

# How to create an offline reader

1. Log into Beanstack

**Username: Staff**

**Password: beanstack** (info should automatically fill in for you)

2. Select **People--->Add Offline Reader**

Fill out the information required. If this is for a child **add adult contact information.**

First Name \*

Last Name \*

Email Address

Phone Number

Age \*

Select an age

Add Adult Contact Information

3. Enroll them in the challenge(s) they are participating in.

*(i.e. Adult Summer 2021, Teen Summer 2021, etc.)*

Challenge	Enroll?	Complete?	Redeem Registration Reward?	Redeem All Rewards?
Adults Summer 2021 Jun 7, 2021 - Jul 31, 2021	<input type="checkbox"/>	<input type="checkbox"/>		

4. Log books or minutes and add what they have completed from the paper log.

Log Reading

Log by... Books

Books 0

2021-06-09

5. Create Account---Click on the blue button at the bottom of the page.

Once the account is created you can search under Find a Person to locate the account and log additional reading, activities, redeem rewards, etc.

Reference *How to look up and manage patron accounts.*

Log Reading

Log by... Books

Books 5

2021-06-11

Create Account