



Beanstack Summer Reading Club Staff Resource Guide

Beanstack is the platform we will be using to engage with our SRC participants. On this site, participants will be able to track their reading, find activities in which to participate, find reading recommendations, and more.

How it works:

- **SRC runs from Tuesday, June 15th to Tuesday, August 31st**
 - **The TD SRC kids website also launches on June 15th**
 - **Registration is not available until we go live on June 15th**
- We will refer our patrons to the OCL SRC site where there will be a link to Beanstack
 - Programs & Events – SRC – “Sign up for the Summer Reading Club” hot air balloon icon
- Registration is quite simple and is done by following the prompts on the website
- Beanstack will ask patrons if they have previously used Beanstack before or if they need to make an entirely new account (if patrons used Beanstack last year for SRC or for the Read Woke challenge, they don’t need to make a new account. Their existing Beanstack account will allow them to join the SRC 2021 challenge, which will be visible after June 15th)
- Beanstack mobile app can be downloaded through Google Play or the App Store, and registration can be done on the app by following the prompts
- At the end of the program, participants are eligible for the end of summer prize
 - All Beanstack participants will be entered into a county-wide draw to win prizes (multiple draws)
- Each branch may decide to give prizes at the end of summer to their own branch participants at their discretion (i.e. Freezies at curbside at the end of August for their branch participants)
 - OCL does not have dedicated prizes to provide branches to give out at the end of the summer

IMPORTANT TO NOTE

- **Beanstack and the TD SRC kids site are unique and separate sites**
- Our Beanstack site is specifically designed for Oxford County Library patrons, but patrons also can register with TD SRC to access more activities, resources, and TD’s tracking log
- If users want to participate with both websites, they will need to sign up with both
- Their login credentials will be unique to each site (i.e. their Beanstack login will **not** work in the TD SRC site unless they have registered using the same username and password)
- The Web Access Code in the registration booklet is for the TD SRC website

- We **cannot** reset lost passwords or accounts for the TD SRC website because we do not have admin privilege with TD SRC. (Encourage your patrons to write these login credentials down somewhere!)
- **Beanstack and TD SRC websites are not linked.** If a reader logs minutes on TD SRC website, those minutes will **not** show up on the Beanstack site and vice versa

The goals:

- This year all SRC participants will be tracking the **number of minutes** they read. For every **30** minutes read (up to 10 hours), they will unlock a new online badge.
- The first hour of minutes and badges is broken into 5 minutes, 15 minutes, 30 minutes, 45 minutes, 1 hour to help readers build momentum and a drive to achieve more badges; 1 hour+ is broken into 30 minute increments
- There are also activity badges that readers can unlock by participating in the activity and indicating on Beanstack that they have completed the activity
- **Once a child has received a total of 20 badges (a combination of reading and activity badges), they have completed the Summer Reading challenge but are encouraged to keep earning 20+ badges**

FAQ'S

Does each participant need a separate account?

No. When registering, the options are to register an individual or a family. This means that there is one login per family, but multiple “readers” can be registered under the same account. There is a drop-down menu of registered readers that participants can switch between so that the kids can keep track of their reading/activities. Additional readers can also be added at any time during the challenge.



Does a child need to complete all badges in the challenge to get a prize?

No, participants only need to collect a total of **20** badges (a combination of reading and activity badges) to complete the challenge.

Can a participant log their books instead of minutes read?

There is no separate spot for logging book titles. Readers can log minutes read or activities. There is a place under minutes read that they are welcome to plug in the title of the book they read. In doing this, it helps to populate the list of Reading Recommendations.

Is there a branch login so we can help patrons if they get stuck?

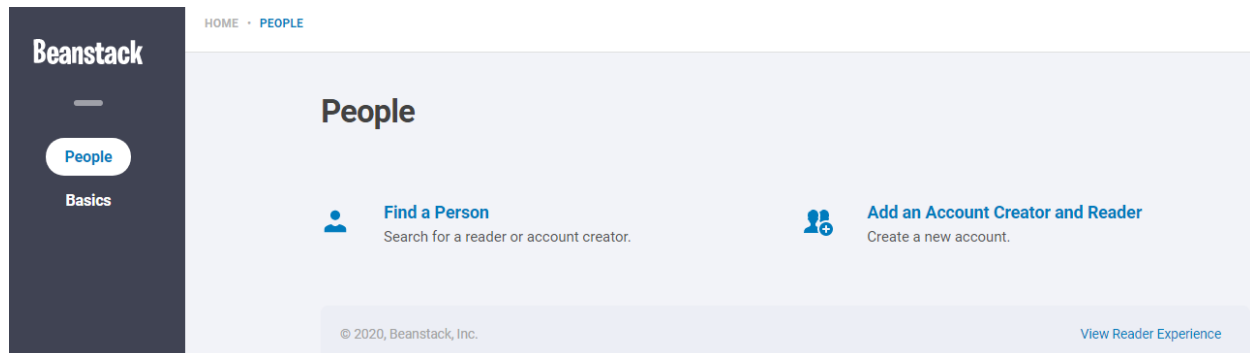
Yes! All branches have their own Beanstack account that they can login to in order to find information about readers or help participants troubleshoot. They are the first 3 letters of your branch + “staff”. (Mount Elgin is “mtestaff”)

Example: ingstaff

Password: currently set to “summer2021” (no quotation marks)

What can I see when I login under my branch account?

When logged in to your branch account, you can access registration information (under “People”), as well as help videos (under “Beanstack Basics”), and a small link to “View Reader Experience”.



If you click on “View Reader Experience”, you will be taken to a screen that allows you to register for and view the SRC Challenge (including seeing the reading log and the activities).

How do I search for a patron to make changes to their account, if necessary?

Click on “People” > “Find a Person”. Enter identifying information into one or multiple fields (e.g. Last name or Username) and hit enter. Anyone with that information on their account will come up in your search results. To see how to modify account or reader information, see common help topics below.

What are Recommendations?

There is a Recommendations button on the Beanstack site. Here you will find a couple of OCL and TD-generated book lists. As readers log their minutes and enter book titles they've read, the Recommendations site will start to include auto-generated reading suggestions. All of the suggestions will be titles that are available in OCL's catalogue. Additionally, at registration, families can opt-in to receive a weekly email with reading recommendations.

Common Help Topics

How to reset an account creator's password

Follow the instructions below to reset an account creator's password:

1. Go to People > Find a Person
2. Enter search information to find the person.
3. Click Edit Next to the Account Creator's name.
4. Enter their new password, confirm it, and click Save (passwords must be 6 characters in length)

Note that you will also have to add any newly required information that may not have been previously entered for the account in order to save.

How to add a reader to an existing account

Follow the instructions below to add a reader to an existing account:

1. Go to People > Find a Person.
2. Enter search information to find the account creator.
3. Click on the account creator's name.
4. Click on "Add a Reader."
5. Add required information for that reader and remember to enroll the reader in any current or upcoming programs.
6. Click "Add"

How to log reading on behalf of a reader

You can easily help a patron log their reading using the admin tool. Follow the instructions below:

1. Go to People > Find a Person
2. Enter search information to find the reader.
3. Click on the "+" icon next to the reader's name.
4. Select how the patron is recording their reading – make sure they choose the correct log type for their program.
5. Enter the quantity and select log. Note that you will not see badges earned in this view. You will see if prizes have been earned by checking the gift icon, however, to see the badges earned or more detailed information, you want to click on the reader's name and go into their full profile. Note you can always edit the quantity, or delete the book if necessary!

How to add a review for a reader

You may add a review for a reader/customer/patron by doing the following:

1. Go to People > Find a Person.
2. Search for the person you need and click on the Reader's name.
3. Select "Add Review" from top navigation.
4. Enter the book's title, date, and review text.
5. Save!

Alternatively, you can go to the unearned badges tab on the left navigation and earn the appropriate review badge by clicking on it.

How to log individual activities for a reader

Follow the instructions below to log activities for a reader:

1. Go to People > Find a Person.
2. Enter search information to find the reader.
3. Click on the reader's name.
4. Click on the "Log Activities" button in the upper right-hand corner of the page.
5. Select the activity badge for which you want to log activities, and click on its name.
6. Mark individual activities complete by clicking the empty checkmark box to add a green check.

How to update an account creator's information like their username or email address

1. Click on People > Find a Person.
2. Enter search information to find the person.
3. Select the "Edit" link next to the Account Creator's name
4. Make any changes necessary (i.e. email address, branch.)
5. Save!

Terms to Know

Account Creator: This is the person who is the "owner" of the account and who logs in with their credentials. Often a parent who has registered their child(ren) for the program. Think of Beanstack accounts like a car. The Account Creator is the driver of the car (in control of the car/in control of the account).

Reader: This is the person(s) for whom an account creator is logging reading or activities. There may be more than one reader attached to the account. The Readers are the passengers of the car. They are linked to the driver and all in one vehicle (one account).

Reader Registration Checklist

- **Ask patrons if they have signed up for SRC on Beanstack**
 - Include a registration handout in their bundle
 - This will direct them to scan the QR code with their mobile device's camera to open Beanstack to register **OR** go to www.ocl.net – Programs & Services – Summer Reading Club – Register Now
 - They can also download the Beanstack App
- **Ask if they would like a pre-reader notebook (suggested ages 0-5) or school age (suggested 6-12)**
 - There are also accessible notebooks (large print, audio version, open dyslexic font) that we can get to patrons if required
 - Readers over the age of 12 are welcome to take a school-aged notebook if desired
- **Encourage patrons to write down/save/record their usernames and passwords**
 - Please mention readers sign up to participate directly with Oxford County Library's Summer Reading Club through Beanstack but they can also sign up with TD SRC to access more activities and resources
 - *These logins are unique to each site *See "IMPORTANT TO NOTE on page 1
- **1 registration bundle per registrant**
- **Encourage patrons to log in and engage with Beanstack all summer long!**
 - Patrons can share activities and engage with us on social media, email their branch, or share with you at curbside