Need to redeem a prize on Beanstack for a patron and you’re stuck? Or add to their reading or activity log? No matter if it’s for 1000 Books, Mission: READ or Summer Reading, here’s what to do!

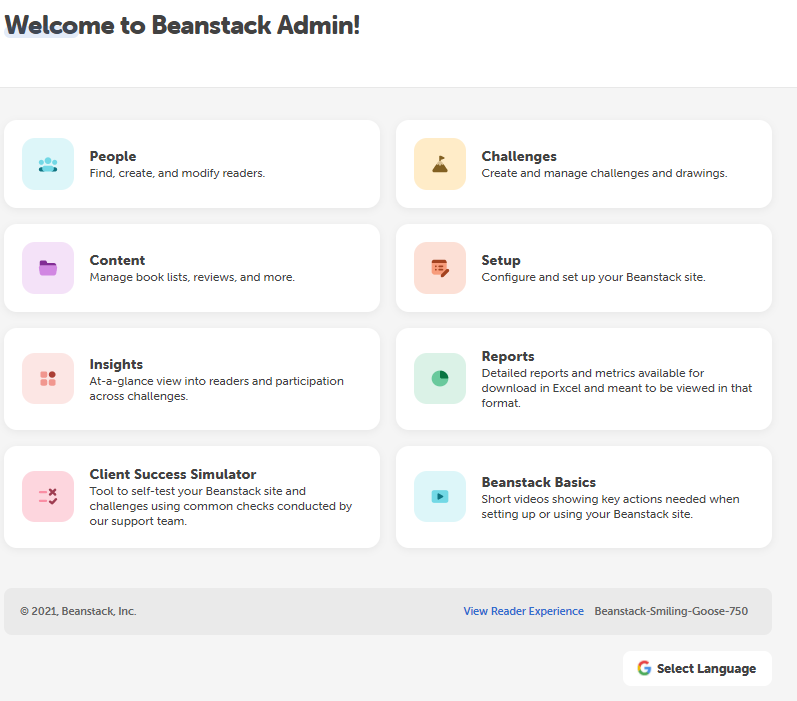
1. Go to: shelbytwplib.beanstack.org
2. Click SIGN IN

Username: -------

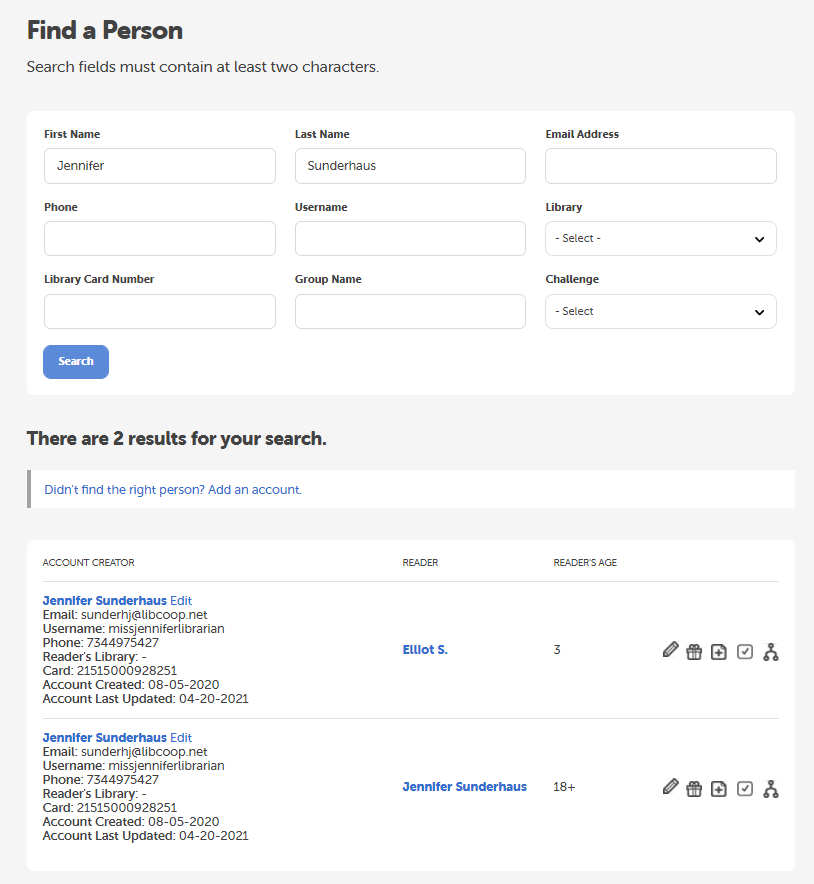
Password: --------

\*If you have a personal log in, and it’s been changed to a library staff profile you can sign in with your information.

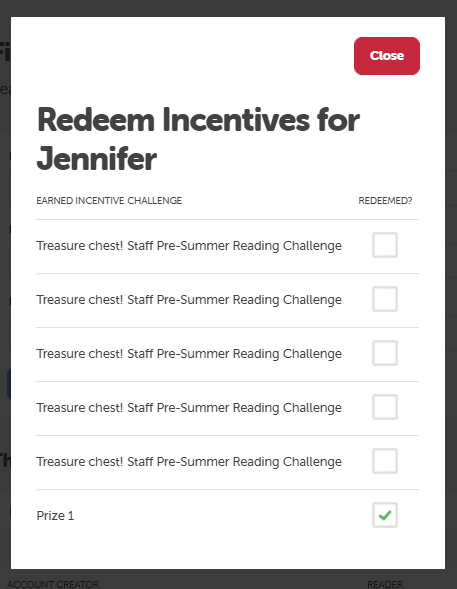
1. Look the patron up under PEOPLE.



1. Enter the patron’s name or library card number in the search fields and press the blue search button. Family members may appear together, so double check the name of the patron before redeeming any prizes.



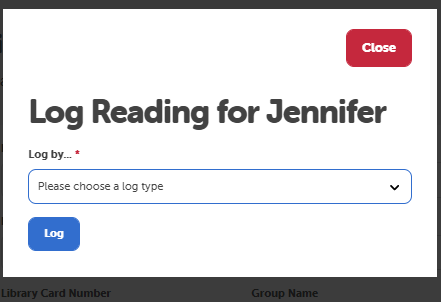
1. Click on the second icon (the present) to see what prizes are available.



1. Any earned prizes, redeemed (with a green check) and unredeemed (empty box) will appear in a pop up window. After you redeem a prize for a patron, click in the empty box.
2. When you’re finished with the patron, hit the red close button.

# To add to a reading log:

1. Look a patron up using the previously mentioned steps. Click on the third icon next to the patrons name, the page with a + symbol. A drop down menu will appear. Choose the type of reading.



* 1000 Books tracks the number of books read.
* Mission:READ tracks the number of days read.
* Youth and Teen Summer Reading tracks time read.
* Babies and toddlers are tracking reading activities.
* Adults are tracking library activities.

1. A new window will appear, fill in the needed information and click on the blue log button. That’s it!

# To add an activity:

1. Look the patron up using the steps in the first part of this guide. Click on the fourth icon in the list by their name (the square with the check).
2. A list of all the activities the patron can accomplish in their challenge will appear. Choose the completed activity, and a new window will appear. Click in the empty box that the activity has been completed and then click on the red close button when you’re finished.

