

# How to enter tickets for paper users

1. Log into Beanstack

**Username:** Staff

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

2. Select **People**--->**Find a Person** search by first/last name, email, phone, etc.

3. Scroll down to see results.

Click on the reader's name under the **Reader** column.

Account Creator	Reader	Reader's Age
<a href="#">Test Offline Reader Edit</a> Email: Username: qa_test_offline_reader_460 Reader's Branch: - Account Created: 05-12-2021 Account Last Updated: 05-12-2021	<a href="#">Test Offline Reader</a>	19+

4. Click on **View Ticket Rewards**.

### Test Offline

Created by [Test Offline Reader](#)

Actions ... Active

Add to Log Log Activities

#### Challenges & Rewards

- Activity Badges
- Log
- Earned Badges
- Unearned Badges
- Book Reviews
- Text Box Challenges
- Points Summary

#### Challenges

Current Challenges Recently Ended Challenges

Challenge	Enrolled?
<b>Adults Summer 2021</b> Jun 7, 2021 - Jul 31, 2021	✓

[View Reading Log](#) [View Ticket Rewards](#)

5. Enter the tickets earned in the drawings of the reader's choice.

#### Ticket Rewards for Adults Summer 2021

Test Offline has 5 tickets available for Adults Summer 2021

This shows how many tickets they have to enter.

Title	Drawing Date	Max Entries	Number Entered	Add	Remove
Dices Creative Cakes	July 31, 2021	0	0	+	-
Dutch Wonderland	July 31, 2021	0	0	+	-
Lehigh Valley Zoo	July 31, 2021	0	0	+	-
Longwood Gardens	July 31, 2021	0	0	+	-
Peppermint Stick Candy Store	July 31, 2021	0	0	+	-

Add or Remove a ticket with these blue buttons.

Additional drawings may be accessed by going to the next page.