Beanstack Staff Training

- Sign into staff account:
  - Find branch logins on the hub's Beanstack page
    https://sites.google.com/view/ktpl/programming/beanstack?authuser=1
- Feel free to watch the Beanstack Basics on the first screen when you log in

Welcome to Beanstack Admin!

People Find, create, and modify readers.	**Beanstack Basics** Short videos showing key actions needed when setting up or using your Beanstack site.

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G Select Language
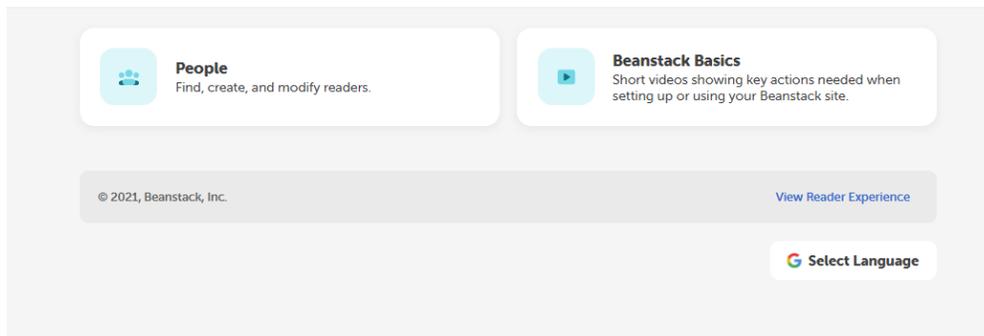
  - These are helpful videos for learning about using Beanstack
  - Each video is less than 5 minutes long

Beanstack Quick Reference Guide for Staff:

Registering on Beanstack

1. Click on the Beanstack registration link - https://kinglibrary.beanstack.org/
2. Click "Register an Individual or Family"
   a. One account can be created for an entire family
3. The registration process will ask for the Account Creator's (parent's) information first, then the child's information.
   a. There will be one login and password
   b. The parent becomes the "Account Creator" with kids listed as readers under them

4. Once the person has registered everyone for Beanstack they will be placed in one of the reader's Beanstack pages. They will then register for the summer reading programs for each reader
   a. Change reader by clicking the drop-down menu in the top left
   b. Young kids can register to be part of the **1000 Books Before Kindergarten Program** and the **Summer Reading Challenge** at the same time
      i. Each book read can be counted towards both challenges
   c. Summer Reading Challenges are divided up by age - however, children on the edge can choose whether they want to be aged up or down based on theirs and their parents' preference.
5. Patrons may also register as an individual. Follow the prompts in the form to register the reader.

Registering with a Previous Account

To be used if patrons need help joining a reading challenge but they already have a Beanstack account.

1. Staff should log in to Beanstack and go to the People tab
2. Click on *Find a Person*
3. Type in first and last name or email address
4. Click *search*
5. Choose the correct name from the list under the **Reader** column
6. This will show a list of available reading challenges for that reader
7. Find the right challenge
8. Click the box under "Enrolled"? A green checkmark will appear

Register an Offline Reader

Offline readers are perfect for tracking the progress of people who will never log in themselves (i.e. users participating exclusively using paper). These readers will be represented in reports and insights but will not be able to ever sign into Beanstack.

1. Log into Beanstack with a staff account
2. Click on people
3. Add Offline Reader

4. Fill out all fields with a * and if possible other fields as well

First Name *

Last Name *

Email Address

Phone Number *

Library *

Select One ⌄

Gender *

⌄

What School Will They Attend This Fall? (If Applicable) *

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

How Did You Hear About This Program?

Select an option... ⌄

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

Select a grade level ⌄   Select an age ⌄

Add Adult Contact Information

Create Account

5. For a child, we strongly encourage clicking on *Add Adult Contact Information* in case they win a prize

Hide Adult Contact Information

Contact Information

Contact First Name   **Contact Last Name**

Contact Email Address

Contact Phone Number

Create Account

6. Create Account
7. Patrons will bring paper logs to the library and staff will input them into Beanstack for each patron

Earning Badges

1. Depending on the challenge badges can be earned for logging reading (either a number of books or minutes), writing a review or completing an activity
2. This can be done on the app or on the web by the patron
   a. Select the reader that the patron wants to log for
   b. They can then select *Log* and earn all badges available to them and that has been completed
3. To do this for a patron:
   a. Log into Beanstack on the staff account
   b. Search for the patron
   c. Choose the correct reader

   d. To the right of the reader's name you can choose an action
      i. To edit a reader (contact info etc) choose the pencil
      ii. To redeem a prize choose the ballot box

iii.   To add to the log choose the paper with the plus sign
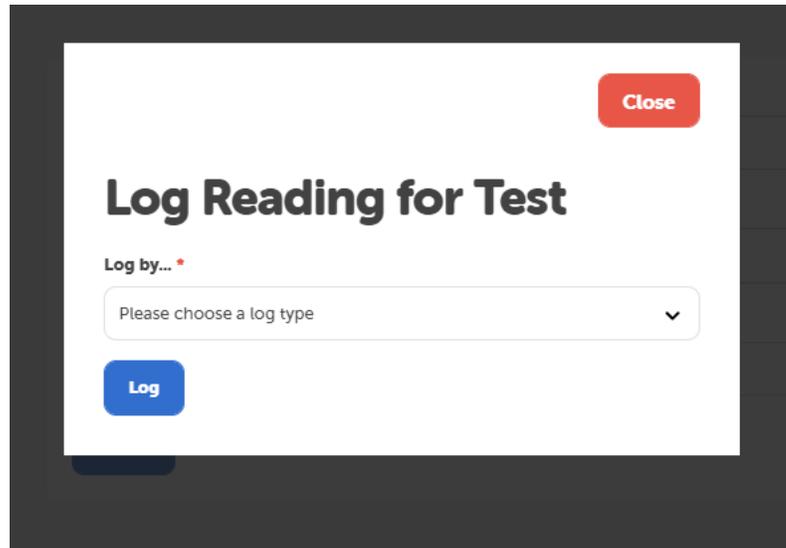
iv.   To log activity choose the checkmark

e.   Enter the appropriate entry for each patron and click Log

Awarding and Giving Prizes

1000 Books Before Kindergarten

Patrons will earn badges for every 25 books read. At the 100 level (100, 200, 300, etc.) they will be notified to let us know they have reached this milestone. We can then prepare the appropriate prize for them to pick up.

Badge Unlocked
100 Books

Read 100 books

Earned for reading 100 books

Rewards
Prize at the Library!
Contact your local King Township Public Library to arrange a pickup time for your prize!
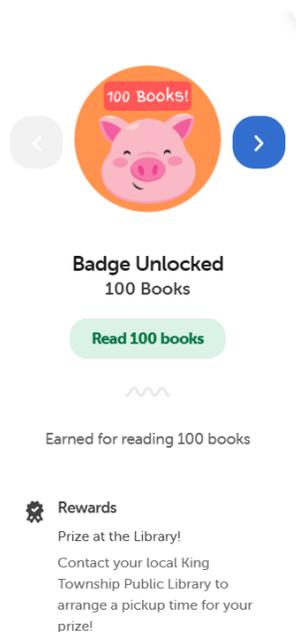
Once the prize has been picked up mark them as having received their prize on Beanstack.

Be sure to fill out the prize log
https://docs.google.com/forms/d/e/1FAIpQLSdZydu5ynfG_Tf83yCFQYYI46kkmCrfo7aFuCwnAfiF-WaATw/viewform so we can keep track of how many prizes each branch has and to ensure we don't run out.

Summer Reading Club

Patrons will automatically be enrolled in the applicable prize draws for their reading challenge. For the under 18 reading challenges, we will do a prize draw every 2nd week. Each badge earned is an entry into the prize draw, so the more patrons track their reading, write reviews and complete activities the more chances they have to win!

If a patron has won a prize it will show up on their Beanstack account. Please be sure to log in and mark that the patron has received their prize!

Prize Redemption

If a patron says they have reached a prize milestone (**1000 Books Before Kindergarten**) or won a prize you can do a quick check on Beanstack.

1. Log into Beanstack using the staff login
2. Ensure you are in the *Administrative Access* and not the *Reader Experience* view
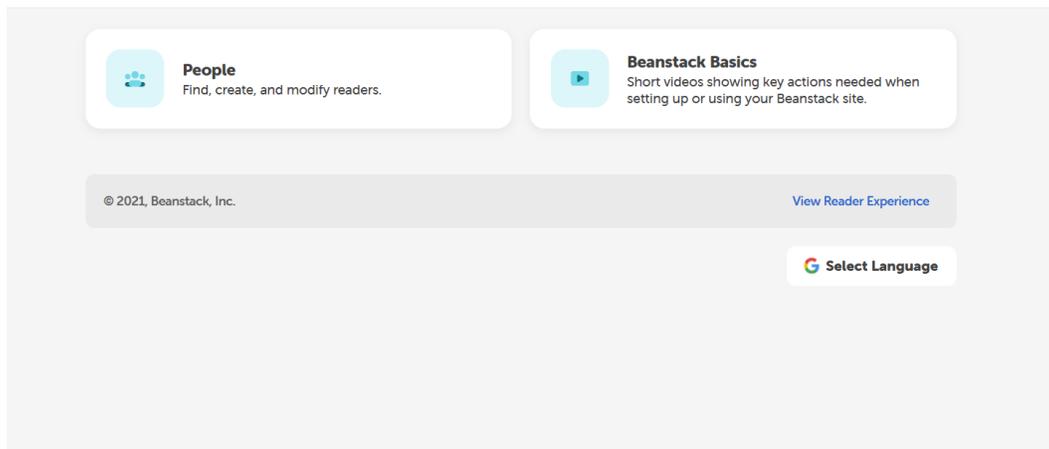
3. Click on People and find a person

Find a Person

Search fields must contain at least two characters.

First Name	Last Name	Email Address

Phone	Username	Library
		- Select -

Group Name	School	Challenge
	- Select	- Select

Search

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G Select Language

4. Input the information you have - the more detailed you can be in your search the more likely you are to find the right patron immediately. But you can search for a first name and

look through the results if you'd like.

Search fields must contain at least two characters.

First Name	Last Name	Email Address
Test		

Phone	Username	Library
		- Select -

Group Name	School	Challenge
	- Select	- Select

Search

There are 1 results for your search.

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

Add offline reader.

Account Creator	Reader	Reader's Age
Adult Reader Edit **Email:** info@kinglibrary.ca **Username:** admin **Phone:** 7777777777 **Reader's Library:** Ansnorveldt Library **Account Created:** 05-01-2020 **Account Last Updated:** 05-03-2021	**Test Child**	5

5. Click on the reader's name
6. You should see a list of their Beanstack activity

7. Look at the bottom of the Challenges and Rewards to see if they have earned a reward or won a draw

8. You can then put a checkmark here if they have picked up their prize

Difference Between "Account Creator" and "Reader"

- A patron can be an Account Creator AND a Reader, if they have their own profile, are participating in the reading challenge
- For example, *Reader A* has an account and is logging reading, so she is an Account Creator AND a Reader