



# Beanstack

## Patron Manual

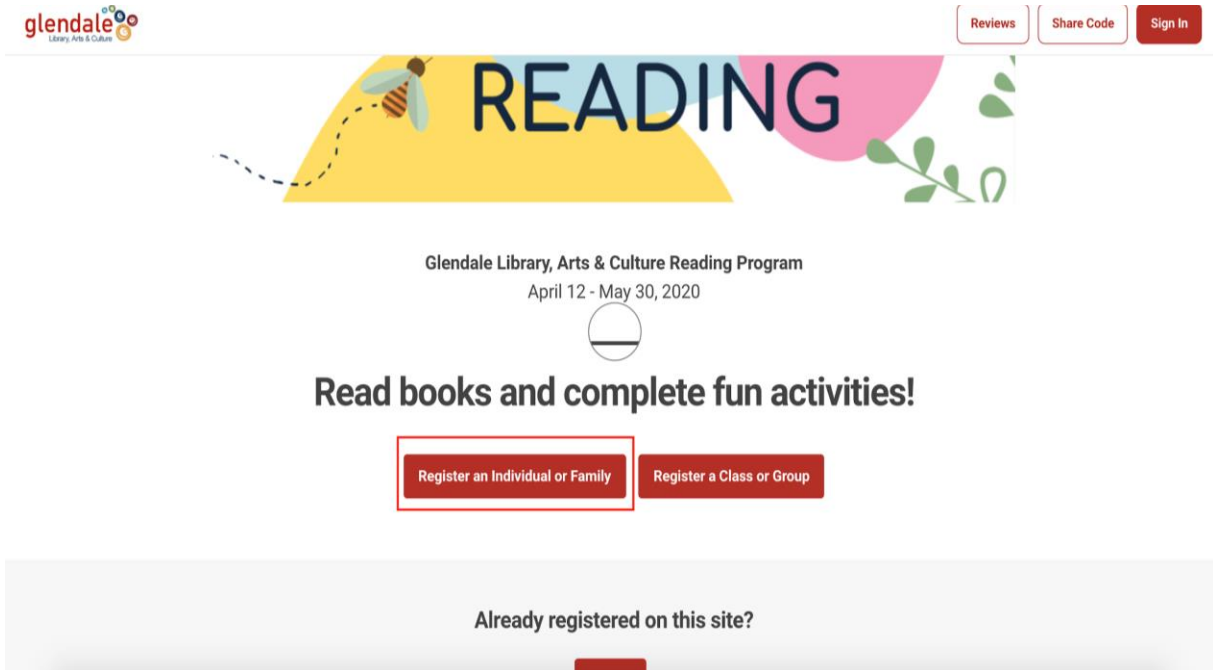


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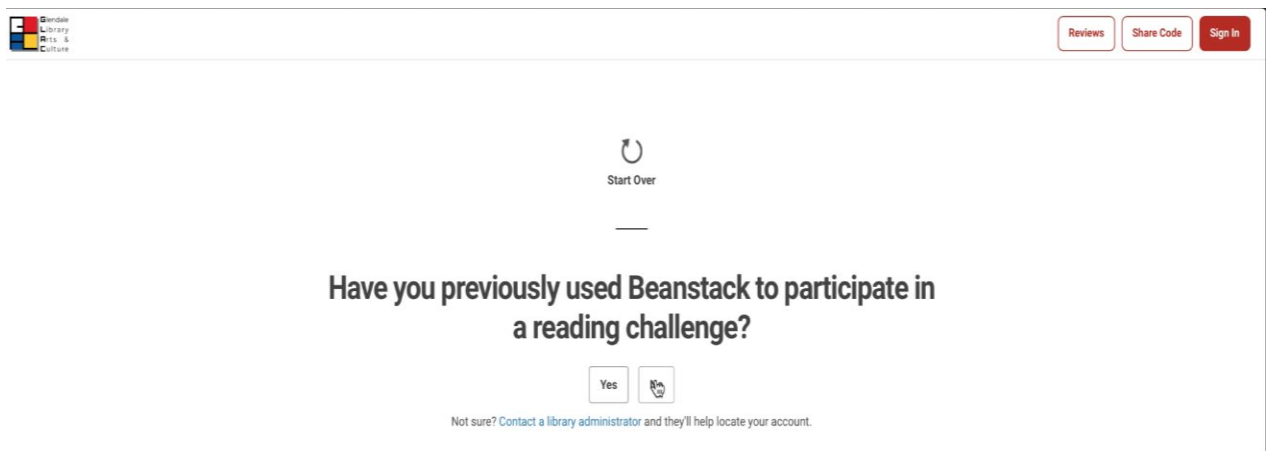
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# Site Registration

1. Open a browser and visit Glendale’s Beanstack site at <https://glendaleca.beanstack.org/>
2. Click on “**Register an Individual or Family**”



3. A new screen will ask “**Have you previously used Beanstack to participate in a reading challenge?**” This refers to specifically using Beanstack with Glendale Library, Arts & Culture; if you have not, click “**No.**”



4. The next screen will ask **“Who would you like to register?”**
  - a. There will be two options: **“I am registering myself”** and **“I am an adult registering a child”**



[Reviews](#) [Share Code](#) [Sign In](#)



Start Over

**Who would you like to register?**

I am registering myself

I am an adult registering a child.

5. Once you have selected the option that is right for you click **“Next.”**

Please note that while not required, providing your email allows you to receive personalized book recommendations.
6. Select the reading challenge that you would like to participate in and click **“Next.”**
7. A screen will pop up and ask **“Would you like to add another adult?”** If you want to add another adult click **“Yes”** and a screen will come up with information to be filled out.
8. If you click **“No”** you will then be asked **“Would you like to add a child?”**
  - a. If you click **“No”** you will complete the set-up and a confirmation message will pop up.
  - b. If you click **“Yes”** you will fill in the required information and follow the same steps as the adult.
9. After this, a confirmation message will pop up.
10. Click **“Continue”** and the account will now be open.



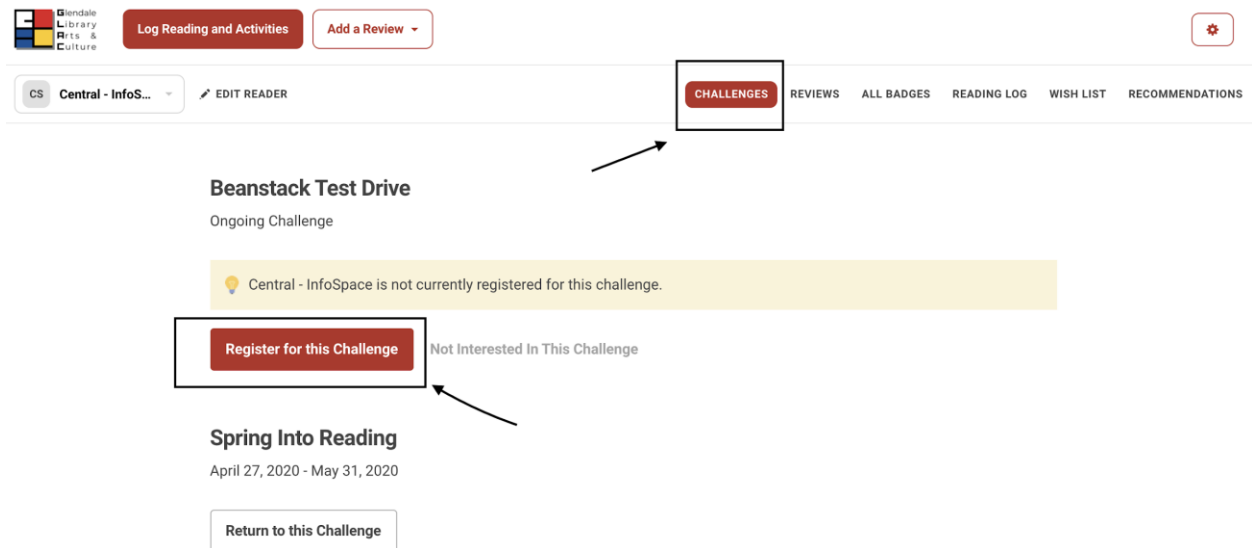
[Reviews](#) [Share Code](#) [Sign In](#)

**Great! You're all set up.**

[Continue](#)

# Signing up for Challenges

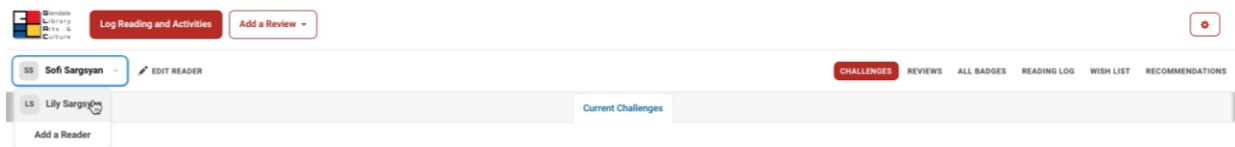
1. After you have registered, you can sign up for Challenges by clicking the “Challenges” tab at the right-hand corner.



2. Scroll and choose “Register for this Challenge” for the challenge you are interested in. You may sign up for as many challenges as you are eligible for at this time.
3. A message will pop up for successful enrollment.

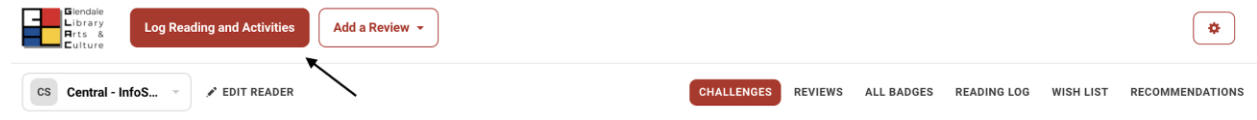
# Toggling between Readers

1. Log in and click on the name of the current reader on the left side of the screen.
2. All readers connected with this account will appear in a drop down list. Click on the reader that you would like to log books or activities for.

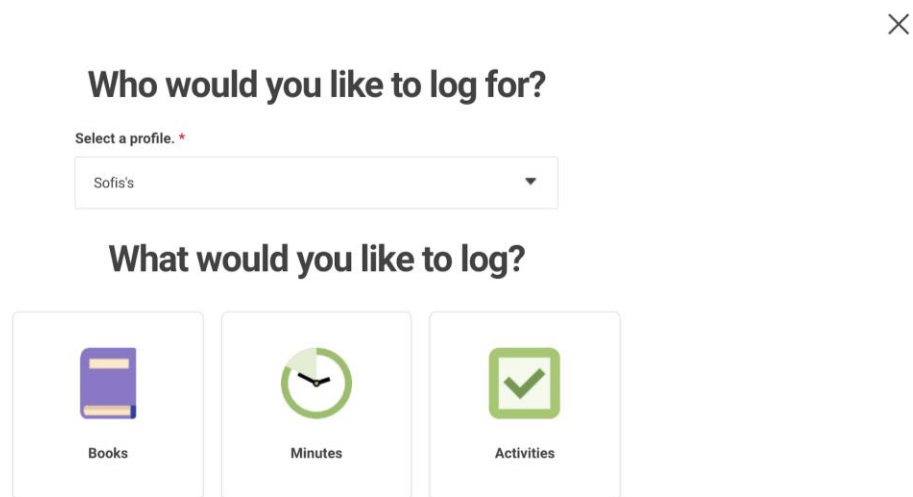


# Logging Books/Minutes

1. Once you have logged in, click on the “**Log Reading and Activities**” button in the upper left-hand corner.



2. A new window will open. Click on either “**Books**” or “**Minutes.**”



3. If there is more than 1 reader associated with the account, there is an option to “**Select a Profile.**” Simply click on this drop down menu and select the reader for whom you wish to log books or minutes.

4. Either click on **“Books”** or **“Minutes”**, the screen will ask for information about the book and time spent reading.
  - a. If **“Books”** is selected, then this is the screen that you will see.

### Log Reading

ⓘ This book will be logged to Central - InfoSpace's profile.

Select a day.  
Days that have reading logged are marked with a green dot (●).

April 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Title  
Pete the Cat and His Four Groovy Buttons

Author OPTIONAL  
James Dean

How many times was this book read?  
1

Would you like to include a review?  
No

**Log** Close

- b. If **“Minutes”** is selected then this is the screen. To correctly indicate time use **“M”** for minutes and **“H”** for hours.

### Log Reading

ⓘ Library is not currently enrolled in any programs.

Select a day.  
Days that have minutes logged are marked with a green dot (●).

April 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Time Spent Reading  
Type "1h", "33m", or "1h33m"

Title OPTIONAL

Author OPTIONAL

Would you like to include a review?  
No

**Log** Close

5. Fill in the book title and author. Once the information is complete click **“Log.”** When you have successfully logged your book a green message will appear below the **“Log”** for 10 seconds.

## Log Reading

This book will be logged to Central - InfoSpace's profile.

Select a day.

Days that have reading logged are marked with a green dot (●).

April 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Title**  
Pete the Cat and His Four Groovy Buttons

**Author** OPTIONAL  
James Dean

How many times was this book read?  
1

Would you like to include a review?  
No

**Log** Close

6. If you are done logging, click **“Close.”**

## Logging Activities

1. Once logged in, click on the **“Log Reading and Activities”** button in the upper left-hand corner.







2. A new window will open. Click on “Activities”

## Who would you like to log for?

Select a profile. \*




Library 'S' ▼

## What would you like to log?

 <p><b>Books</b></p>	 <p><b>Activities</b></p>
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3. A new window will open with the activities. Click on the one you would like to work on.

## Choose Activity Badge

 <p><b>Explore Your World</b></p> <hr/> <p>Activities Completed 0 of 5</p>	 <p><b>Get Digital</b></p> <hr/> <p>Activities Completed 0 of 5</p>
 <p><b>Get Lost In A Good Book</b></p> <hr/> <p>Activities Completed 0 of 5</p>	

4. A checklist of available activities will open. Click on the activities as you complete them.
5. Once you are done, click on the exit button in the upper right-hand corner.

Songbirds  
**Explore Your World**

Activities Completed  
2 of 8

The world around us is vast even when we're staying safe at home. Find new ways to explore your world.

Explore the Great Outdoors, virtually! Visit a National Park from the comfort of your own home. Where did you virtually travel?  
[Visit a National Park](#)

We visited Zion National Park!  
[Edit Answer](#)

Celebrate Earth Day's 50th Anniversary. Read a book about our planet, trees, or gardening.  
[Enjoy our Earth Day Booklist](#)

## Alternate Method for Logging Books

There are two methods to log books. The alternate method works through the Challenges tab and is shown below.

1. Click on **“Challenges”**
2. Click on **“Overview”**

Glendale Library Arts & Culture

Log Reading and Activities Add a Review

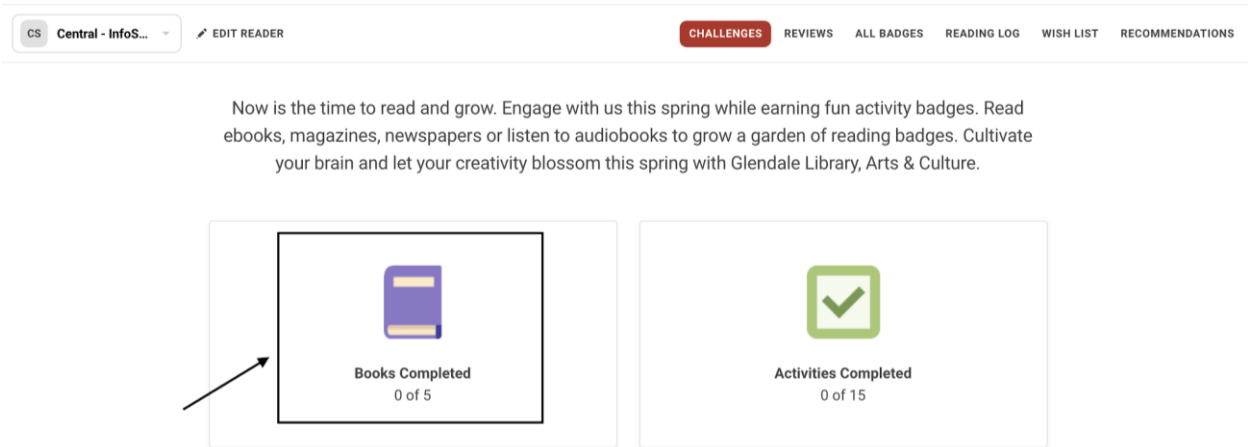
CS Central - InfoS... EDIT READER

**CHALLENGES** REVIEWS ALL BADGES READING LOG WISH LIST RECOMMENDATIONS

**Spring Into Reading**  
April 27, 2020 - May 31, 2020

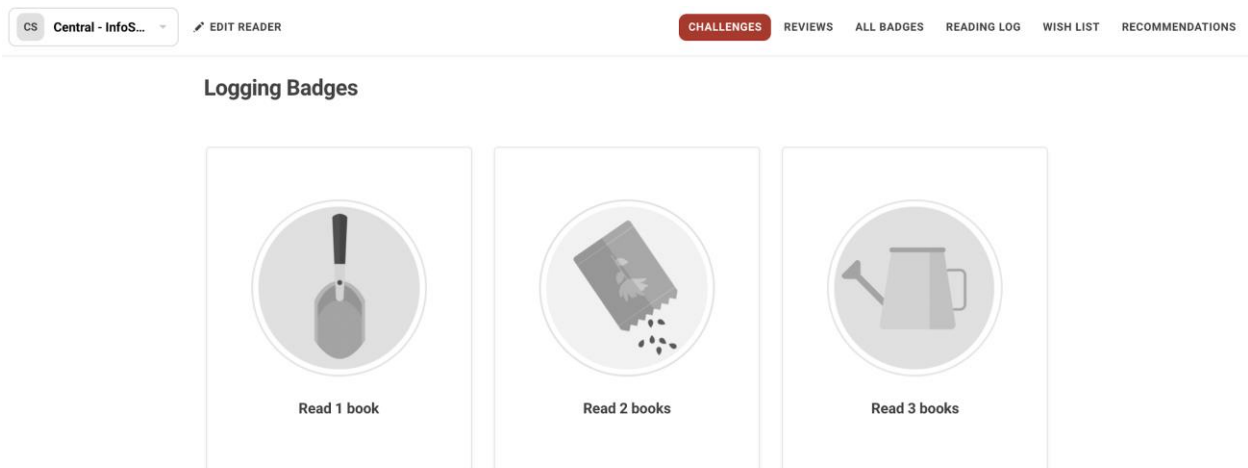
**Overview** Challenge Badges Logging Badges Activity Badges Earned Badges Rewards Challenge Log

### 3. Scroll down to click on “Books Completed”

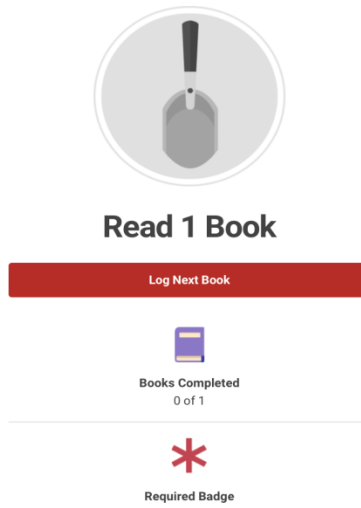


### 4. This will bring up the “Logging Badges”

### 5. Click on “Read 1 book” or the book amount that you will log.



6. A new screen will pop up. Click on **“Log Next Book”**



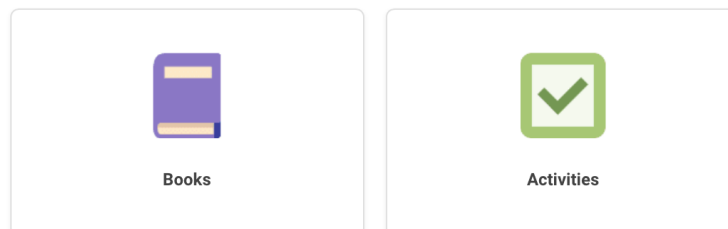
7. This will open the screen that allows you to choose either **“Book”** or **“Activities”**
8. Follow the same steps as for **“Logging Books and Activities”**

## Who would you like to log for?

Select a profile. \*

 ▼

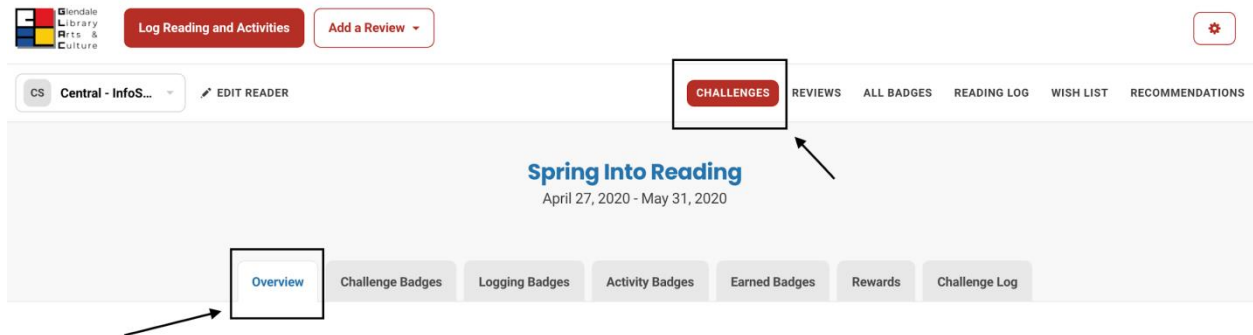
## What would you like to log?



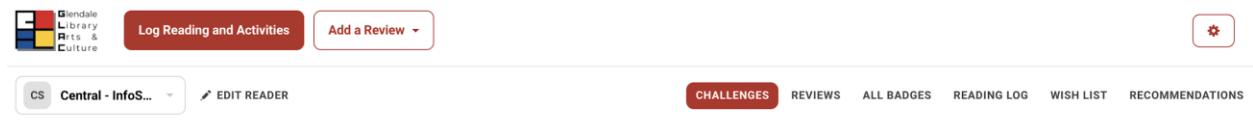
# Alternate Method for Logging Activities

There are two methods to log activities. The alternate method works through the Challenges tab and is shown below.

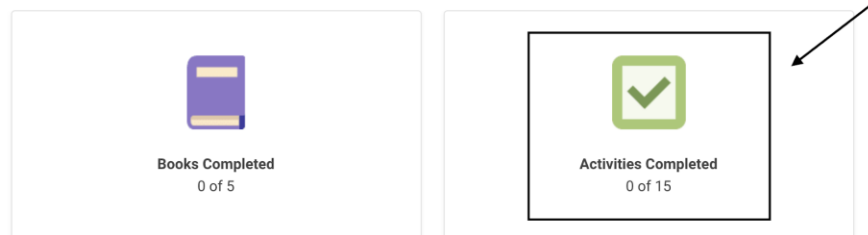
1. Click on **“Challenges”**
2. Click on **“Overview”**



3. Click on **“Activities Completed”**



Now is the time to read and grow. Engage with us this spring while earning fun activity badges. Read ebooks, magazines, newspapers or listen to audiobooks to grow a garden of reading badges. Cultivate your brain and let your creativity blossom this spring with Glendale Library, Arts & Culture.



#### 4. This will bring up “Activity Badges”

The screenshot shows the top navigation bar with the library logo, 'Log Reading and Activities', and 'Add a Review'. Below is a secondary navigation bar with 'CHALLENGES', 'REVIEWS', 'ALL BADGES', 'READING LOG', 'WISH LIST', and 'RECOMMENDATIONS'. A third bar contains tabs for 'Overview', 'Challenge Badges', 'Logging Badges', 'Activity Badges' (which is selected), 'Earned Badges', 'Rewards', and 'Challenge Log'. The main content area is titled 'Activity Badges' and displays three circular icons: 'Explore Your World' (a bird on a branch), 'Get Digital' (a house with a computer monitor), and 'Get Lost in a Good Book' (a nest with two eggs).

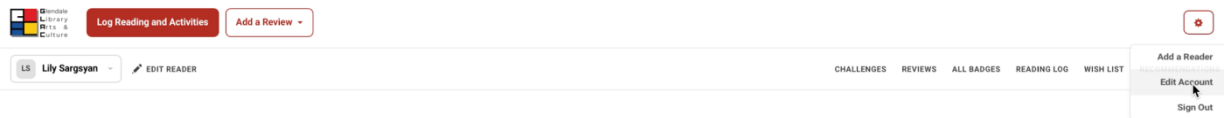
5. Click on any activity you would like to complete.
6. A new window will open with a checklist of activities you can complete.
7. Click on the activities as you complete them.
8. Once you are done, click the exit button in the upper right-hand corner.

The screenshot shows the 'Explore Your World' activity page. It features a circular icon of a bird on a branch, the title 'Songbirds Explore Your World', and a progress indicator 'Activities Completed 2 of 8'. Below the title is a paragraph: 'The world around us is vast even when we're staying safe at home. Find new ways to explore your world.' There are two checklist items, each with a green checkmark icon. The first item is 'Explore the Great Outdoors, virtually! Visit a National Park from the comfort of your own home. Where did you virtually travel?' with a link 'Visit a National Park' and a text input field containing 'We visited Zion National Park!' and an 'Edit Answer' button. The second item is 'Celebrate Earth Day's 50th Anniversary. Read a book about our planet, trees, or gardening.' with a link 'Enjoy our Earth Day Booklist'. In the top right corner, there is a red arrow pointing to a red square button with a white 'X' inside, representing the exit button.

# Editing General Account Information

Follow the steps below to edit the general information that is associated with the account. If you would like to change any information for the readers associated with the account follow the guide on the next page.

1. Once you are logged in, click on the **Gear** button in the upper right hand corner of the screen.
2. Click on **“Edit Account.”**



3. You can use this screen to change information like the email and password associated with this account.

## Edit Account

First Name

Last Name \*

Email

Email Confirmation

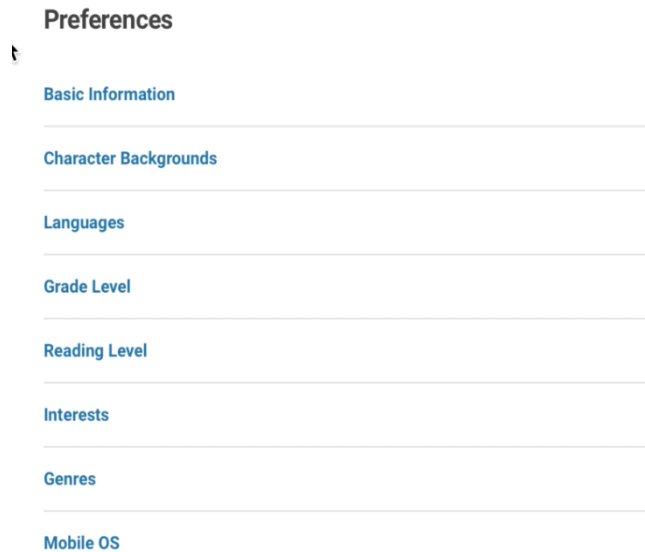
Phone Number

ZIP Code

Preferred Branch

# Editing Preferences and Basic Information for Readers

1. Once logged in, click on the name of the reader you wish to edit from the drop down on the left side of the screen.
2. Click on **“Edit Reader”**
3. On the next screen, select which field you would like to update.



4. **“Basic Information”** will allow you to edit the personal information for the reader, including age and name.
5. The other categories will help determine what kind of books and apps get recommended for the reader. For the best recommendations, please be sure to fill these out completely.

## Adding a Reader

1. Log in and click on the names of the reader on the left side of the screen.
2. Click on **“Add a Reader”**
3. Follow the prompts for registration.

