

Quick Guide to Beanstack

Beanstack allows you to:

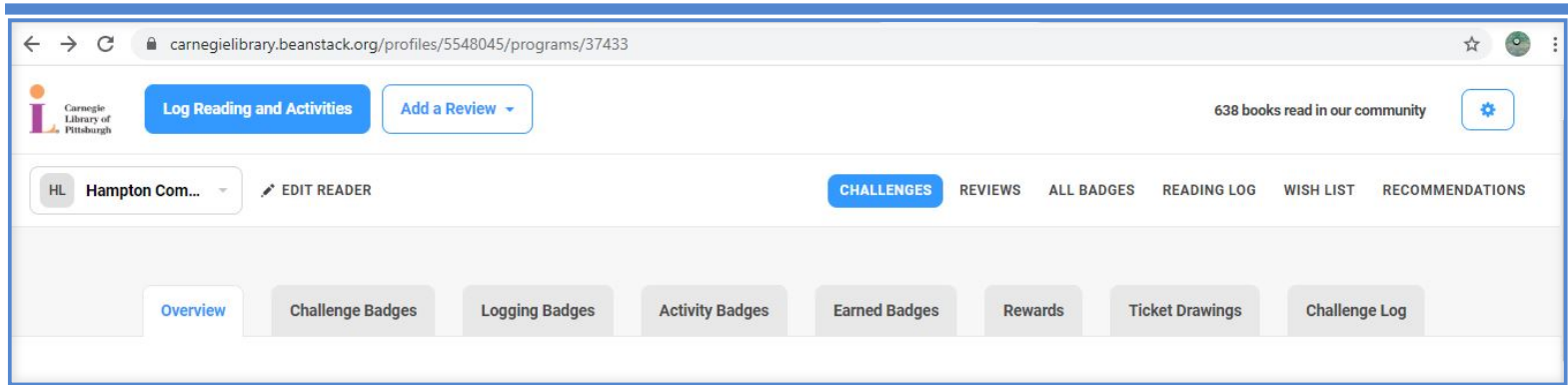
- Keep track of all family member's reading logs, progress & badges on one account.
- Log reading from home or on-the-go to earn digital badges & tickets for the end of the summer drawing.
- Complete activities to earn digital badges & tickets for raffles & prizes.
- Write reviews of books, audiobooks, movies & articles you read.
- Use the Beanstack Tracker App to log books with ISBN scanner, track progress & manage raffle tickets.

Getting Started:

1. Go to the Hampton Community Library's Beanstack URL:
<https://carnegielibrary.beanstack.org/reader365>
2. Or download the Beanstack Tracker app:
 - a. Apple Users: <https://apps.apple.com/us/app/beanstack-tracker/id1360324277>
 - b. Android Users:
https://play.google.com/store/apps/details?id=com.beanstack&hl=en_US
3. Select the **Hampton Community Library** summer reading program. *
 - a. Please note, users can only register for **one** library program at a time through Beanstack.
4. It can be helpful to decide who will be the "Account Creator" BEFORE starting the registration process
 - a. The Account Creator is the person who fills out the registration information to establish the reading tracking account & makes entries on the account. Choose a method that works best for your family:
 - i. An adult can register as an "Account Creator" alone
 - ii. An adult can register as an "Account Creator," registering themselves as a "Reader." Then register (add a reader) each child in the family using the one account. We strongly advise this method, particularly for families with young children, those with limited digital devices or less tech-savvy patrons.
 - iii. An adult can sign up a child as "Account Creator" so the child independently logs all information during the reading program. This method works best for families with older children or multiple adults.
5. The Account Creator selects the "Register" button.
 - a. You will be asked for name, contact information & password.
6. Once the Account Creator selects the "Next" button, Beanstack will ask if you would like to register another adult. Select 'yes' or 'no.'
 - a. When you select 'no,' you will be asked if you would like to register a child.
 - b. When you select 'yes,' proceed to input information prompts
 - c. Repeat the process until every family member that will participate has an account
7. Please be advised, that the Account Creator can make changes such as reset password, add or remove readers. The library staff are also ready to assist with lost passwords, adding readers & other questions.

Now you are ready to start exploring Beanstack!

Once the Account Creator has set up each Reader Profile, Beanstack will display the landing page. The top of the screen will look like this:



Log Reading & Activities is used to log books that have been read.

- Click the blue button 'Log Reading and Activities'
- Select the Reader profile
- Select logging method. Books can be tracked by: books (title), days, minutes or pages.
- Follow the prompts to input information.
- Please note, reviews are a fun way to connect with our reading community. Only first name & last initial are shown.
- Click "Log." A green "Logged!" message will pop up on the bottom of your screen.
- Close the window by clicking the back arrow or the small 'x' at the top of the screen.
- Remember books, audiobooks, eBooks, graphic novels...everything counts!

Add a Review allows users to write reviews, submit drawings, snap a selfie & share thought with the community. We love to see what our readers are discovering!

- Click on the white box 'Add a Review' & select 'write a review' or 'post a picture review'
- Follow the prompts to input information.
- Click 'Save.' A green 'Your review has been added successfully!' message will pop up on the bottom of your screen.
- Close the window by clicking the back arrow or the small 'x' at the top of the screen.
- *Please note, only first name & last initial are shown on review posts. The entire community has access to reviews, please keep your comments positive & appropriate. The library reserves the right to remove posts that negatively impact the reading community. Patron accounts will be immediately deactivated for pornographic, violent or other inappropriate posting.

Settings is a quick link to make changes to the Account Creator or Reader profile.

- Click on the small white box with a blue gear symbol.
- Select 'Add a reader, Edit Account or Sign Out.'
- Follow the prompts to make any necessary adjustments.

Challenges gives an overview of the programs a Reader has participated.

- Click on the 'Challenges' tab.
- Users can toggle between 'Current Challenges' & 'Past Challenges.'
- Select 'Current Challenges' to participate in the Summer Reading program You will see a list of participating library programs.
- Select 'Hampton Community Library Summer Reading 2020.'

Reviews allows users to submit written & picture reviews.

- Click on the 'Reviews' tab.
- Click on the white 'Write a Review' box to post a new review.
- To see already posted reviews, toggle between 'Written Reviews' & 'Picture Reviews' tabs
- Scroll down to see reviews shared by the reader.
- Click 'Read more' to see full review.
- Click 'Edit' to make changes to a review.

All Badges allows readers to view a summary of badges earned.

- Click on the 'All Badges' tab.
- View badges the reader has earned.

Reading Log allows readers to view a summary of books that have been logged.

- Click on the 'Reading Log' tab
- View list of all books logged.
- Select the white 'print' box if you would like to print reading log.

Wish List is a way for readers to find recommendations, create a list of items a user wants to read & directly connect to the library online catalog.

- Click 'Wish List'
- Select the white box 'Find Books' to see books recommended by librarians for a variety of readers
- Select the list you would like to view
- Scroll through to find titles.
- Save a book to a reader's list by clicking the white 'wish list' box.
- Log a book to a reader's log by clicking the white 'Log' box.
- To access a reader's Wish List, click on the 'Wish List' tab.
- Click the white 'Get This Book' box to find a copy of the book in your library.
- Please note, a new window will open to the library online catalog.
- Log a book to a reader's log by clicking the white 'Log' box.
- Click the white 'Remove' box to delete titles from the list.

Recommendations are written by librarians, to help users find their next great read.

- Click on the 'Recommendations' tab.
- Scroll through lists to find a title.
- Users can add items to the wish list, log books already read or find a copy in the library catalog.

Overview is the Welcome page for the program a reader has selected to participate in.

- Click on the grey 'Overview' tab to read about the program.

Challenge Badges display badges that can be earned by participating in a program.

- Click on the grey 'Challenge' tab
- Scroll down to see badges. Earned badges are displayed in color, potential badges are displayed in black & white.
- Click on the 'trophy' icon within a badge to view the full description of an earned badge.

Logging Badges display badges that can be earned by logging reading. Remember books, audiobooks, eBooks, graphic novels...everything counts!

- Scroll down to see badges. Earned badges are displayed in color, potential badges are displayed in black & white.
- Click on the 'trophy' icon within a badge to view the full description of an earned badge.
- Click on the 'ticket' icon within a badge to view the full description of prizes that are associated with a badge.

Activity Badges are designed to engage our readers in fun, interactive & thoughtful challenges. Challenges can be completed by readers of all ages.

- Click on the grey 'Activity Badges' tab.
- Scroll down to see a variety of Activity Badges offered by the Hampton Community Library.
- Earned badges are displayed in color, potential badges are displayed in black & white.
- Click on a badge that the reader would like to complete.
- View the overview for a description of the activity. Each badge will have a few different tasks to complete the challenge. Note the specific number of tasks that must be completed to earn the badge.
- Read the task directions. After the reader has completed the task, simply check the box.
- Some tasks require a reader to write a review, input a short answer or upload a picture.
- Once the required number of tasks are complete, Beanstack automatically reward the reader with the badge.
- For your convenience, activity links will open in a new page.
- Close the window by clicking the back arrow or the small 'x' at the top of the screen.

Earned Badges display badges that a reader has already completed.

- Click on the grey 'Earned Badges' tab.
- Click on the 'trophy' icon within a badge to view the full description of an earned badge.
- Click on the 'ticket' icon within a badge to view the full description of prizes that are associated with a badge.

Rewards display summary of tickets & prizes a reader can earn. Summer Reading 2020 runs from June 15-August 8. Winners will be announced on August 16. Raffles

- Click on the grey 'Rewards' tab.
- Scroll down to view description & information about how to earn each reward.

Ticket Drawings provides a reader opportunity to view & manage tickets earned.

- Readers can either enter their tickets into a grand prize raffle or share their tickets to help a community organization earn programming dollars.
- To enter tickets, click on the grey "Ticket Drawings" tab.
- At the top of the screen, a reader can view a summary of tickets to 'spend' in the Summer Reading Challenge. Tickets are earned by completing Logging Badges & Activity Badges.
- Once tickets have been earned, scroll down to decide where to put the tickets.
- There are 3 Grand Prize Raffles that Readers can choose to enter. Please note ANYONE can participate in the raffles. For example, an adult reader could enter their tickets into the children's raffle.
- To enter tickets, scroll down to the raffle the reader would like to enter and click the blue 'add tickets' button.
- Readers can choose to add some or all of their tickets to a particular raffle. Click the '+' sign to add the desired number of tickets to a raffle.
- Readers can manage their tickets at any time during the challenge. Some users like to save their tickets until the end, while others like to spend them immediately after earning.
- Readers can remove tickets that have already been submitted to a raffle by clicking the blue 'Subtract Tickets' button. Click the '-' sign to remove the desired number of tickets from a raffle.
- Unlike paper tickets, digital tickets cannot be lost by Beanstack

We are here to help, if you need a password reset, help logging books or just want to connect with a live person, call the library (412-784-1098) during our new pandemic-friendly hours:

Monday, Friday, and Saturday, 9:30 a.m. – 1:00 p.m. and Tuesday, Wednesday, Thursday, 11:00 a.m. – 7:00 p.m.

Email us anytime hampton@einetwork.net