

# Beanstack Quick Guide for Staff Training

## Registering a patron:

1. Log in to Beanstack (email: lunenburglibrary@gmail.com, password: beanstack). Click on "People"
2. Click on "Find a person" and search for the name to make sure they are not already in the system.
3. If they already exist, open their account and ask the patron to verify account details. If needed, reset password or username for patron.
4. If they do not already have an account, go to "Add an Account Creator and Reader." Fill out basic registration information for the patron.
  - a. **Make sure to tell the patron the default password for their first login will be "beanstack"**
5. Then attach a reader profile for... this person (if the child is registering themselves) or "a child" (if it is the parent registering). Every account needs a reader, but there can be multiple readers on one account.
6. When the information is entered, click add.

## How to log reading for a patron:

1. Log in to Beanstack (email: lunenburglibrary@gmail.com, password: beanstack).
2. Click on "people"
3. Click "find a person"
4. Next to their name, click the second icon which says "add to the log"
5. From here you can enter the amount of time spent reading. You only need to enter the time (all of the other information is not required). You can log half hours by using .5. Hit "log" at the bottom to complete the action.
6. This action will also give the patrons "tickets" which they can redeem for prizes
7. Click on tickets to see what prize choices are- there are only 4 choices with brief descriptions of each