

BEANSTACK : A HOW-TO GUIDE!

Summer Reading starts June 14th!

Learn how to:

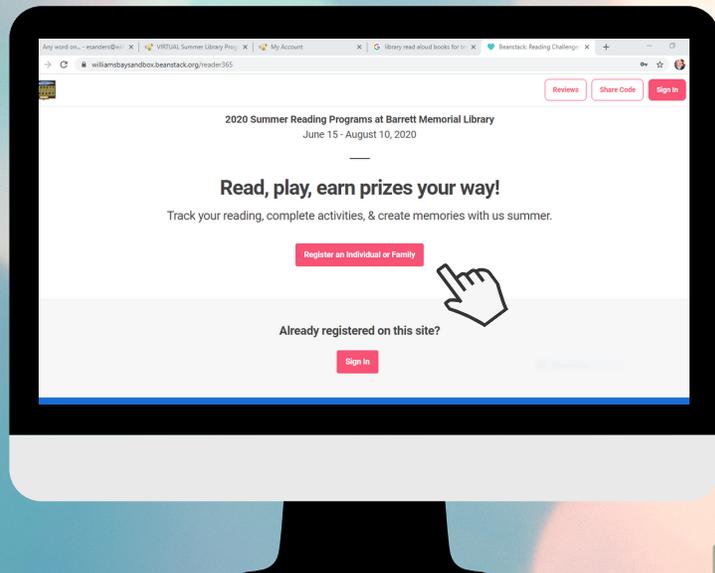
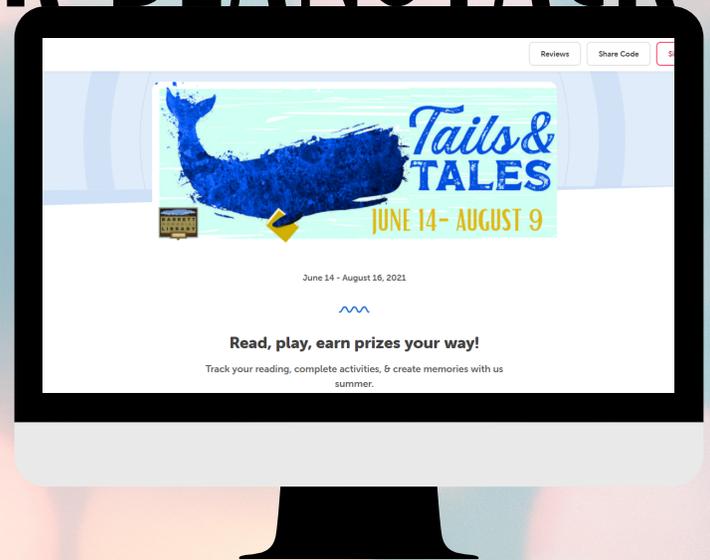
- Register for Beanstack
- Log your reading and activities
- Redeem your prizes

REGISTERING FOR BEANSTACK

Step one:

Go to

williamsbay.beanstack.org



Step two:
Click on Register an Individual or Family.



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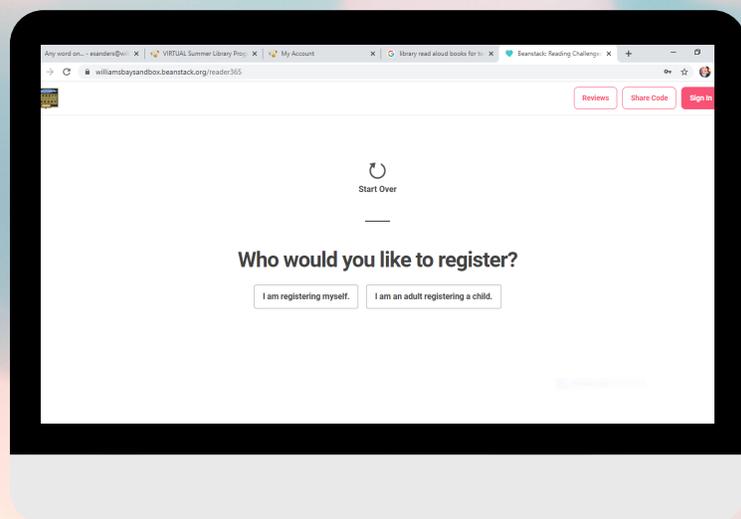
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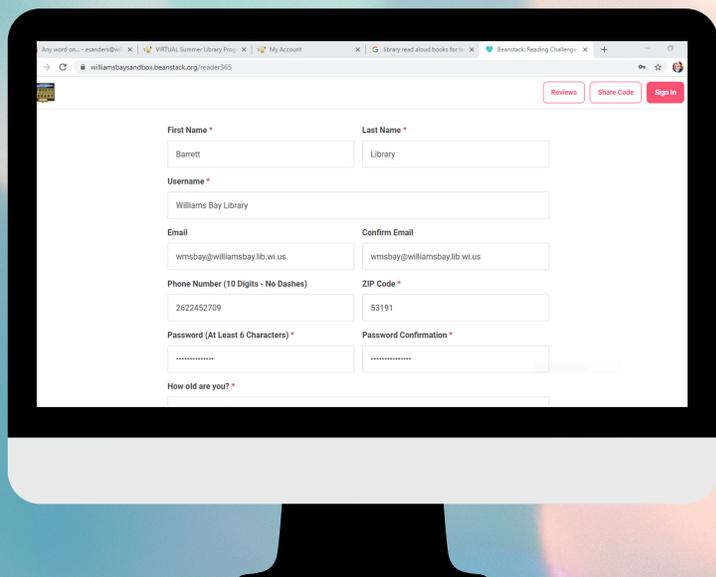
Step three:

Select "Registering myself or I am an adult registering a child."



Step four:

Complete all required fields and select applicable reading programs to complete registration.



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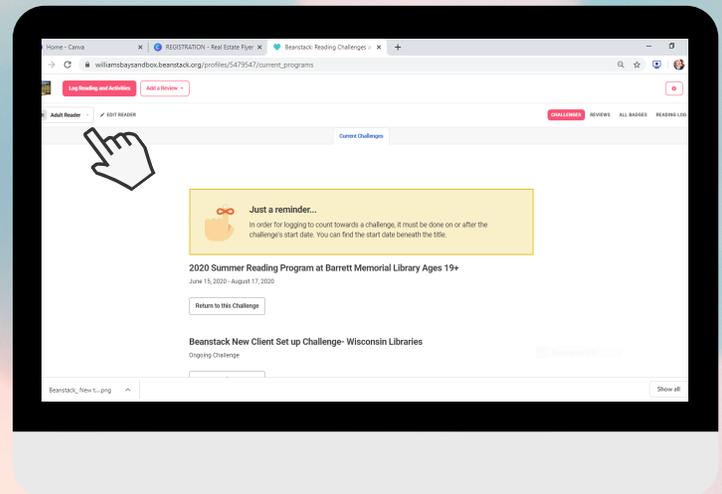
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ADDING A READER

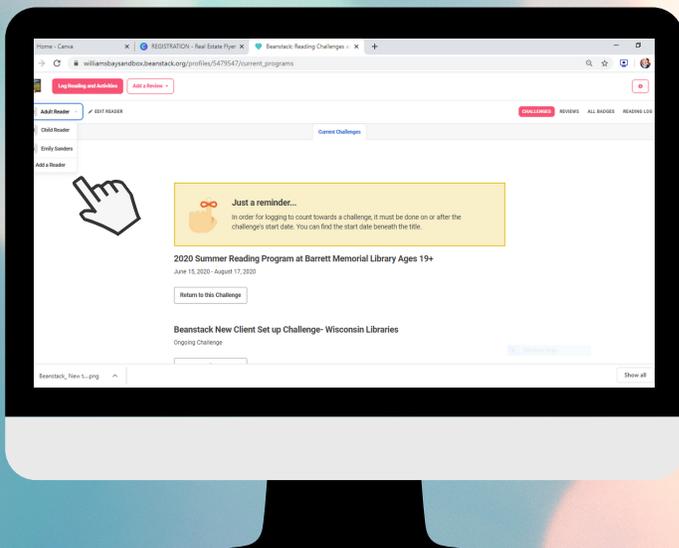
Step One:

Click your name on the top of the right hand corner of your screen.



Step Two:

Select add a reader



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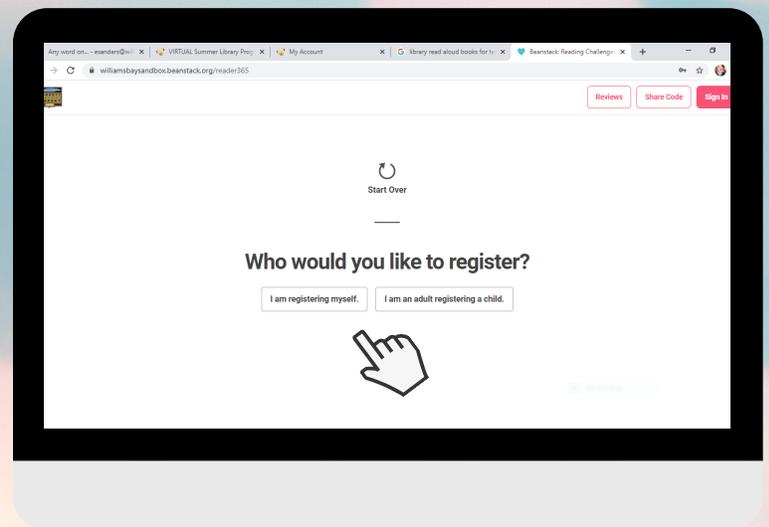
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ADDING A READER

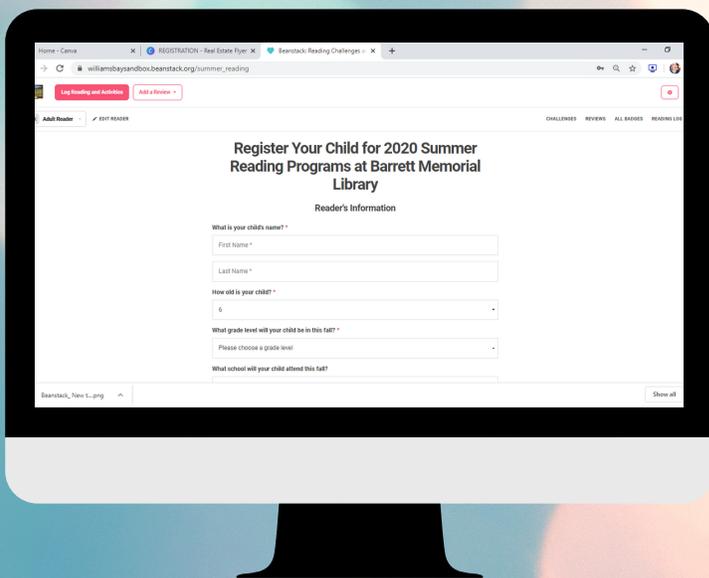
Step Three:

Select either *I am registering a child* or *I would like to register another adult*.



Step Four:

Complete all required fields and select applicable reading programs to complete registration.



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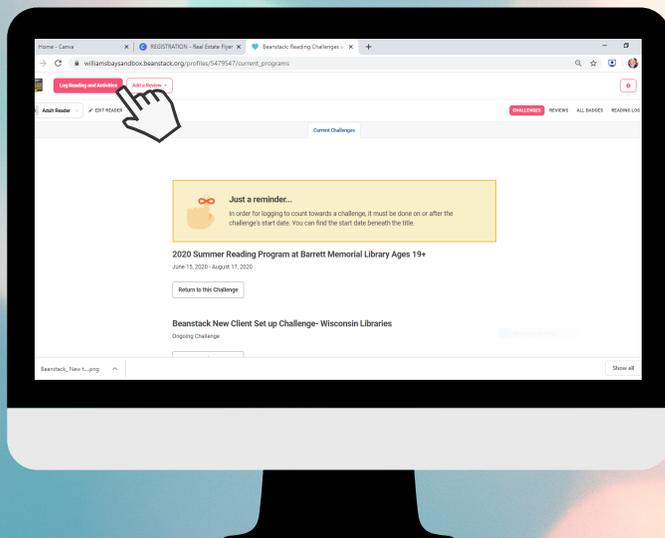
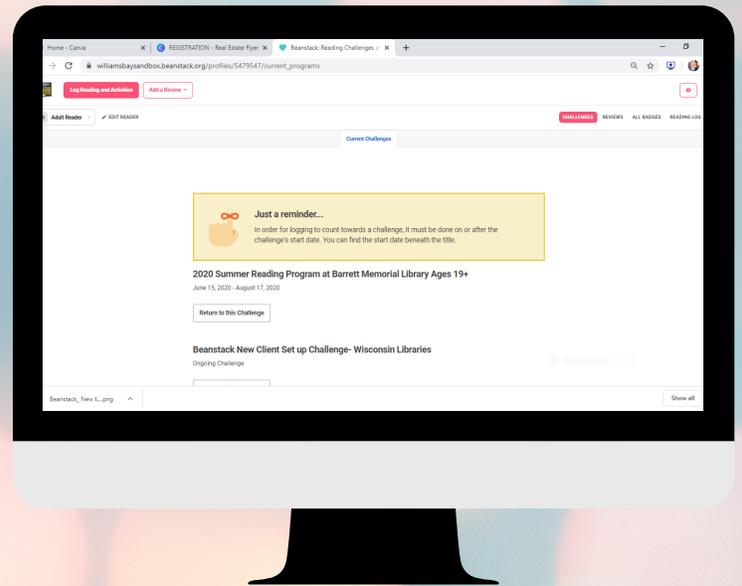
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LOGGING READING

Step One:

Sign into reader's account: The site will redirect to the reader dashboard.



Step Two :

Click on the Log Reading and Activities button in the upper left hand corner.



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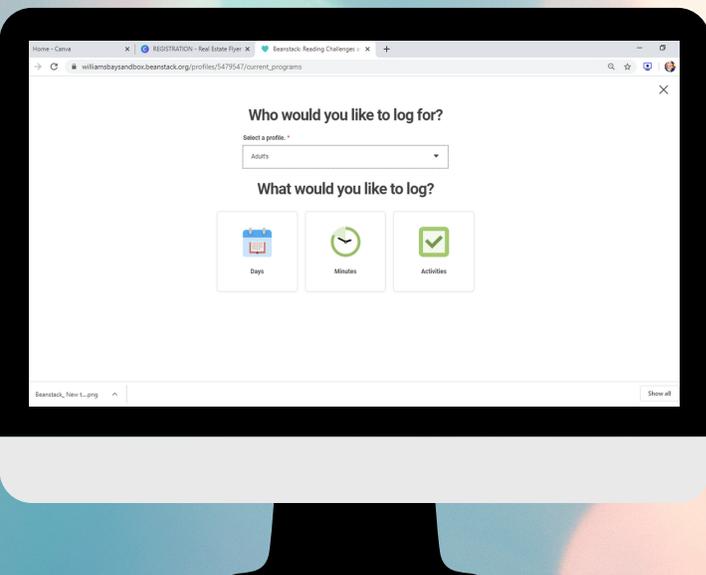
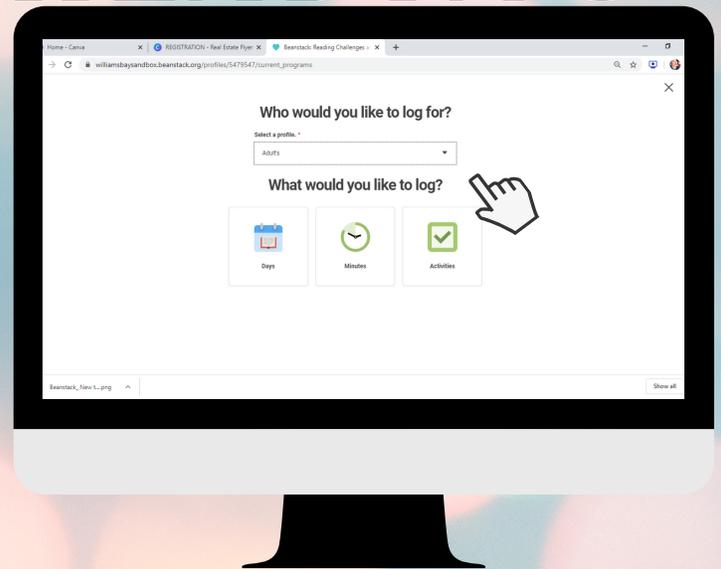
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LOGGING READING

Step Three :

Select who you are logging for. The menu will drop down with each reader associated with the account.



Step Four :

Select if you are logging days, minutes, or activities

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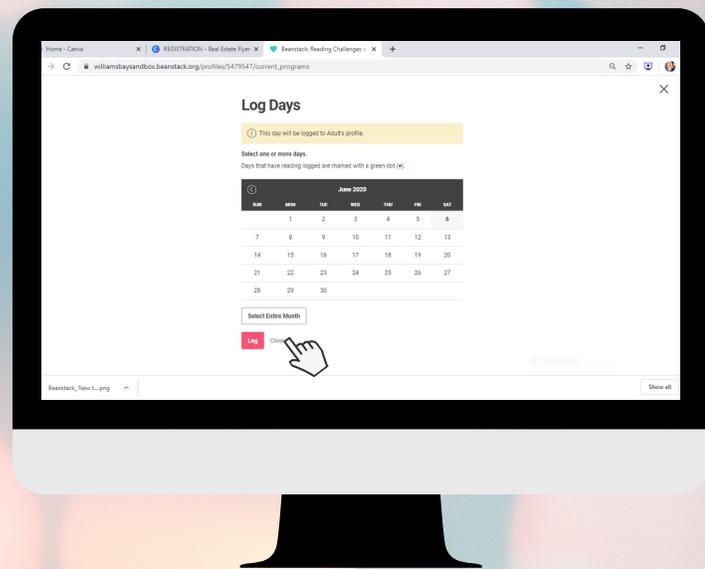
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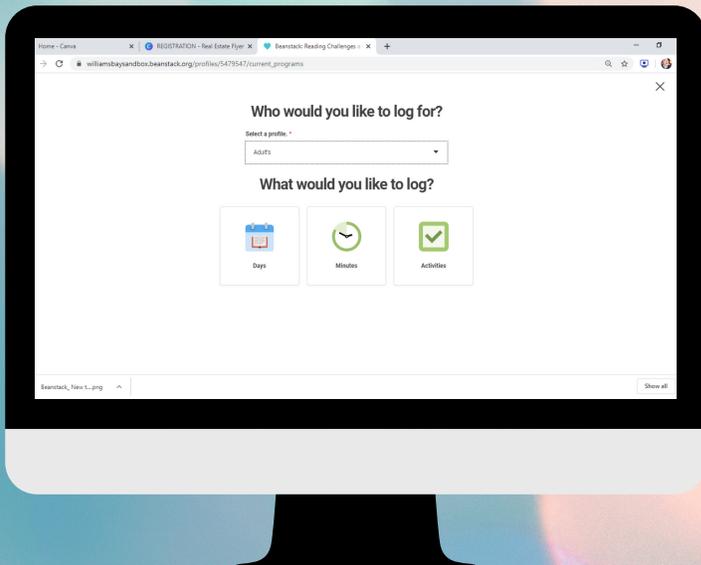
Logging Days:

Click on the date that you spent time reading. A black dot will appear on the selected day. Click log to save your reading



Logging Minutes:

Click on the date that you spent time reading. Amount of time should be logged as hours (h) and minutes (m); for example, 1h 30m
You can also enter information about what book you are reading in this screen.



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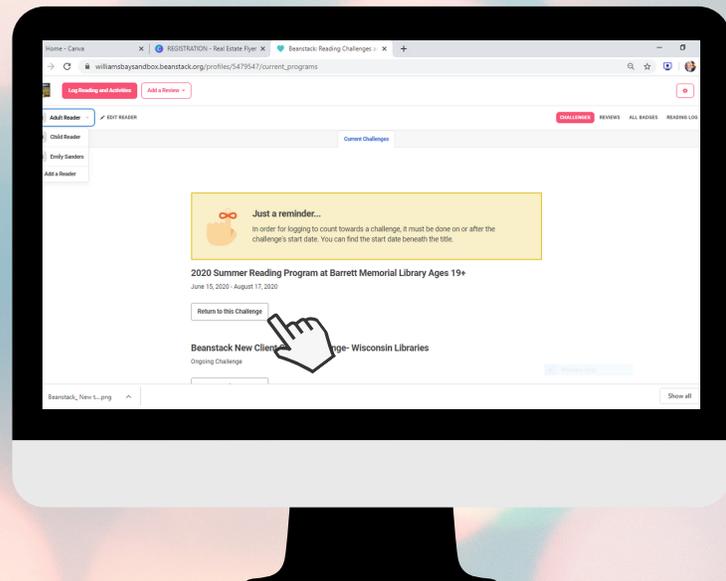
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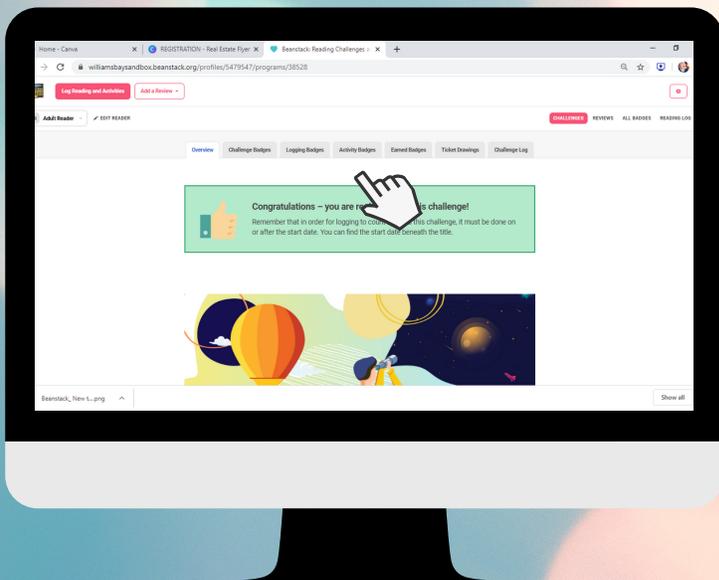
LOGGING ACTIVITY CHALLENGES : OPTION ONE

Step One:

Sign into reader's account:
The site will redirect to the
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"Return to this challenge"



Step Two:
Click on the
Activity Badges tab.



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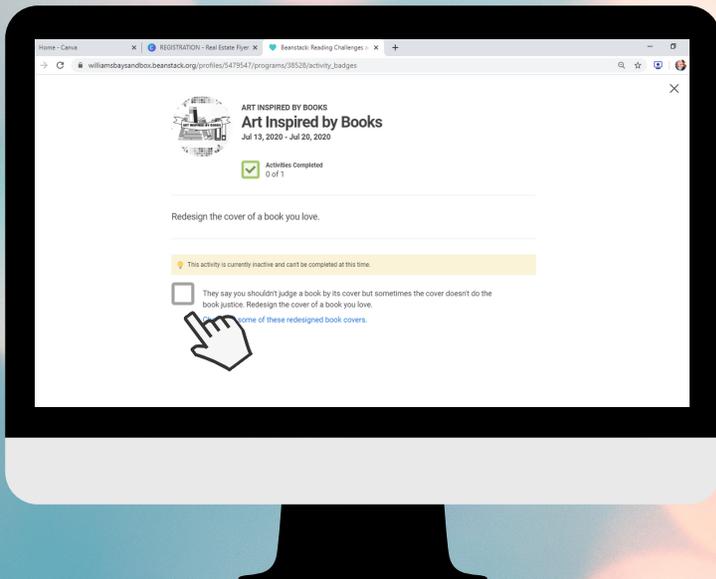
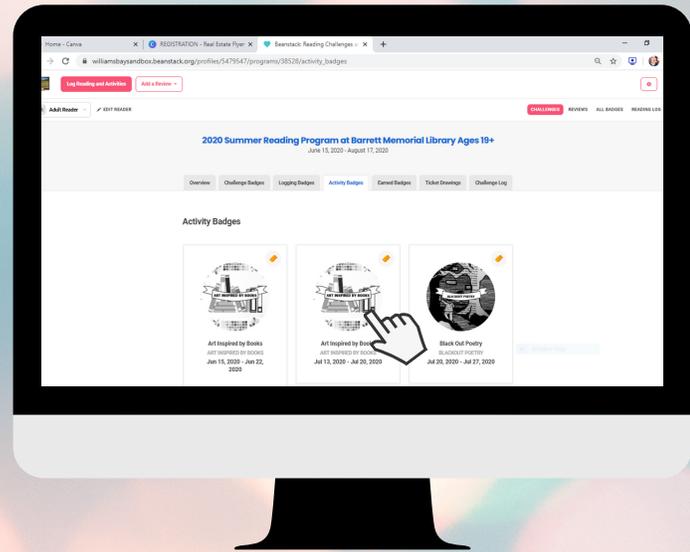
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LOGGING ACTIVITY CHALLENGES : OPTION ONE

Step Three:

Select what challenge you want to complete



Step Four:

Complete the activity challenge and click box when completed.



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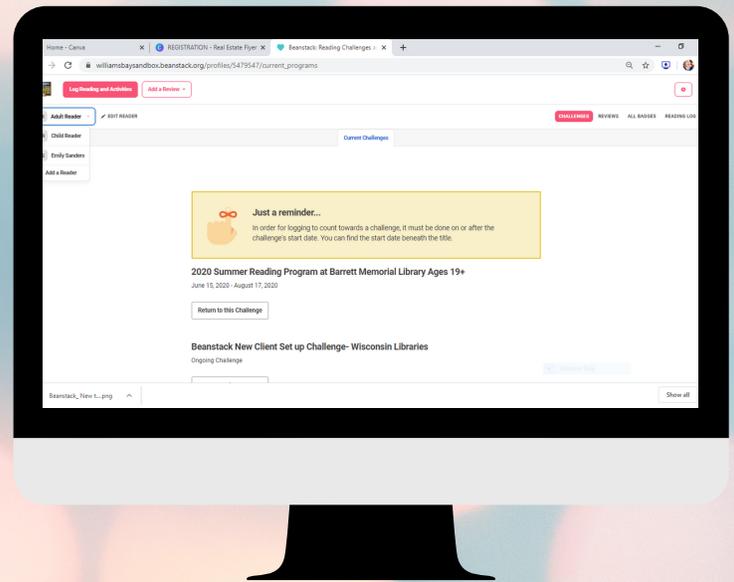
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LOGGING ACTIVITY CHALLENGES : OPTION TWO

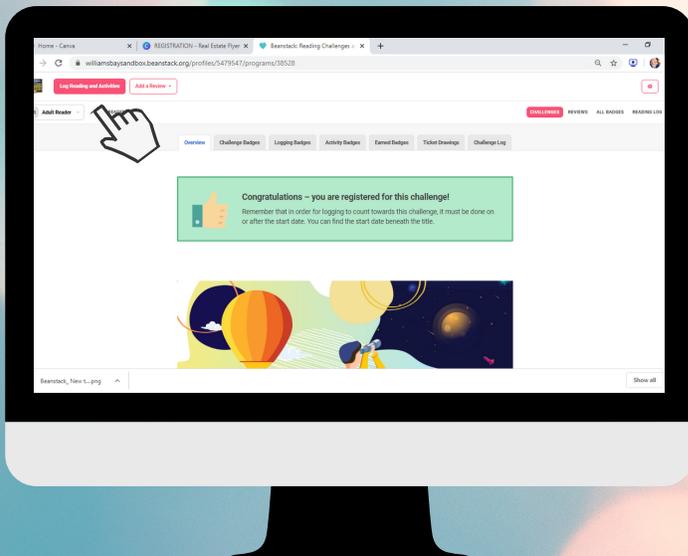
Step One:

Sign into reader's account: The site will redirect to the reader dashboard.



Step Two:

Click on the "Log Reading and Activities" button in the upper left hand corner.



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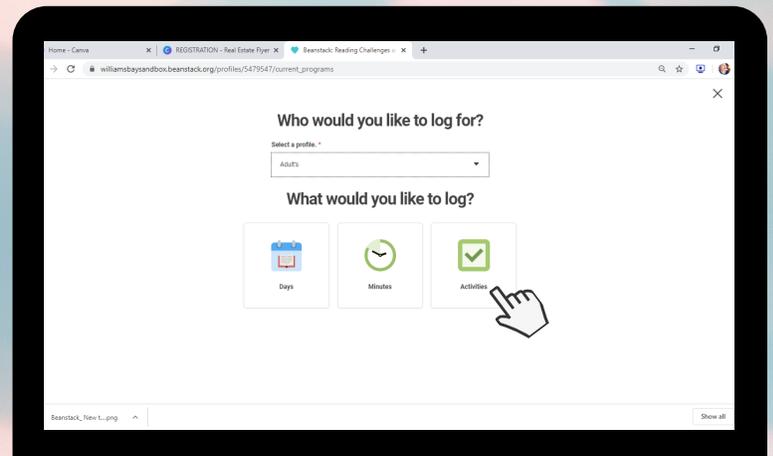


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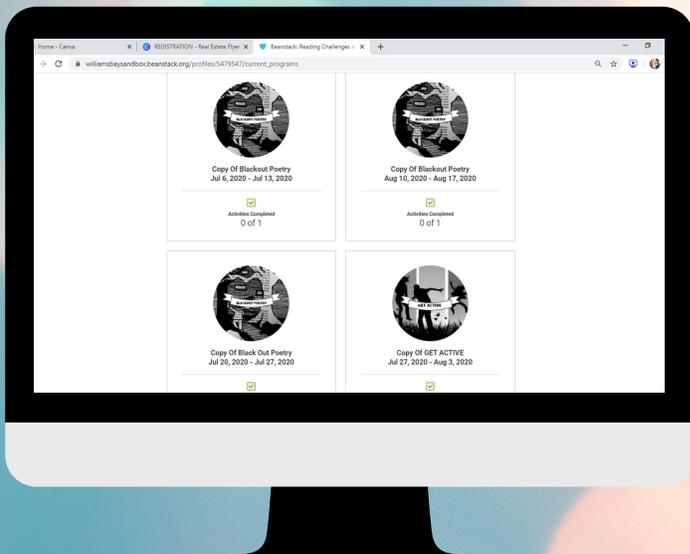
LOGGING ACTIVITY CHALLENGES : OPTION TWO

Step Three:
Select "Activities"



Step Four:

All available challenges will fill the screen. Choose which activity you would like to complete.



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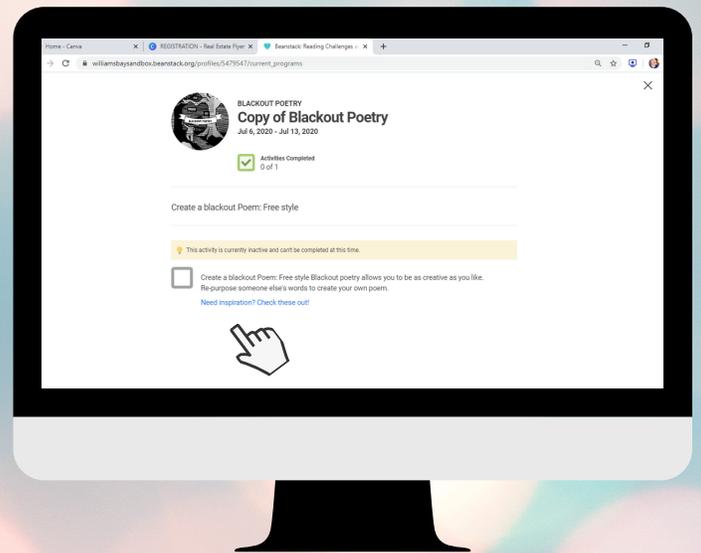
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LOGGING ACTIVITY CHALLENGES : OPTION TWO

Step Five:

Complete the activity challenge and click box when completed.



QUESTIONS? CONTACT US!

Phone: (262) 245-2709

Email: wmsbay@williamsbay.lib.wi.us

or visit our website at:

williamsbay.lib.wi.us

