



# 2021 Cheat Sheet

## Important Points:

- This summer, staff may have a greater opportunity to assist SRC participants who want to register in Beanstack, but can also direct patrons to [lapl.org/summer](http://lapl.org/summer) for information about the challenge.
- Patrons can register for the SRC themselves at [lapl.beanstack.org](http://lapl.beanstack.org), or in the Beanstack tracker app. Some people will choose to use a paper game board (available as a PDF) and can be registered in Beanstack by library staff after they return their completed game board to the library.
- All SRC participants must be registered in Beanstack to be eligible for prize drawings.
- The web based version of Beanstack works well on mobile devices as well as computers.
- **The Beanstack Tracker App is available for android and iOS and now allows registration in-app. Patrons with mobile devices are highly encouraged to install and register for the program in the app.**

## Registering an Individual or Family in Beanstack:

1. Log in to [lapl.beanstack.org](http://lapl.beanstack.org) using your [Admin login](#) and the password **laplsummerreading** OR use your LAPL staff Beanstack account if you have one.
2. For branches, your login is your **six letter branch code**.
3. Click on People.
4. Click Add an Account Creator and Reader
5. Fill in the Account Creator Info (this is the person who will log in and record reading and activities for all readers on this account).
6. If the Account Creator is participating in the reading program, click YES to the question "Is this person registering as a reader?" and fill in the Reader Info—you must select an age to place the reader in the correct SRC program.
7. If the Account Creator has other family members participating in the reading program, click YES to the question "Are you also registering other family members on this person's account?" and fill in the Additional Reader Info—again, you must select an age to place the reader in the correct SRC program.

8. If the reader is participating online, be sure they have their username and password (default "Beanstack") and know to visit [lapl.org/summer](http://lapl.org/summer) or [lapl.beanstack.org](http://lapl.beanstack.org) to enroll in the program and log their reading and activities. If they prefer to use a game board, simply register them and advise them to return the game board when they have finished the challenge.
9. **Add an Offline Reader** - this option is available for tracking participants who will never log for themselves (i.e. users participating exclusively using paper). These readers will be represented in reports and insights but **will not be able to sign into Beanstack**. From the Offline Reader registration page you will immediately be able to mark the reader enrolled/complete and log their reading.
10. For additional information you can view these Beanstack Basics videos -
  - a. [How to create accounts for patrons](#)
  - b. [How to look up and manage patron accounts](#)
  - c. [How patrons create an account and add readers](#)
  - d. [Why and how to create an account for an offline reader](#)

## Enrolling, logging, and redeeming incentives

1. Log in to [lapl.beanstack.org](http://lapl.beanstack.org) using your [Admin login](#) and the password [laplsummerreading](#) OR use your LAPL staff Beanstack account if you have one.
2. Click on People.
3. Click Find a Person and use any combination of fields to search for that person (can be narrowed by branch)
4. Click on icons next to participant's name to perform basic functions such as enrolling in the Summer Reading program, redeeming a prize, and adding to the reading and activity logs.



*Note: if you're registering someone who is present, they will immediately earn a registration prize. Best practice is to look them up immediately in Beanstack and mark their prize as redeemed. If you're signing up people on a registration form at a program, you'll want to mark down that they've received this prize on the form and record the redeemed in Beanstack.*

## Completing the Summer Reading Challenge

- Beanstack participants collect points through any combination of reading and activities.
  - Game board participants cross off points earned
    - Read for 20 minutes = 20 points (1 space)
    - Complete an activity = 100 points (5 spaces)
- Beanstack participants will automatically be prompted to pick up their completion prize when they log 1000 points.

*Note about completion surveys: patrons participating online or in the app will automatically receive an emailed survey shortly after the program ends. Patrons using a paper gameboard should complete a paper survey when they turn in their gameboard.*

## Marking a game board participant as Complete

*As noted, a patron participating with a paper game board should still be registered in Beanstack. If the reader will never log for themselves, add them as an **Offline Reader** (see above). Otherwise, to look them up and mark them as complete:*

1. Log in to [lapl.beanstack.org](http://lapl.beanstack.org) using your [Admin login](#) and the password **laplsummerreading**.
2. Click on People.
3. Unless the participant is being entered as an **Offline Reader**, click Find a Person and use any combination of fields to search for that person (can be narrowed by branch)
4. Click on the **Challenge Actions** (previously Program Actions) icon next to participant's name
5. A popup window will display programs the participant is enrolled in. Click the "Completed?" box next to the program. A dialog will warn you that this is irreversible--just click ok and the participant will be marked as complete.
6. Next, click on the Redeem Incentives icon to mark if the participant has received their completion prize.

The screenshot shows a confirmation dialog box from [lapl.beanstack.org](http://lapl.beanstack.org) with the text: "Completing a program for a reader is an irreversible action. Are you sure you want to complete the program for this reader? This action cannot be undone." It has "OK" and "Cancel" buttons. Below the dialog is the "Program Actions for Teri" page. It has a "Current Programs" section with a table:

PROGRAM	ENROLLED?	COMPLETED?
LAPL Staff Reading Challenge!	<input type="checkbox"/>	<input type="checkbox"/>
Adult Summer Reading Challenge: Reading Takes You Everywhere!	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Prize Drawings

- Patrons with a Beanstack account need to provide a phone number or email info to be notified if they win a prize.
- 2021 Prizes
  - Participation prize = Coloring seeded bookmark
  - Completion prize = bandanna
  - Branch prize = Hydroflask
  - Grand prize (2 per region + Central) = Aerogarden
- To set up a branch prize drawing see Beanstack Drawing instructions on the intranet Summer Reading Hub or view [How to create and run drawings](#).