Log-in to Staff Account:

[bastroplibrary.beanstack.org](https://bastroplibrarysandbox.beanstack.org/reader365)

Username: staffaccount

Password: read2021

**How to Enroll a Patron Who Already Has a Beanstack Account for This Year’s Challenge**

1. Choose “People.”
2. Choose “Find a person.” (This is the default that will open.)
3. Type in their name.
4. Determine that you are looking at the right person’s profile and click on their hypertext name under the READER column (in the middle).
5. Under challenges, checkmark the box for Tails and Tales Summer Reading 2021.

**How to Log Minutes**

1. Choose “People.”
2. Choose “Find a person.” (This is the default that will open.)
3. Type in their name.
4. Determine that you are looking at the right person’s profile and click on the icon with a plus sign on a piece of paper.
5. “Log by…” and choose “Minutes.”
6. Type in their time in either hours or minutes or hours and minutes.
7. Don’t worry about book title or author.
8. Make sure the date is correct.
9. Click the green “Log” button.
10. Click the read “Close” button once you have successfully added the time.

**Create Accounts**

1. Choose “People.”
2. Click “Add an account creator and reader.”
3. Fill out the information.
   1. Recommended username is firstname + last initial (i.e. chrish for Chris Hemsworth)
   2. When you create a user’s profile, the password automatically is beanstack. The user will have to go in and change their password (if they wish).
4. “Who is this account for?”
   1. “Family or individual”
      1. This is probably the answer.
   2. “A group”
      1. This is for, like, a preschool or a daycare, NOT for a parent who wants to link their kids’ logs with theirs.
      2. If anyone wants this, get Bethany, and she will make the final decision.
5. “Is this person registering as a reader?”
   1. The answer is probably “yes,” unless a parent is just registering their young kids and isn’t participating in the challenge themselves.
   2. “Yes”
      1. Fill out the rest of the information.
      2. “Age”
         1. If they don’t want to tell their age (some older people won’t), that’s fine, just guesstimate. Bethany likes to have age indicators to help with book selection since they will probably share the titles of the books they are reading.
      3. If they aren’t in school, then you don’t have to fill in those questions.
      4. “Residency status”
         1. Do they live in *city* limits, outside the city but within Bastrop *county*, or do they live outside of Bastrop county (*non-local resident*)?
6. “Are you also registering other family members on this person’s account?”
   1. If it’s just them, you’re good to click “Create account.”
   2. “Yes” is for a parent who wants to link their kids’ reading logs with theirs.
7. “Create account.”

**Difference between “Account Creator” and “Reader”**

* A patron can be an Account Creator AND a Reader if they have their own profile and are participating in the reading challenge.
  + For example, Bethany has an account and is logging reading, so she is an Account Creator AND a Reader.
* However, if Count Olaf and his wards were patrons and wanted to sign-up, then Count Olaf would be an Account Creator. He might be a Reader, too, depending on his scheme of the day. Sunny, as a baby, would be a Reader under Count Olaf’s account, but because Klaus and Violet are old enough to be responsible for logging their own minutes, they can have their own accounts, and therefore each would be an Account Creator and Reader.

**How to Assign Virtual Tickets for Patrons**

1. Choose “People.”
2. Click “Find a person.” (This is the default that will open.)
3. Type in their name (you can type in just their first or last name).
4. Determine that you are looking at the right person’s profile and click on their hypertext name under the READER column (in the middle).
5. Click “View Ticket Rewards.”
6. Under the page’s title, it will say “[Name] has # tickets available for Tails and Tales 2021 Summer Reading.” That is how many tickets they still have to put in the drawings.
7. Click the blue plus sign box to add their virtual ticket to the basket of the patron’s choice.
8. You can toggle through all of the basket prizes (the list of prizes are available in the SRP binder on page by clicking on the numbers, next, and/or last.)
9. If a patron wishes to no longer have their tickets in a certain drawing, click the minus sign in the blue box.
10. Click “Back to Challenges” to complete this task.

**How to Redeem Prizes**

1. Choose “People.”
2. Click “Find a person.” (This is the default that will open.)
3. Type in their name (you can type in just their first or last name).
4. On the right-hand side are five icons. Click on the present (second from the left) (called “Redeem incentives”).
5. Click the boxes to add checkmarks.
6. Click “Close.”

**Change a User’s Password**

1. Choose “People” and “Find a person.”
2. Enter search info to find the person.
3. Click “edit” next to the Account Creator’s name.
4. Enter their new password, confirm it, and click “save.”
   1. Passwords must be at least 6 characters long.