

Intro to Beanstack

REGISTERING NEW READERS

NOTE: There are two profile types in Beanstack. **Account Creator** is the person that will have primary access to the account. The **Reader** is the person who is participating in the reading program. If one person is registering, you will create both an Account Creator and Reader profile for them.

With this feature, **you can register families using only one parent's card**. Parents can also register their kids under their card, even if they don't decide to join the program themselves.

Step 1: Sign in to Beanstack

Your login will be your email and password. If you've forgotten your password, you can choose the I Forgot My Password option.

plainfieldpubliclibrary.beanstack.org

June 7 - July 31, 2021

Step 2: Open People menu

Select the **People** option. Click on **Add an Account Creator and Reader** option.

Welcome to Beanstack Admin!

People
Find, add, delete, and take actions on behalf of account creators and readers.

Add an Account Creator and Reader
Create a new account.

Find a Person
Search fields must contain at least two characters.

First Name
Last Name
Phone
Library Branch
Group Name
Partner
Challenge
Search

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NOTE: if you do not see the admin options, click **Administrative Access** in the bottom corner.

FAQ Contact Us Share Code **Administrative Access** Select Language

****Staff Only Instructions****

Step 3: Set up Account Creator

The Account Creator is the main login for a person or family. You only need to collect one person's library card for this step. Fill in all required fields (email optional).

NOTE: password will automatically generate as "beanstack"

Their username is their library card number or email address.

Step 4: Add Reader profile for Account Creator (if applicable)

If Account Creator is also a Reader, click Yes for "Is this person registering as a reader?"

Enter age and school/grade info (if applicable). Once you choose Age, the Challenge Enrollment field will generate. Check the box for the appropriate program.

Step 5: Add Reader profiles (if applicable)

Select Yes for "Are you also registering other family members on this person's account?"

Fill in the required fields for each reader. Though not required, fill in grade/school info for all kids/teens.

Check the box for the appropriate program under Challenge Enrollment. Click Add Reader when complete.

Click Add Another Reader button to register more readers. When finished, click Create Account.

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

First Name *

Last Name *

Email Address

Phone Number *

Library Card Number *

Note

Patron

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 *

19+ ▼

Library Card Number

What School Do They Attend? (If Applicable)

Begin typing a school name. Your admin may have added "Other" or "Not Applicable" for adults, too.

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.

Disabled

Challenge Enrollment

Challenge	Enroll?	Redeem Registration Reward(s)?
Reading Colors Your World - Adults (Age 18+) Jun 7, 2021 - Jul 31, 2021	<input type="checkbox"/>	

Are you also registering other family members on this person's account?

No Yes

Additional Reader Info

Don't forget to click "Add Reader" to add the reader to this account, or click "Cancel" to close this section and continue on to creating the account.

First Name *

Last Name

First name Last Name

Age *

6 ▼

Library Card Number

What School Do They Attend? (If Applicable)

Begin typing a school name. Your admin may have added "Other" or "Not Applicable" for adults, too.

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.

Disabled

Challenge Enrollment

Challenge	Enroll?	Redeem Registration Reward(s)?
Reading Colors Your World - Kids (Ages 3 To Grade 5) Jun 7, 2021 - Jul 31, 2021	<input type="checkbox"/>	

Add Reader Cancel

Create Account

REGISTERING EXISTING PATRONS

The screenshot shows a search form with fields for First Name, Last Name, Email Address, Phone, Library Branch, Library Card Number, Group Name, Partner, School, and Challenge. A 'Search' button is at the bottom left. Below the form, it says 'There are 14 results for your search.' and 'Didn't find the right person? Add an account.' Below this is a table with columns 'Account Creator', 'Reader', and 'Reader's Age'. The first row shows 'Example Test Edit' under 'Account Creator' and 'Example Test' under 'Reader'. An orange box highlights the 'Example Test Edit' link, and an arrow points from the 'Search' button to it.

Step 1: Find a Person

Select the **People** menu and choose **Find a Person**. Enter the patron's information for the search - you can search by name, phone, library card, etc.

Click on **patron's name** under **Account Creator** column.

Step 2: Register Readers

You'll see each of the Readers associated with a patron will appear in the Readers box. **Click on the name of each patron** - this will bring up their **Reader profile**.

Click **Actions** then **Edit Information**. Verify that the age/grade/school match then **Save**.

In the **Programs** section, check the box for the appropriate program under **Enrolled?**.

The screenshot shows the 'Example Test' reader profile. On the left, under 'Readers', is a box for 'Example Test' with an 'Edit Information' link. An orange box highlights this link, and an arrow points from it to the 'Edit Information' link in the 'Actions' dropdown menu on the right. The 'Actions' dropdown also includes 'Add a Review', 'Add Notes', 'Add Advisory Settings', and 'Add Reader'. Below the 'Actions' menu is a table with columns 'Enrolled?' and 'Completed?'. The first row shows a green checkmark in the 'Enrolled?' column and an empty box in the 'Completed?' column.

To register other Readers under this profile, click the back button or the Account Creator's name at the top left to return to the **Account Creator's profile**. Select the next Reader and repeat these steps.

The screenshot shows the 'Example Test' account creator profile. On the left, under 'Readers', is a box for 'Example Test' with an 'Edit Information' link. On the right, under 'Account Info', is a box for 'Email' with the value 'N/A'. A purple callout box with a white border is overlaid on the page. It contains the text: 'Step 3: Register new Readers. Open the Account Creator's profile and click on **Add Readers**, then select **Add a Reader**. Fill in reader's name, age, school/grade. Check box for reading program and click **Add**.' An orange arrow points from the 'Add Readers' button in the 'Account Info' box to the callout box.

LOG READING AND PRIZES

Search

There are 14 results for your search.

Didn't find the right person? Add an account.

Account Creator	Reader	Reader's Age
Example Test Edit Email: Phone: 8155555555 Reader's Branch: - Card: 21907898888888 Account Created: 05-25-2021 Account Last Updated: 05-25-2021	Example Test	

Step 1: Find a Person

Select the **People** menu and choose **Find a Person**. Search for reader by name, library card, etc.

Click on patron's name under **Reader** column.

Step 2: Log SRP activities

For **Wee Readers**, click **Log Activities**.

Select "**Completed 16 Activities**" option and check box to complete.

For **Kids**, **Teens**, and **Adults**, click **Add to Log**.

Kids and Teens log by days. You can select each day individually or log by month.

Adults log by pages. Input the number of pages read, book title, and author.

Select **Log** button to log reading.

Test
Created by Example Test

Challenges & Rewards | Challenges

Log Activities

Completed 16 Activities
0 of 1 Activities Completed

Add to Log

Example is not currently enrolled in any challenges.

Log by... *

Please choose a log type

Please choose a log type

Days

Pages

Books

Step 3: Log prizes

Open the **Reader profile**. Scroll to **Rewards** section. Check the box for **Redeemed**.

Find a Person
Search for a reader or account creator.

Add an Account Creator and Reader
Create a new account.

Contact Messages
View contact messages.

Challenges & Rewards

Learning Tracks

Log

Earned Badges

Unearned Badges

Book Reviews

Text Box Challenges

Points Summary

Recommendation Filters

Recommended Books

Challenges

Current Challenges | Recently Ended Challenges | Upcoming Challenges

Challenge	Enrolled?	Completed?
Reading Colors Your World - Wee Readers (Birth through Age 2) Jun 7, 2021 - Jul 31, 2021 View Reading Log	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1000 Books Before Kindergarten Ongoing	<input type="checkbox"/>	<input type="checkbox"/>

Rewards

Current Rewards

Earned Reward	Redeemed?
Wee Readers Prize Challenge: Reading Colors Your World - Wee Readers (Birth through Age 2)	<input type="checkbox"/>

Need Help?