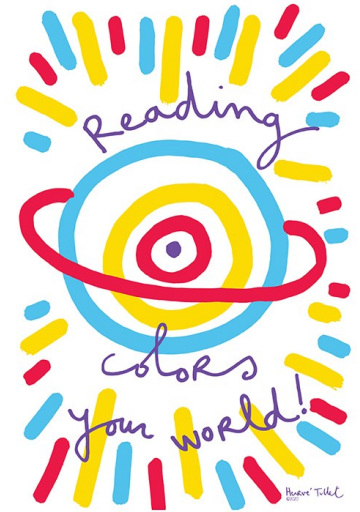




Beanstack

For RIPL Staff



Step 1: Sign into Beanstack with the Generic Staff Login:

User Name: MainBranch, Library2Go, or SouthwestBranch — Password: ripl2018

Using this login keeps your personal account confidential.

WHAT TO DO WHEN A PATRON NEEDS SIGN-UP HELP:

WITHOUT A PREVIOUS ACCOUNT

1st: Check for a duplicate account: Click People, enter all or part of their name.

1. If no, **Add an Account Creator and Reader**
2. Fill in adult's information. Leave User Name blank.
 - The Account Creator's password automatically defaults to "beanstack" after the account is created.
 - Remind the user to log in and change the password after the account is created.
3. "Who is this Account For?" Choose **A Family or an Individual**.
4. "Is this person registering as a reader?"
 - If yes, fill in age (18+) to make the adult eligible for Adult Reading Challenges. Use "Adult, Not Applicable" for the school question.
 - If no, move on to registering other family members
5. "Are you also registering other family members on this person's account?" Click Yes, and fill in the child's information. Click "Add Reader"
 - More children? Click "Add Another Reader" and repeat steps above.
6. Enroll the person in challenges
7. Click "Create Account." Give (or direct them to) the Beanstack Patron Tips Sheet

WITH A PREVIOUS ACCOUNT

1. Click on People
2. Find a Person
3. Type in first or last name, or email address, click Search
4. Choose correct name from list under READER column. This will show a list of programs available to them.
5. Find the current summer reading challenge (Adults, Children's Books, Children's Minutes or Teens)
6. Click the box under Enrolled, and a green check mark will appear.
7. Give or direct the patron to the Beanstack Patron Tips Sheet

If the patron needs a print form, the patron may download and print it themselves off our website. **You can also print it for them at no charge.** We are not pre-printing this form. All challenges are included on one 2-sided form.

Forms will print in black & white or full-color.



FORGOT PASSWORD OR USERNAME?

The patron can go to the Beanstack website and click "Recover password | Recover username." They will be taken through the resetting process.



Beanstack For RIPL Staff

Log Books/Minutes

1. Click on People, Find a Person
2. Type in first or last name or email, click Search
3. Find correct name on list under READER column.
4. To right of the name, you will see these icons:



5. To log books or minutes, click the **Plus +**. Select **"Books"** or **"Minutes"** and fill in the information.

Note: Kids can choose the program that applies to them—either Books or Minutes, but not both. If they are below age 12, Beanstack won't serve them the Teen program. If the parent wants them to use that challenge, you will have to edit their age to at least 12 in the reader profile. 12-year-olds will be served the choice of three programs (see above.) They should choose only one.

The Teen challenge and the Adult challenge also overlap, as Teen now extends through age 19.

CHECK REWARDS AND REDEEM

1. Click on People, Find a Person
2. Type in first or last name or email, Click Search
3. Choose Correct Name under READER Column
4. To the right of their name, Click the gift box icon.
5. The list of their rewards should come up. Click the box under Redeem to award the prize.

PRIZE REDEMPTION:

Prizes will be available after the first week. *Questions?*

- Children's prizes: 309-732-7360
- Teens: 309-732-7315
- Adults: 309-732-7341

SUMMER CHALLENGES, AT A GLANCE

Children's Books: Usually for younger children reading shorter books or kids being read to (pre-K). The 2021 goal is to read 10 books. **Children's Minutes:** For older kids/more advanced readers who are reading longer books that take longer. The 2021 goal is to read 270 minutes. With either challenge, the child earns a prize book and a fun pen for reaching the goal.

Teens: Ages 12 to 19. Prizes at 250 minutes, 500 minutes, 750 minutes. Mystery Box drawing entry at 1,000 & 2,000 minutes.

Adults: Ages 18 plus. Goal is 7 books, weekly gift-card drawings. Drawing earned for every 1 book finished (up to 7.) Finishers of 7 books earn a multi-colored metal water bottle, available while supplies last!



Beanstack App Version

The Beanstack mobile app is like a fitness tracker, but for reading. Easily see your reading “stats,” track reading for multiple readers, receive logging reminders, and view your reading “streaks” and achievements. The Beanstack Tracker App will synch all of your programs. Log a book in the app, and it will add to your challenges automatically!



Step One: Download the App

Look in the Google or Apple play stores under Beanstack Tracker app. The app is completely free, and has no in-app purchases!

Step 2: Set Up the App for Our Library

- Touch *Find Your School or Library*. Type in “**Rock Island Public Library**” and touch *Sign up!*
- Enter your Email, Phone, or Library Card # and Password. Follow the prompts to complete Registration.
- Touch *Add a Reader* for additional family members. An account reader can log for several readers connected to their account.

Step 3: Register for Challenges and Log!

- Touch *Discover* at the bottom of the screen and register for the **2021 Summer Reading Challenge**. *Challenges that apply to the reader's age group will appear.*
- Touch the **Plus Sign (+)** to log your reading. If you are an account creator, and have other family members linked to your account, you can log for them by selecting the radio button to the left of the name.
- If you log in the app, there's no need to log in the website. The app will synch to your Beanstack account.
- Touch *Log* to see a running total of what you've read.
- *Community* leads to new Friends & Leaderboards features. Readers can invite friends to join them in reading challenges, see what they're reading, and compete and celebrate their reading progress in Leaderboards. Accepting a privacy notice is required, and names may be removed at any time.

App buttons—

