

# 2021 Beanstack Quick Guide

## Register a New Account & Readers

**STEP 1:** Check to see if they have an account by looking them up under **People → Find a Person** (no matter what they tell you.)

**STEP 2:** Go to **People → Find a Person → Add an Account Creator and Reader**

**STEP 3:** If they already have an account, update each reader's information, enroll each one in this year's challenge.

Once you enter the age, Beanstack will automatically offer the correct challenges.

In the special case of an 18-year-old who is entering 12<sup>th</sup> grade (and therefore qualifies for BOTH the teen and adult challenge) Beanstack will prompt you to choose ONE. They cannot participate in both. But if they want, they CAN sign up for both the Jobs Challenge and summer reading. (And babies and preschoolers can sign up for 1000 Books and summer reading at the same time, too.)

### A NOTE ABOUT LIBRARY CARDS

We no longer require library cards to create a Beanstack account. We DO require library cards for certain challenges within Beanstack, including summer reading, so you may get the library card question here or the patron might get it when registering themselves for the challenge. It is OK to use the same library card number for each family member.

Email is an important piece to talk about. If they disable emails, we won't be able to notify them of any rewards or prizes. This is also something they can access in their own account settings if they really want to opt out later.

Add as many readers as you need for the family. Make sure to click "Add Reader" after each. And THEN make sure to click "Create Account" to complete the whole registration process, or you will lose the entire account.

### Add an Account Creator and Reader

Reminder: An account creator is the person who will login to this account and log reading for the readers attached to the account.

The Account Creator's password will automatically be set to "beanstack" after creating their account. Don't forget to remind users to log in and change their password after their account is created.

#### Basic Info

email OR phone number; email is preferred

First Name \*

Last Name \*

Email Address

Phone Number

Role

Patron

Basic Info

Local Area \*

Select a local area.

Place of residence: Williamsburg, James City County, or York County (Please do NOT use the school district; that is for school users only)

Who is this account for?

A Family or an Individual

A Group

Is this person registering as a reader?

No

Yes

Reader Info for Account Creator

Age \*

Select an age.

What Grade Level Will They Be In This Fall? (If Applicable) \*

Select a grade level.

Library Card Number

Email Settings

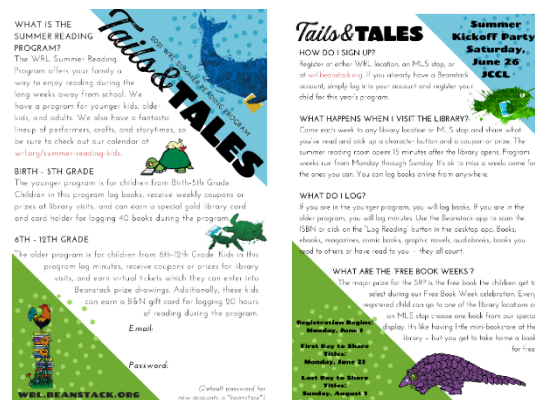
Does this reader want to receive email notifications?

If you disable email notifications, the account creator will not receive email notifications about rewards for this reader.

**STEP 4:** Check off that you have given them their registration prize. You can actually do this completely through the shortcuts from the **People → Find a Person** page

Account Creator	Reader	Reader's Age
<a href="#">Ginger Hutter Edit</a> Email: <a href="mailto:ghutter@wrl.org">ghutter@wrl.org</a> Reader's Library: Card: 21688001706560 Account Created: 03-10-2016 Account Last Updated: 06-01-2021	<a href="#">Baby Test</a>	1

**STEP 5:** Hand out the half-page FAQ with their account information and the SRP dates.



## To Add to a Log

You can log books for a user by finding them under **People → Find a Person**, or you can show them how to log books themselves. Users can also log books through the mobile app by scanning the book ISBN.

To log for someone, follow the steps to find the reader, then select **Add to Log**. Please note that when you are adding to a log under the admin side, Beanstack will not stop you from using a logging method that their challenge doesn't count (e.g. logging books when the challenge counts minutes.)



**Readers in the older challenge will log minutes.** They can enter time in either minutes (m) or hours (h). If readers in the older challenge are using the mobile app, remind them to NOT "Quick Log as Complete" – this will log a book for them, but it will not give them the reading time they need to earn badges/tickets. (In the desktop app, Beanstack will choose the method for them, but in the mobile app, it will only give them a warning that quick-logging books won't count for their challenge.)

## **Readers in the younger challenge will log books.**

To log multiple times or sessions reading the same book, the user can enter the book again as if it were new, or they can go to their log to choose the book, then choose **Edit** to change the number of times it was read.

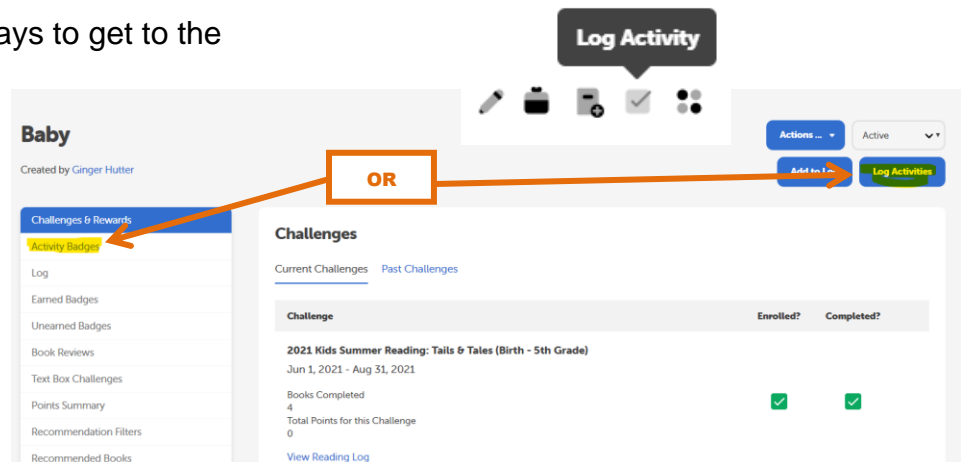
Baby's Log			
	Finding Winnie Lindsay Mattick		
	LOGGED SESSIONS		
	06/01/21	2 Books	<a href="#">Edit</a> <a href="#">Remove</a>
	06/01/21	1 Books	<a href="#">Edit</a> <a href="#">Remove</a>

## To Check Off a Library Visit

Note: **Log Activities** shows up as an option for readers because we allow readers to earn badges/prizes by making library visits, but we have set it up so that they are not able to log these visits themselves. This can only be done by staff with admin privileges. (If for some reason, you need the secret code, it is “wrllys”).)

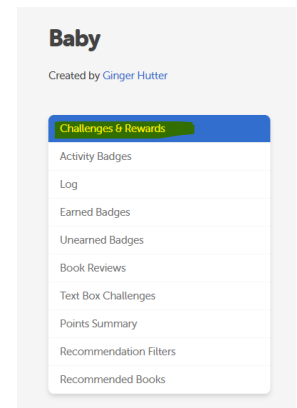
**STEP 1:** Look the reader up under **People → Find a Person**.

**STEP 2:** There are a couple ways to get to the activities/library visits. From the Search Results page, use the shortcuts to **Log Activity** and check off that week's library visit. Or you can click on the reader to get the full menu of options, then choose **Log Activities** or **Activity Badges**.



**STEP 3:** Check off that week's visit and offer them that week's coupon or prize. Additionally, go to **Redeem Incentives** to check off that you've given them any rewards they've earned.

Activity Badges	
Activity Badges	Completed?
2021 Free Book 0 of 1 Activities Completed	<input type="checkbox"/>
2021 Week 1 Library Visit (June 21 - 27) 0 of 1 Activities Completed	<input checked="" type="checkbox"/>
2021 Week 2 Library Visit (June 28 - July 3) 0 of 1 Activities Completed	<input type="checkbox"/>
2021 Week 3 Library Visit (July 4 - 10)	<input type="checkbox"/>



Note: The Free Book Week operates just like a regular library visit, but *instead* of choosing that week's Library Visit, you'll check off **Free Book Week** as an activity, so we know they've picked out their free book.

## To Reset a Password

We can't see a user's password, so if they've forgotten it, we can only reset it. (If they've never changed it, it will be the default, “beanstack”). Just make sure you click on the Edit button beside the **Account Creator**.



(You will not get the same options to edit the password by clicking on a reader.)

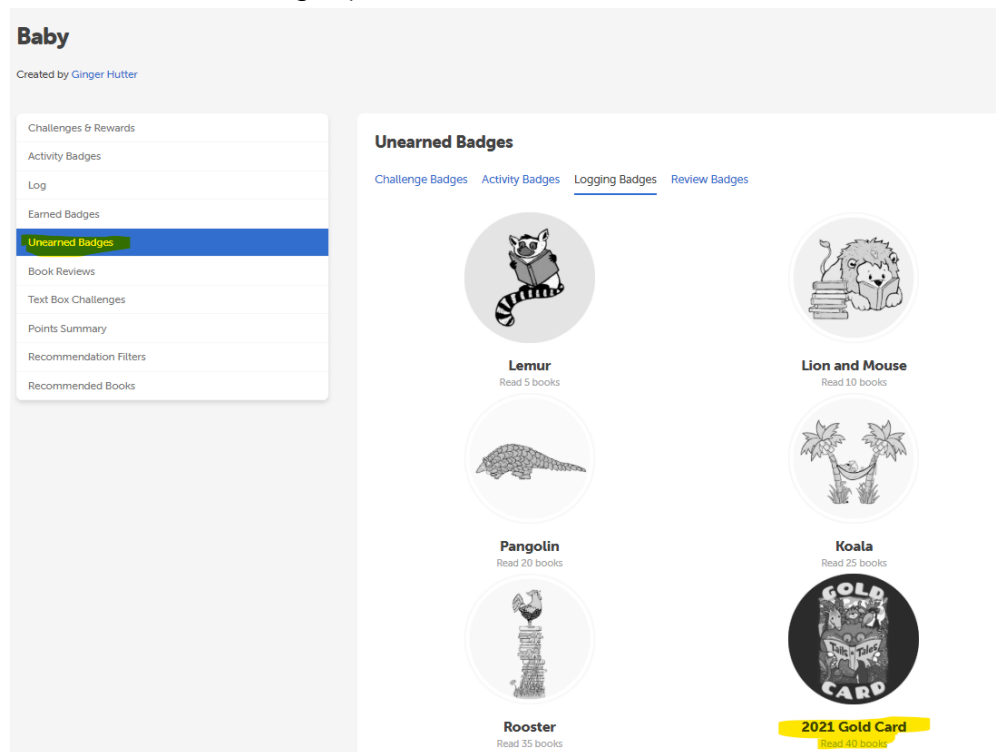
## To Trigger a Badge for Paper Logs

For younger readers who are only logging on paper, you can award them the gold card badge manually. You can trigger the gift card badge for teen readers too, but if they don't log electronically, they will not be able to enter the ticket drawings. (If there is a really special circumstance that prevents a teen from logging online, refer them to Ginger.)

**STEP 1:** Find them under  
**People → Find a Person.**

**STEP 2:** Click on the reader to  
pull up the full menu of options,  
and choose **Unearned Badges.**

**STEP 3:** Go to the Logging  
Badges tab and click on the  
Gold Card Badge. Beanstack  
will ask if you want to award it.  
Click yes. The gold card should  
now be available as a reward  
for them, just as if they had  
logged online.



## A Few New Things

Beanstack has updated several areas over the last year or so. Here are a few highlights you may notice:

They've added to their book database, so there should be fewer instances where scanning an ISBN doesn't work. They've added the book pop-up suggestions to the mobile app (so when you type a title in, you can search for the cover image.)

They've added Friends and Leaderboards, which allows readers to share with friends and family, so they can see each other's book and achievements.

They've added streaks and achievements, which are not controlled by us at all, but are extra little popups and messages to encourage readers.

They've fixed the problem of the app allowing teens to log books instead of time. They now allow teens to move their raffle tickets around from drawing to drawing.