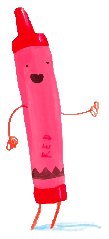
A picture containing text, stationary

Description automatically generated**2021 Summer Reading Program Overview**

**When can people sign-up?**

The Summer Reading Program will run June 1, 2021-August 16, 20201. Patrons can sign-up

at any time during this period.

**What to track?**

There are two things to track: Reading and Activities. The goal for all ages is to read for 15 hours. We also have a stretch goal to read for 30 hours. For each of these milestones a patron can earn a ticket to enter our grand prize drawings. There are three drawings for each age group and the prizes are listed on the Summer Reading Page of our website. The other thing to track is activities. For every activity completed in Beanstack, users will earn an additional grand prize drawing ticket.

**How do user participate with a paper log?**

A picture containing text

Description automatically generatedPatrons can participate as “offline readers”. We will have paper reading logs available. Please try to encourage users to try Beanstack in order to participate in the full program. Offline readers will not have access to the online activities. Patrons can use our laptop to access Beanstack, and staff are available in person or over the phone to help. If a patron is using a paper reading log, they still need to be registered in Beanstack as an offline reader. Patrons will need to call, email or come into the library for us to log their reading hours and completed activities for them. We will also need to enter them into the prize drawings.

**When do participants earn free books?**

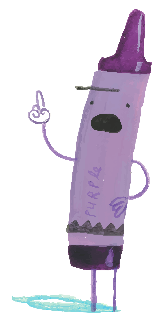
A picture containing yellow

Description automatically generatedWe have free books for all-ages during this program. Books for 0-5th grade will be white bags and kids get a random book for their first book. For teens and adults, we have a small selection of titles and they can pick a book off a cart. Kids will get to choose their 2nd and 3rd book choices. Children and teens receive their free book for signing up and adults receive their first free book after 15 hours of reading.

|  |  |  |  |
| --- | --- | --- | --- |
| Age Group | Free Book at Sign-up | 15 Hours of reading | 30 Hours of Reading |
| Early Reader  (Babies-Pre-K) | X | X | X |
| Elementary (K-5th) | X | X | X |
| Teens (6th -12th) | X | X | X |
| Adults  (18+ or not in school) |  | X | X |

**Can Library Employees Participate?**

All library employees and affiliates and their immediate family members are eligible to receive free books, but not to win any of the grand prize drawings. See our Program and Prize Eligibility Policy for more information.



**Programs and Take and Make Kits:**

This year there are weekly programs for each age group that begin on June 15th. Please check our printed program schedule, Facebook Events page, or website calendar for the complete list of all our events. All programs are either virtual or Take and Make. Kits are available first, come, first serve, while supplies last. Please let a manager know when they run out so we can put out a message on social media.

## Crook County Library Summer Reading Program Beanstack Guide

## How to Sign-In to Your Staff Account:

1. Go to crooklib.beanstack.org
2. Click **sign-in** in the upper right corner. Log-in with your Beanstack login. It should be your first initial and last name (example: hjones) and the default password is beanstack.

**How to register a user for Beanstack (New Online Users):**

These are the instructions for registering a patron that will participate in the Summer Reading Program via Beanstack and have not previously registered with Beanstack (including at another library).

1. Using the instructions above, sign-in to your staff account in Beanstack.
2. Once in the Beanstack Admin view click on **People**.
3. Choose **Add an Account Creator and Reader**. An account creator is either an individual or parent that will be the person logging into the Beanstack Account. A reader is anyone else, such as a child, that is attached to that account.
4. Fill in the form. Make sure to collect either an email or phone so that we can notify a patron if they win a prize. Also, Beanstack sorts users into the age-appropriate program by grade. For adults choose **Adult** and write **Not Applicable** in the box asking for school.
5. If adding any other readers under the Account Creator, suc**h as children, click Yes for “Are you also registering other family members on this person's account?”** You can add multiple family members to the account at this time.
6. Give the patron a copy of the Beanstack instructions with their username written down.

**How to register a user for Beanstack (New Offline Readers):**

These are the instructions for registering a patron that plans to participate in the Summer Reading on paper and will never access Beanstack. **\*Note: Please only register patrons that absolutely cannot or will not use Beanstack. As an offline reader they will not have access to all the activities. Try and encourage users to give Beanstack a try and offer to help them get started.**

1. Using the instructions above, sign-in to your staff account in Beanstack.
2. Once in the Beanstack Admin view click on **People**.
3. Choose **Add Offline Reader**
4. Fill in the form. Make sure to collect either an email or phone so that we can notify a patron if they win a prize. For offline readers, each family member needs to register separately, and not share an account like a regular Beanstack user.
5. If the offline reader is under 18, please add adult contact information to their Beanstack account.
6. Give the patron a copy of the paper reading log and explain they will need to let us know by phone, email, or in-person when they reach either the 15 hour or 30 hour reading goal or to log any programs they attend so that they can be entered into the prize drawings.

**How to Add an Existing Beanstack User to the Summer Reading Program:**

1. Using the instructions above, sign-in to your staff account in Beanstack.

2. Once in the Beanstack Admin view click on **People**.

3. Search for the patron by first name, last name, email, phone or username.

4. Once you locate the correct patron, click on the **Challenge Actions** icon to the right of their name.

5. Next to the Summer Reading Program check the box for **Enrolled**.

**How to Add a Reader to an Account After an Account is Created:**

1. Using the instructions above, sign-in to your staff account in Beanstack.

2. Once in the Beanstack Admin view click on **People**.

3. Search for the patron by first name, last name, email, phone or username.

4. Click on the name of the Account Creator on the left. On the top right click on Add Readers. You have the choice to either add one or multiple readers.

**Tracking Free Book Incentives:**

1. Using the instructions above, sign-in to your staff account in Beanstack.
2. Once in the Beanstack Admin view click on **People**.
3. Search for the patron by first name, last name, email, phone or username.
4. Once you locate the correct patron, click on the Redeem Incentive icon to the right of their name.
5. Click the check box to mark that their free book incentive has been redeemed.

**Logging Reading Hours for a User:**

1. Using the instructions above, sign-in to your staff account in Beanstack.

2. Once in the Beanstack Admin view click on **People**.

3. Search for the patron by first name, last name, email, phone or username.

4. Once you locate the correct patron, click on the **Add to Log** icon to the right of their name.

**Marking Activities Completed for a User:**

1. Using the instructions above, sign-in to your staff account in Beanstack.

2. Once in the Beanstack Admin view click on **People**.

3. Search for the patron by first name, last name, email, phone or username.

4. Once you locate the correct patron, click on the **Log Activity** icon to the right of their name.

5. Click the activity that they completed and then check the completed box.

1. Using the instructions above, sign-in to your staff account in Beanstack.

2. Once in the Beanstack Admin view click on **People**.

3. Search for the patron by first name, last name, email, phone or username.

4. Once you locate the correct patron, click on the reader’s name.

5. Under Challenges click on **View Ticket Rewards.** At the top it will display how many tickets the user has earned. Enter the plus sign under add to add their tickets to any of the prize drawings. \*Note: This will only display if they have earned any prize tickets.