views of the Mackin Educational Resources website. The top view is the search results page, and the bottom view is the 'My Lists' page.

**Search Results Page (Top):**

- Header: 800.245.9540, mackin@mackin.com, Chat Open
- Logo: MACKIN EDUCATIONAL RESOURCES
- Navigation: Options, Advanced Search
- Search Results: SEARCH RESULTS (46)
- Saving titles to: Test With Herbie (dropdown menu)
- KEY: Create New List, Test With Herbie
- Table Headers: TitleMatch, Select, Cover Image, Title

**My Lists Page (Bottom):**

- Header: 800.245.9540, mackin@mackin.com, Chat Open, St. Charles Parish OMS, Welcome, Test User!
- Logo: MACKIN EDUCATIONAL RESOURCES
- Navigation: HOME, TITLE LISTS, MY MACKIN
- Search: Title begins with
- Options: Merge, Move/Copy, List Totals, **Create New List**, Help Guide
- MY LISTS: Current List: LOUISIANA YOUNG READERS' CHOICE 3-5: 2016, Qty: 46, Total: \$702.94, Limit: \$0.00
- Table:

Date Modified	List Name	Notes	PO Number	Dollar Limit	Total Qty	Total Price	Submitted
05-27-2015	LOUISIANA YOUNG READERS' CHOICE 3-5: 2016			\$0.00	46 (0)	\$702.94	

Footer: Contact Us, Browse Mackin.com, Subscribe to Our Monthly eNews

You can also choose Create New List under the Options menu on the My Lists page:

The 'Create New List' pop-up form contains the following fields:

- New List Name (required):
- PO Number (optional):
- Fund Code:
- Dollar Limit (required...0 is no limit):
- Tax Rate (required...0 is no tax):
- Notes:
- Buttons: Create List, Cancel

Then, a pop-up screen will appear for you to enter your new list information.

Enter the New List Name, PO # (if known), assign the Fund Code from the drop-down menu, include the dollar limit (if known) and tax rate (0), and any notes you'd like to include with the list, then click Create List.

Mackin online uses one click save, meaning that once you have found a title you'd like to add to a list, one click in the box to the left of the title will save it to the currently open list. Make sure you have the correct list in the "Saving titles to" box *before* clicking on the title.

To remove an item from your list, un-click the box to the left of the title. You will see the title highlighted in gray, with no check mark in the Select box and a Qty of 0. The gray highlight through List Information will also be updated when the order is submitted and/or when you permanently remove the deleted titles by using the Remove Deleted Titles link under Options.

800.245.9540 | mackin@mackin.com | Chat Open | St. Charles Parish OMS | Welcome, Test User | Log Out

**MACKIN**  
EDUCATIONAL RESOURCES

HOME TITLE LISTS MY MACKIN MY LISTS

Options Advanced Search Title begins with

**LIST DETAIL**

Current List: LOUISIANA YOUNG READERS' CHOICE 3-5: 2016 | Update Totals | Order Now

List Info

Created on: 5/27/2015 Qty: 46 PO Number: Limit: \$0.00 Tax Rate: 0.00%  
 Item Total: \$702.94 Tax Total: \$0.00 Order Total: \$702.94

Notes:

KEY	Title/Match	Select	Cover Image	Title	Author	DDP	ISBN	IL	CLCD	Format	Price	Qty
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		BRAVE GIRL : CLARA AND THE SHIRTWAIST MAKERS' STRIK : ICONOG PFR/ICONOGRAPHIC/WIDESCREEN DVD *	MARKEL, MICHELLE	2014	9781629238319	K-3		DVD	\$38.99	1
<input type="checkbox"/>		<input type="checkbox"/>		BRAVE GIRL : CLARA AND THE SHIRTWAIST MAKERS' STRIKE OF 1909 *	MARKEL, MICHELLE	2013	9780061804427	K-3		T-HC	\$15.38	0
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		EINSTEIN THE CLASS HAMSTER	TASHJIAN, JANET	2013	9780805096101	2-5		T-HC	\$11.11	1

## 5. My Lists

To find any lists created on your account, click on My Lists > See All Lists menu.

800.245.9540 | mackin@mackin.com | Chat Open | St. Charles Parish OMS | Welcome, Test User | Log Out

**MACKIN**  
EDUCATIONAL RESOURCES

HOME TITLE LISTS MY MACKIN **MY LISTS**

Options Advanced Search Title begins with

**LIST DETAIL**

Current List: LOUISIANA YOUNG READERS' CHOICE 3-5: 2016 | Update Totals | Order Now

List Info

Created on: 5/27/2015 Qty: 46 PO Number: Limit: \$0.00 Tax Rate: 0.00%  
 Item Total: \$702.94 Tax Total: \$0.00 Order Total: \$702.94

Notes:

See All Lists  
 Create New List  
 LOUISIANA YOUNG READ...

KEY	Title/Match	Select	Cover Image	Title	Author	DDP	ISBN	IL	CLCD	Format	Price	Qty
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		BRAVE GIRL : CLARA AND THE SHIRTWAIST MAKERS' STRIK : ICONOG PFR/ICONOGRAPHIC/WIDESCREEN DVD *	MARKEL, MICHELLE	2014	9781629238319	K-3		DVD	\$38.99	1
<input type="checkbox"/>		<input type="checkbox"/>		BRAVE GIRL : CLARA AND THE SHIRTWAIST MAKERS' STRIKE OF 1909 *	MARKEL, MICHELLE	2013	9780061804427	K-3		T-HC	\$15.38	0
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		EINSTEIN THE CLASS HAMSTER	TASHJIAN, JANET	2013	9780805096101	2-5		T-HC	\$11.11	1
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		ELVIS AND THE UNDERDOGS *  CHECKOUT SUBSCRIPTION/SINGLE-USER EBOOK/PC/MAC/ANDROID/IP *	LEE, JENNY	2013	9780062235770	4-6		EBOOK	\$6.99	1
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		ELVIS AND THE UNDERDOGS *	LEE, JENNY	2014	9780062235558	4-6		MB-	\$11.44	1

Date Modified	List Name	Notes	PO Number	Dollar Limit	Total Qty	Total Price	Submitted
05-27-2015	LOUISIANA YOUNG READERS' CHOICE 3-5: 2016			\$0.00	45 (1)	\$687.56	

From the My Lists screen, use the word links below each list name to **Edit**, **Delete**, **Forward** lists to other registered mackin.com users, **Print**, and view a **Summary** of the list. You may sort any column by clicking on the underlined column header.

There are also additional features available under Options.

Merge allows you to merge two lists into one larger list.

Move/Copy allows you to move or copy titles from one list to another list.

**List Totals** gives you a comprehensive overview of your lists and their contents, including category allocations (Non-Fiction, General Fiction, East, etc), Dewey 100s, Dewey 10s, Format (binding types), Reading Information, DOP Distribution, and more. This information is especially helpful in creating large orders or when trying to update certain areas of your school collection.

800.245.9540 [meckin@meckin.com](mailto:meckin@meckin.com) [Chat Open](#)
St. Charles Parish OMS    Welcome, Test User!    [Log Out](#)

HOME    TITLE LISTS    MY MACKIN    MY LISTS

Options    **Advanced Search**    Title begins with

**LIST SUMMARY**

**List Info**

**Name:** LOUISIANA YOUNG READERS' CHOICE 3-5: 2016    [View List Details](#)

**Qty:** 45 ( 45 Items + 0 Qz. )    **Total:** \$687.56

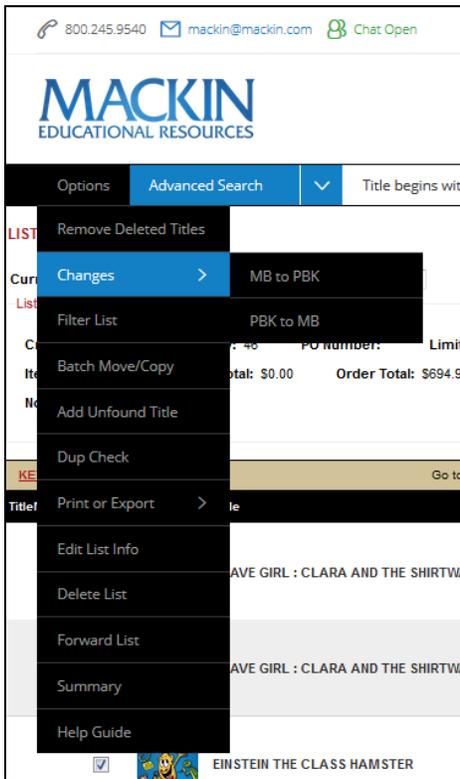
Categories
Dewey 100s
Dewey 10s
Formats
Reading Info
DOP Distribution
More Summary Info

Description	Avg DOP	Net Price	Qty	List %
<b>Non-Fiction</b> <sup>1</sup>	2013	\$168.41	8	17.78 %
<b>General Fiction</b>	2013	\$396.96	31	68.89 %
Reference	0	\$0.00	0	0.00 %
Collective Biography <sup>2</sup>	0	\$0.00	0	0.00 %
<b>Individual Biography</b>	2014	\$41.66	2	4.44 %
Professional	0	\$0.00	0	0.00 %
Story Collection	0	\$0.00	0	0.00 %
<b>Easy</b>	2013	\$80.53	4	8.89 %
Quiz	0	\$0.00	0	0.00 %
No Dewey	0	\$0.00	0	0.00 %

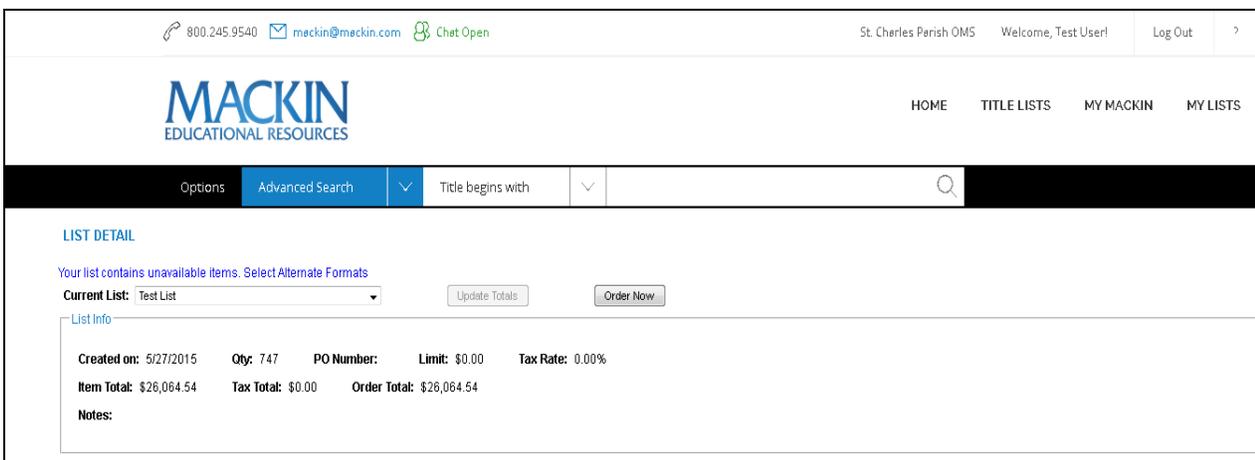
<sup>1</sup>Filter result includes reference, biography and professional titles. Quantity in a filter result may differ from quantity in table.

<sup>2</sup>Filter result includes reference biographies. Quantity in a filter result may differ from quantity in table.

From the open list, any available options for the list can be found under Options, including changes, print or export, delete list, forward list (to forward the list to another Mackin user), and many more. You can review the list and make any final necessary adjustments, such as changing all paperback titles to Mackinbound, or just viewing a Summary of the list to see various data about the titles you've chosen.



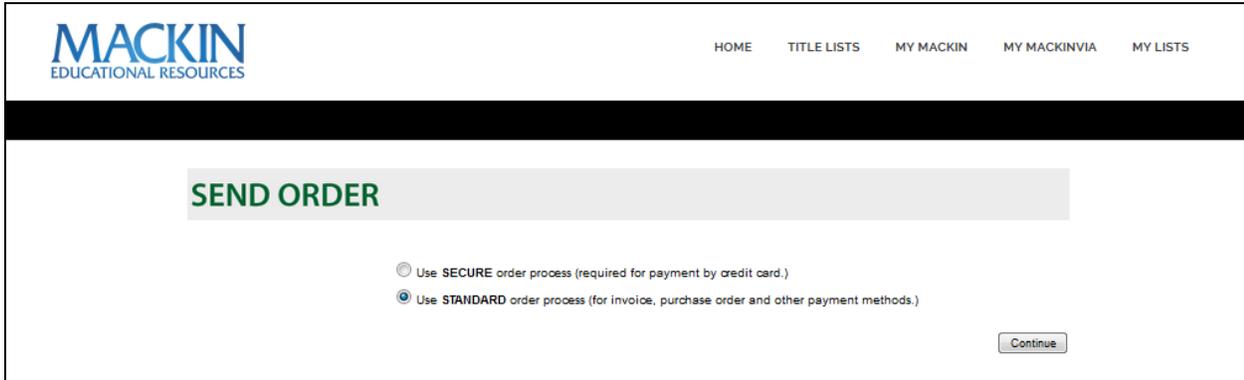
You may notice that a list contains unavailable items (items that are now out of print from the publisher); clicking on the blue link at the top of the page gives you the opportunity to select a different binding for the title or remove it from the list.



## 6. Submitting an Order

To submit the order, click on the grey Order Now button to the right of the list name.

Then, complete the ordering screens:

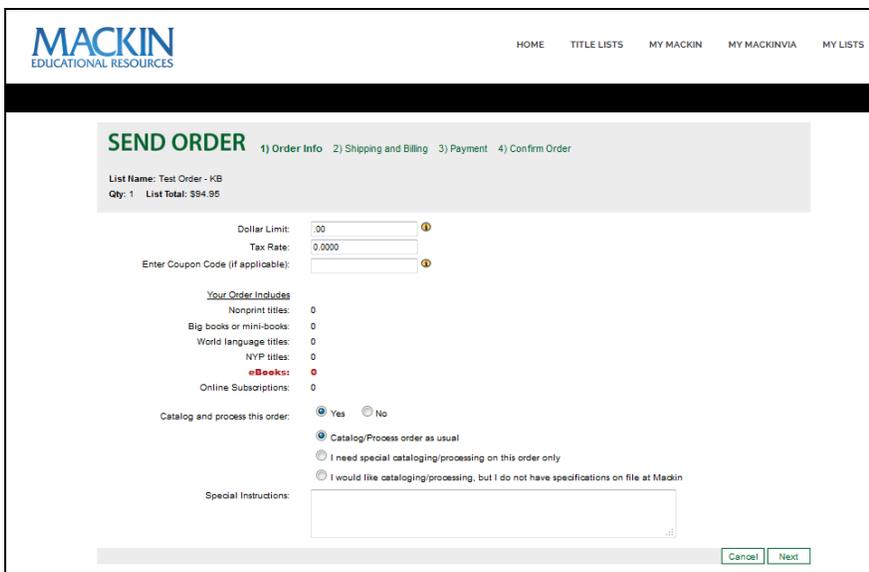


The screenshot shows the 'SEND ORDER' screen with the Mackin Educational Resources logo and navigation links (HOME, TITLE LISTS, MY MACKIN, MY MACKINVIA, MY LISTS). The main heading is 'SEND ORDER'. Below it, there are two radio button options for the order process:

- Use SECURE order process (required for payment by credit card.)
- Use STANDARD order process (for invoice, purchase order and other payment methods.)

A 'Continue' button is located at the bottom right of the form.

Review the materials included in the order and choose how the order should be cataloged and processed.



The screenshot shows the 'SEND ORDER' screen with the Mackin Educational Resources logo and navigation links. The main heading is 'SEND ORDER' with a progress indicator: 1) Order Info 2) Shipping and Billing 3) Payment 4) Confirm Order. Below the heading, the order details are displayed: List Name: Test Order - KB, Qty: 1, List Total: \$94.95.

Fields for Dollar Limit (00) and Tax Rate (0.0000) are present, along with a field for Enter Coupon Code (if applicable). Below these is a section titled 'Your Order Includes' with the following items:

- Nonprint titles: 0
- Big books or mini-books: 0
- World language titles: 0
- NYP titles: 0
- eBooks: 0
- Online Subscriptions: 0

The 'Catalog and process this order:' section has two radio buttons: 'Yes' (selected) and 'No'. Below 'Yes' are three options:

- Catalog/Process order as usual
- I need special cataloging/processing on this order only
- I would like cataloging/processing, but I do not have specifications on file at Madin

A 'Special Instructions:' text area is located below the cataloging options. At the bottom right, there are 'Cancel' and 'Next' buttons.

Choose the correct shipping and billing addresses.

**MACKIN**  
EDUCATIONAL RESOURCES

HOME TITLE LISTS MY MACKIN MY MACKINVIA MY LISTS

**SEND ORDER** 1) Order Info 2) Shipping and Billing 3) Payment 4) Confirm Order

List Name: Test Order - KB  
Qty: 1 List Total: \$94.95

School/Site Information:  Edit | Delete

Confirmation Email: krista.briggs@mackin.com

Shipping Address:  Edit | Delete

Name:  Attention:

Address:

City/State/Zip:  Country:

Phone:

Billing Address:  Edit | Delete

Name:  Attention:

Address:

City/State/Zip:  Country:

Phone:

Cancel Back Next

Always choose Purchase Order, enter the PO number (if known; otherwise, please leave blank), and note that a PO may not be sent to Mackin.

**MACKIN**  
EDUCATIONAL RESOURCES

HOME TITLE LISTS MY MACKIN MY MACKINVIA MY LISTS

**SEND ORDER** 1) Order Info 2) Shipping and Billing 3) Payment 4) Confirm Order

List Name: Test Order - KB  
Qty: 1 List Total: \$94.95

Payment Method:  First shipment is sent within 28 days of receiving the order. Second and final shipment (if necessary) is usually sent within 45 days of receiving the order. ⓘ

PO Number:

Will a confirming PO be sent to Mackin?  Yes  No

Mackin will invoice this order. If you require a PO Number referenced on the invoice, contact Customer Service prior to first shipment.

Cancel Back Next

Review the order on the last page, then click **Submit Order**.

**MACKIN**  
EDUCATIONAL RESOURCES

HOME TITLE LISTS MY MACKIN MY MACKINVIA MY LISTS

**SEND ORDER** 1) Order Info 2) Shipping and Billing 3) Payment 4) Confirm Order

List Name: Test Order - KB  
Qty: 1 List Total: \$94.95

Customer Email: krista.briggs@mackin.com Confirmation Email: krista.briggs@mackin.com School Name: BAYOU VISTA ELEMENTARY

<p><b>Payment Details</b></p> <p>Coupon Code: <input type="text"/></p> <p>Dollar Limit: \$0.00</p> <p>Tax Rate: 0.0000</p> <p>Tax Total: \$0.00</p> <p>Payment Method: Purchase Order</p> <p>Confirming PO will not be sent</p>	<p><b>Shipping Address</b></p> <p>Name: Mackin</p> <p>Attention: Krista Briggs</p> <p>Address: 3505 County Road 42 W</p> <p>City/State/Zip: Burnsville, MN 55306</p> <p>Country: United States</p> <p>Phone: 952-895-9540</p>
<p><b>Your Order Includes</b></p> <p>Nonprint Titles: 0</p> <p>Big books or mini-books: 0</p> <p>World language titles: 0</p> <p>NYP titles: 0</p> <p>eBooks: 0</p> <p>Online Subscriptions: 0</p>	<p><b>Billing Address</b></p> <p>Name: Mackin</p> <p>Attention: Krista Briggs</p> <p>Address: 3505 County Road 42 W</p> <p>City/State/Zip: Burnsville, MN 55306</p> <p>Country: United States</p> <p>Phone: 952-895-9540</p>

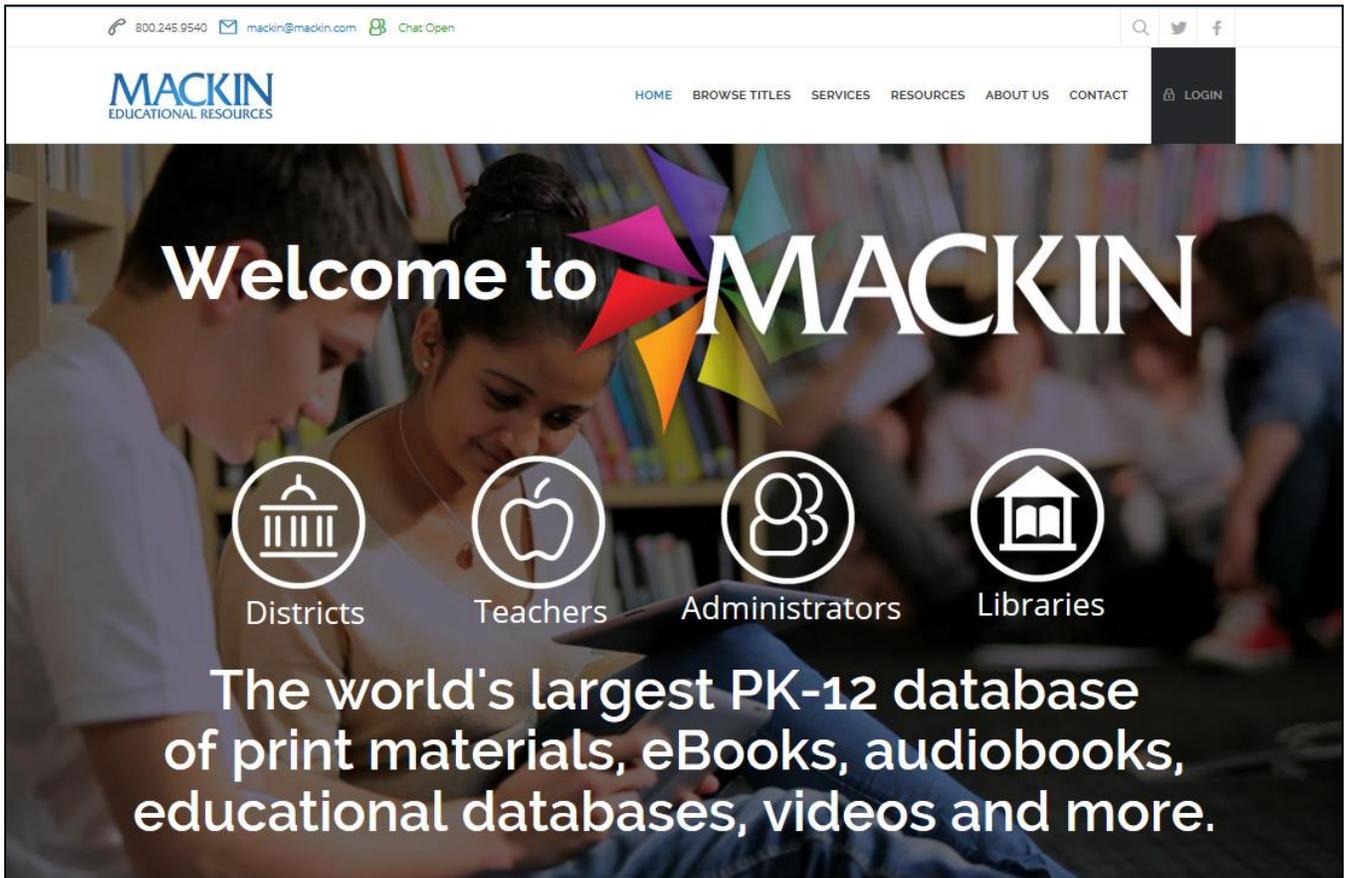
Cataloging/Processing: Catalog/Process order as usual

Special Instructions:

Cancel Back Submit Order

## 7. Other Online Services

All other online services can be found using the HOME header option, including Collection Analysis, Collection Development, Classroom and New School services, and more.



Services includes information about our Digital items (MackinVIA, Products, Video Tutorials), Classroom (Products, Summer Reading, Connex), Library (Products, Collection Management, Processing & Cataloging, MackinBounds), New School Services (Services, Our Team, New School Checklist) and Programs (Funds4Books, BookTalk, Compendium, Publisher Showcase, Mackin Recommends, and MackinSelect).

Resources includes Mackin Marketing materials (Help Guides, Brochures, Logos), MackinVIA (Help Guides, Promotional Materials, Lesson Plans, Video Tutorials), Classroom (Lesson Plans, Student Resources, Family Resources, Marketing Materials), Promotions, Videos, Book Award Posters, our Grant Channel, and eMackin.

Title Lists includes the options to Search All title lists, or check out Compendium, Mackin Recommends, or Review Journal lists.

My Mackin is your personalized information, including Collection Analysis results, Funds4Books, Lists, Orders, Profile, Registration, and Specs.