

BEANSTACK : A HOW-TO GUIDE!

Summer Reading starts June 14th!

Learn how to:

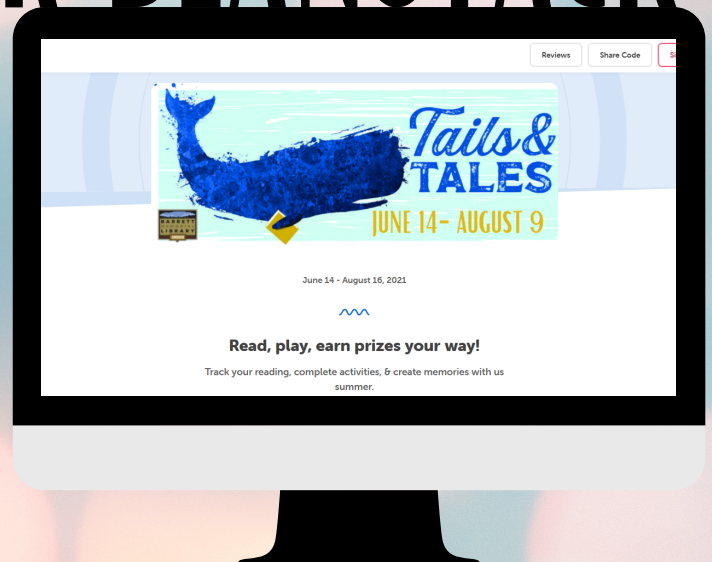
- Register for Beanstack
- Log your reading and activities
- Redeem your prizes

REGISTERING FOR BEANSTACK

Step one:

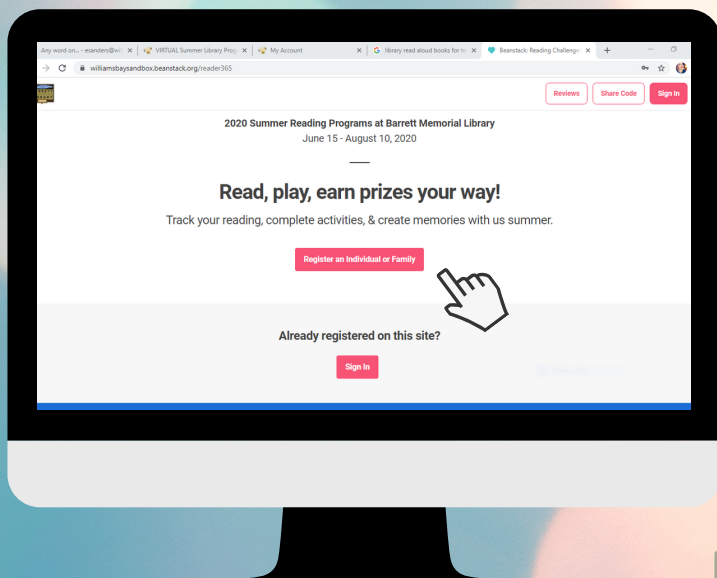
Go to

williamsbay.beanstack.org



Step two:

Click on Register an Individual or Family.



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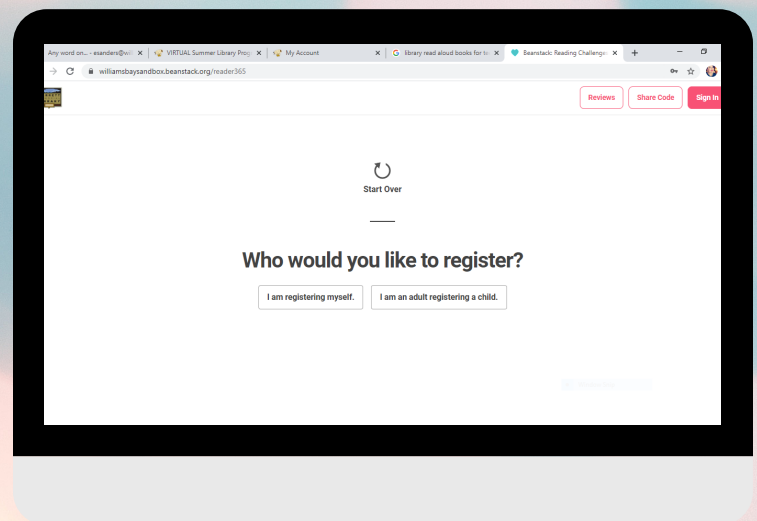
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REGISTERING FOR BEANSTACK

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.

A screenshot of a web browser displaying the Beanstack registration form. The page has a white background with a black border. At the top, there are several browser tabs and a address bar showing 'williamsbayandbox.beanstack.org/reader365'. Below the browser tabs, there are three buttons: 'Reviews', 'Share Code', and 'Sign In'. The form itself is divided into several sections. The first section has two input fields for 'First Name' and 'Last Name', with the values 'Barrett' and 'Library' respectively. The second section has one input field for 'Username' with the value 'Williams Bay Library'. The third section has two input fields for 'Email' and 'Confirm Email', both with the value 'wmsbay@williamsbay.lib.wi.us'. The fourth section has two input fields for 'Phone Number (10 Digits - No Dashes)' and 'ZIP Code', with the values '2622452709' and '53191' respectively. The fifth section has two input fields for 'Password (At Least 6 Characters)' and 'Password Confirmation', both with the value '*****'. At the bottom of the form, there is a question 'How old are you?' with a dropdown menu.

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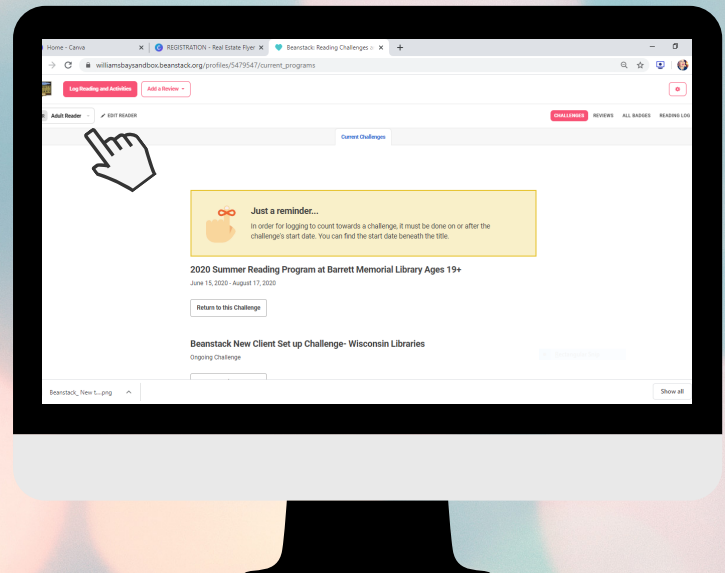
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ADDING A READER

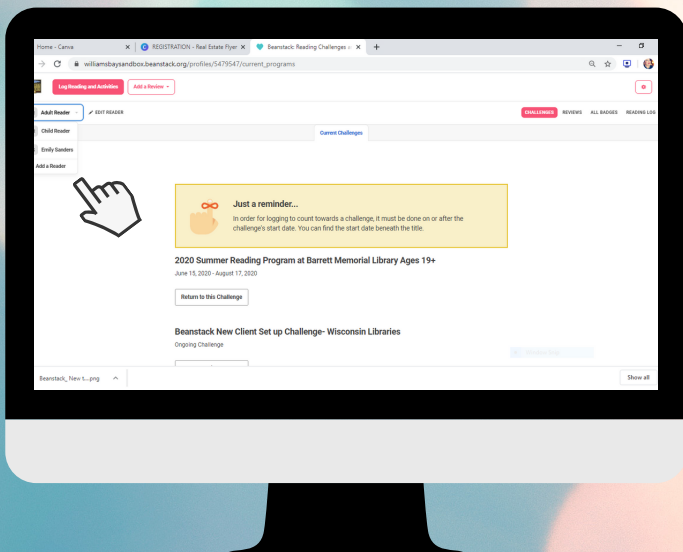
Step One:

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



Step Two:

Select add a reader



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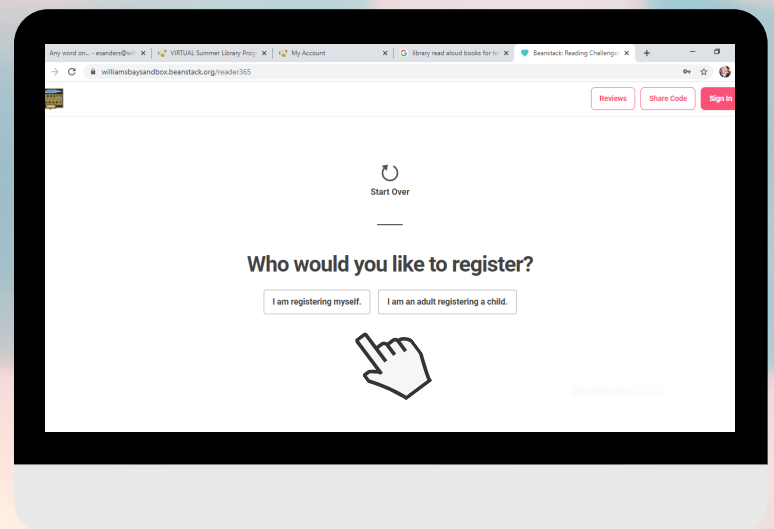
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ADDING A READER

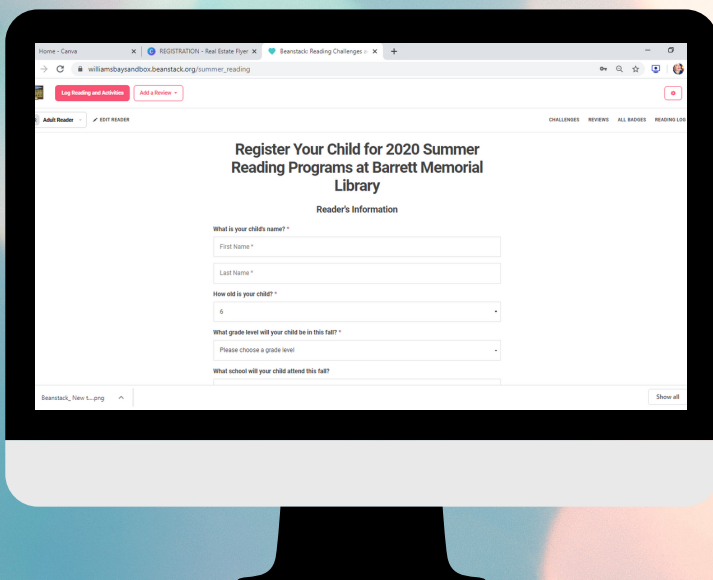
Step Three:

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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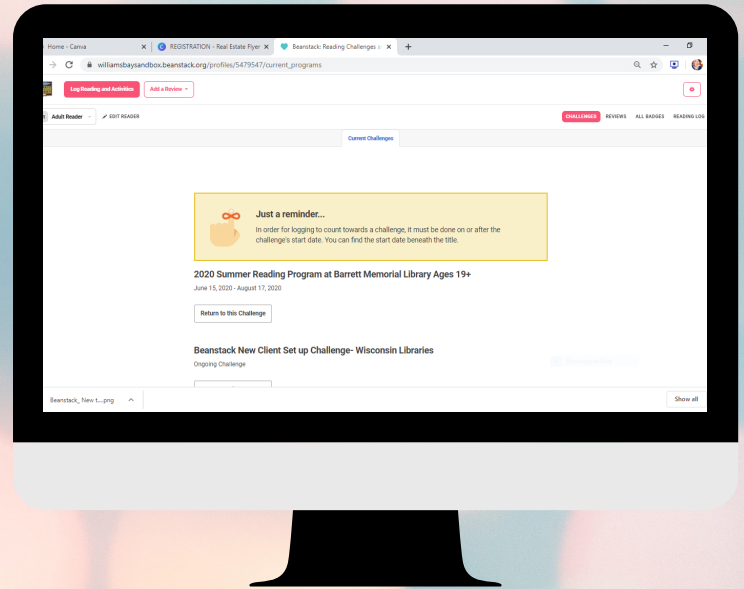
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LOGGING READING

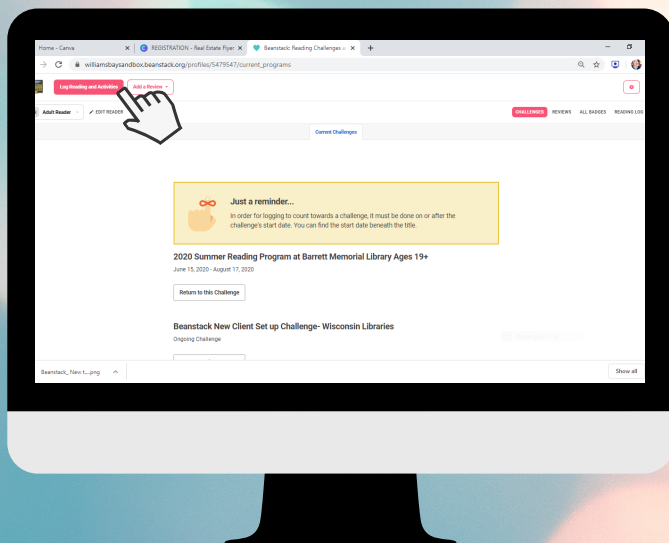
Step One:

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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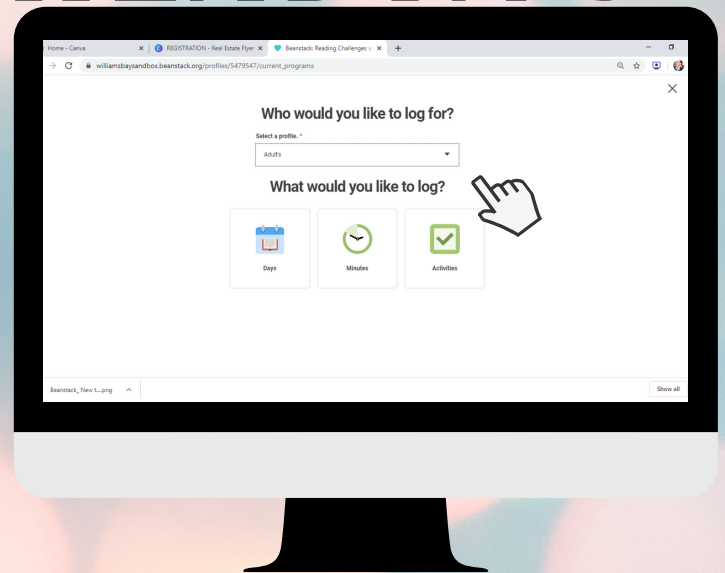
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LOGGING READING

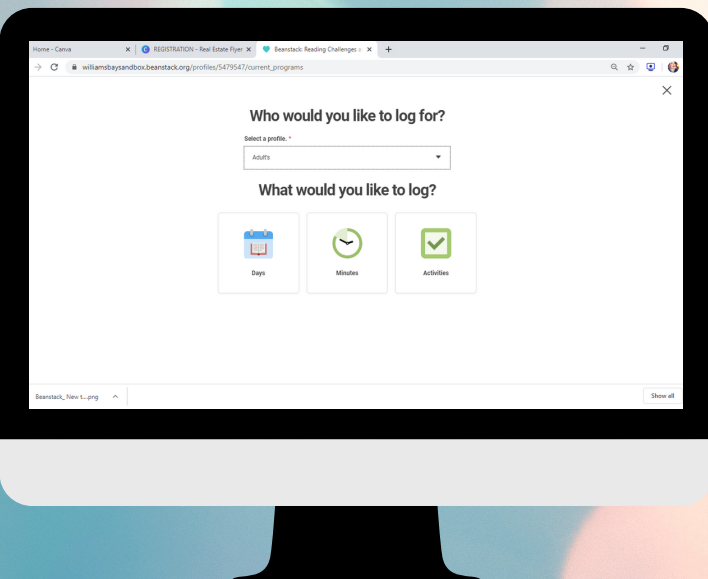
Step Three :

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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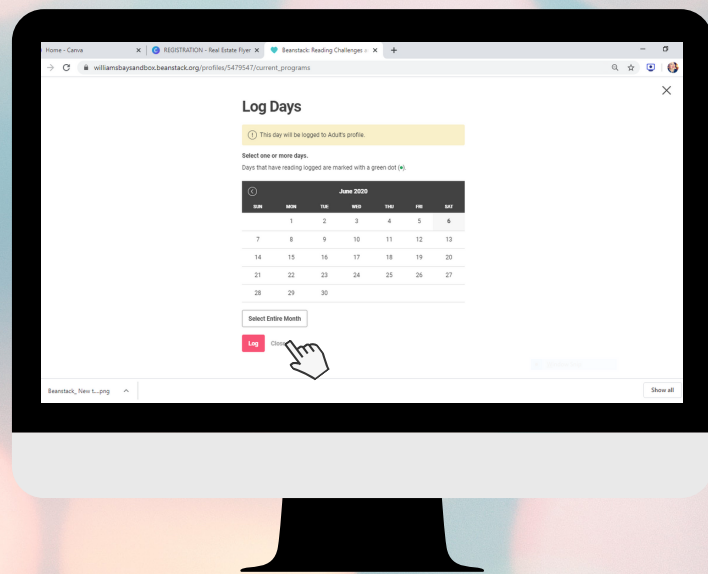
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LOGGING READING

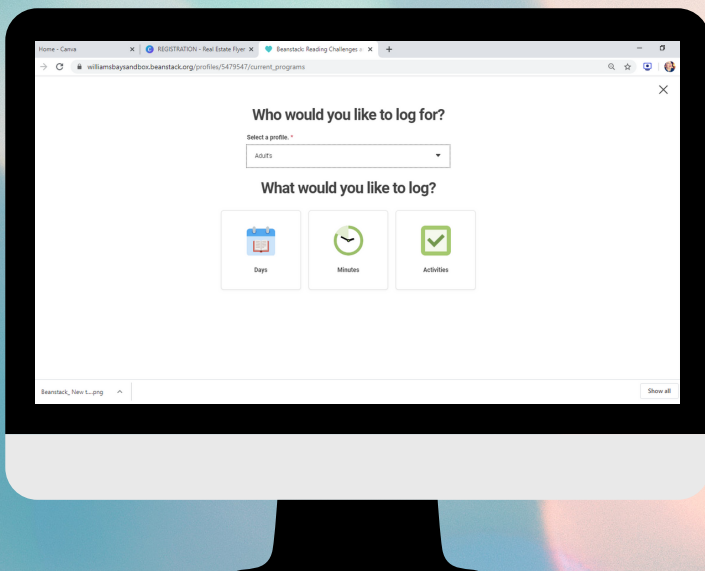
Logging Days:

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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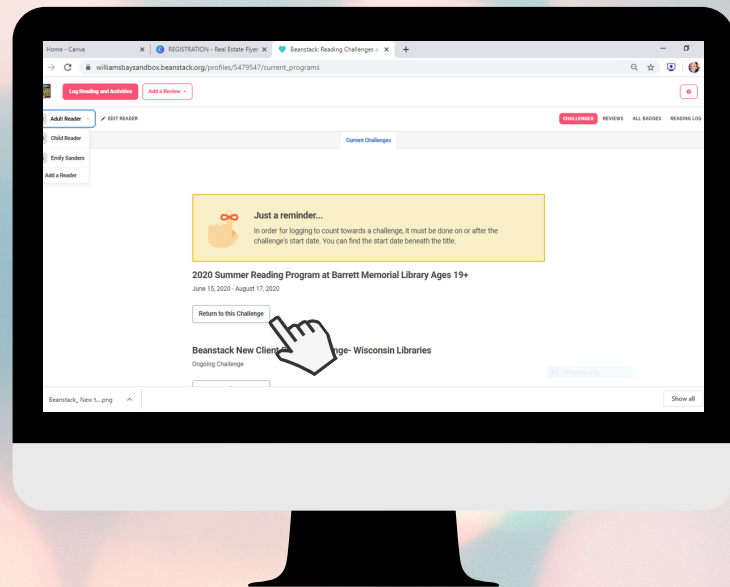
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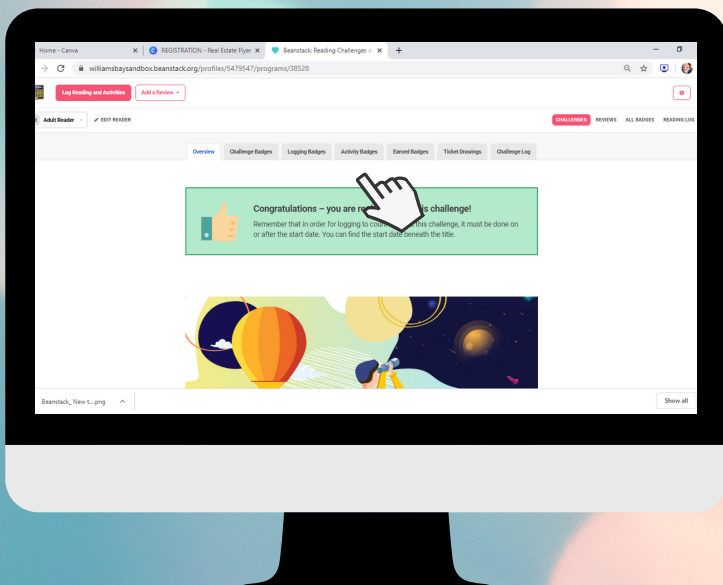
LOGGING ACTIVITY CHALLENGES : OPTION ONE

Step One:

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



Step Two:
Click on the
Activity Badges tab.



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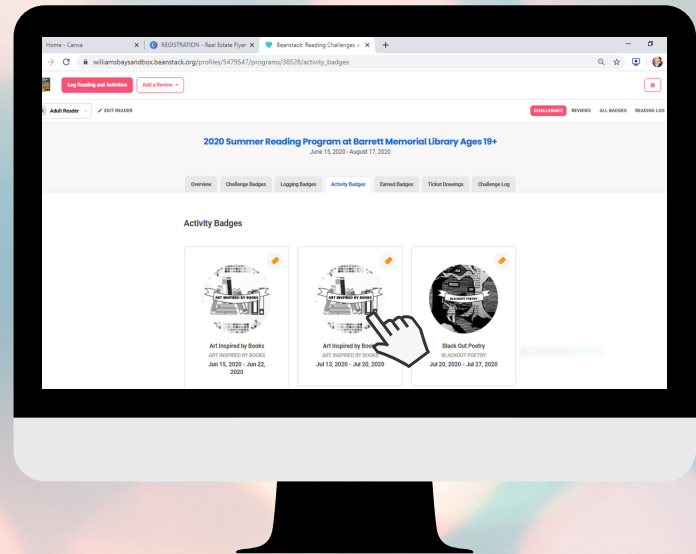
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LOGGING ACTIVITY CHALLENGES : OPTION ONE

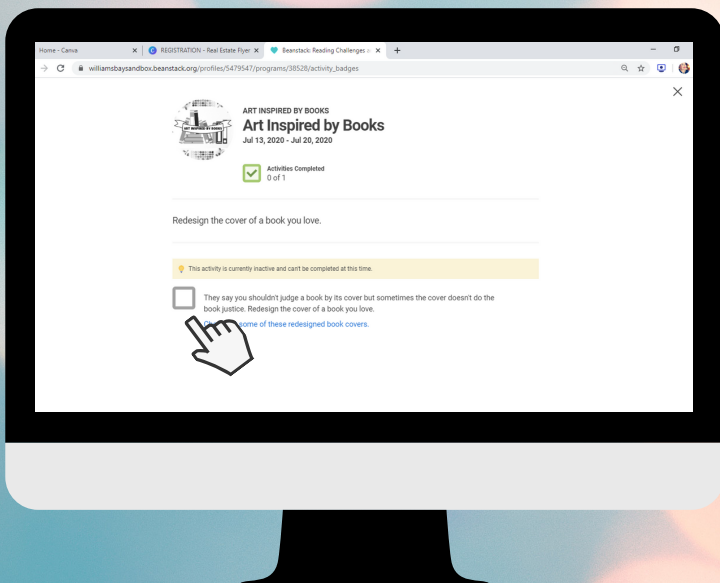
Step Three:

Select what challenge you want to complete



Step Four:

Complete the activity challenge and click box when completed.



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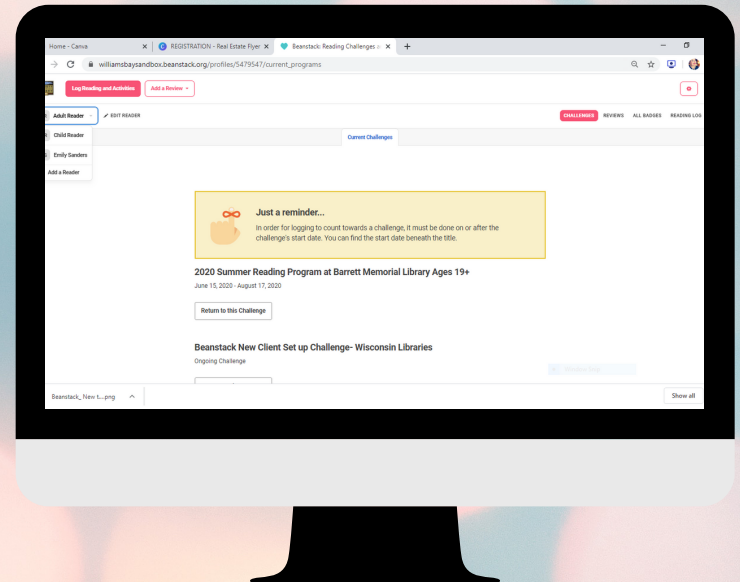
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LOGGING ACTIVITY CHALLENGES : OPTION TWO

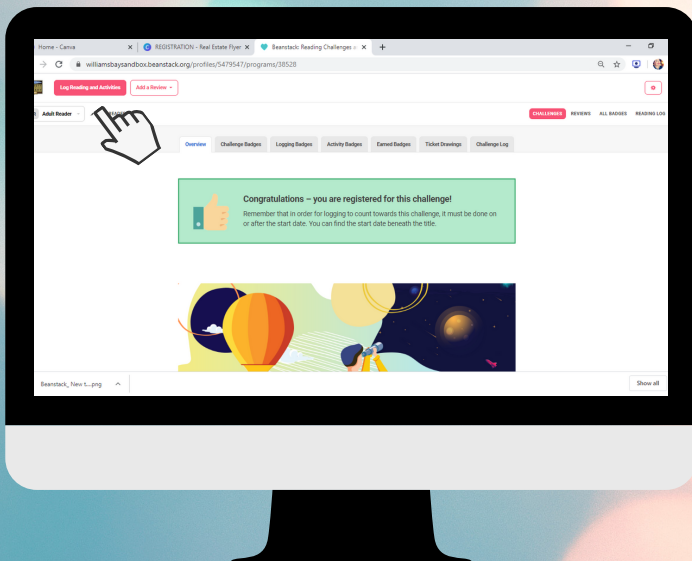
Step One:

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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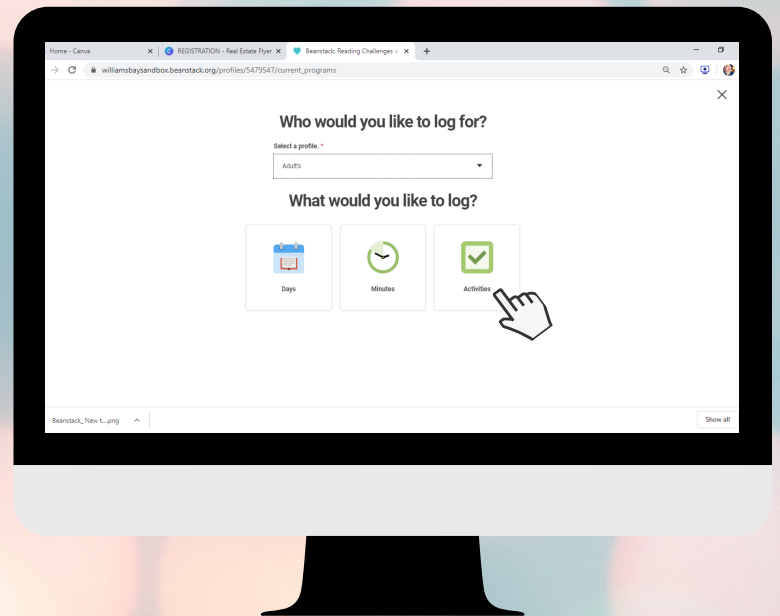


Learn how to:

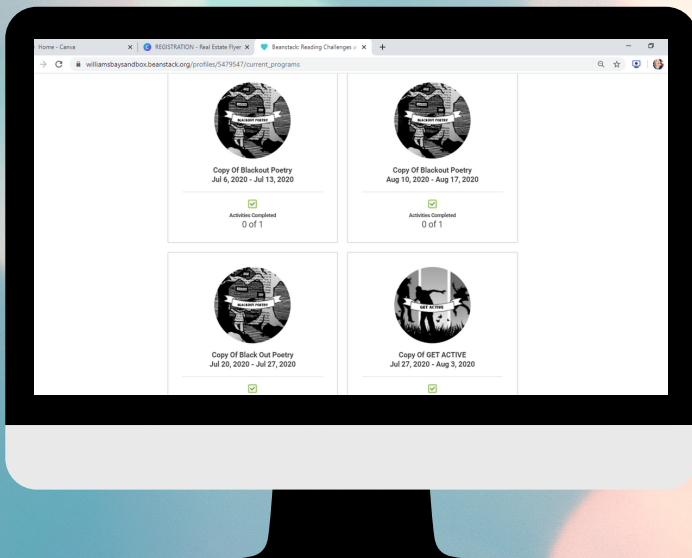
- Register for Beanstack
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LOGGING ACTIVITY CHALLENGES : OPTION TWO

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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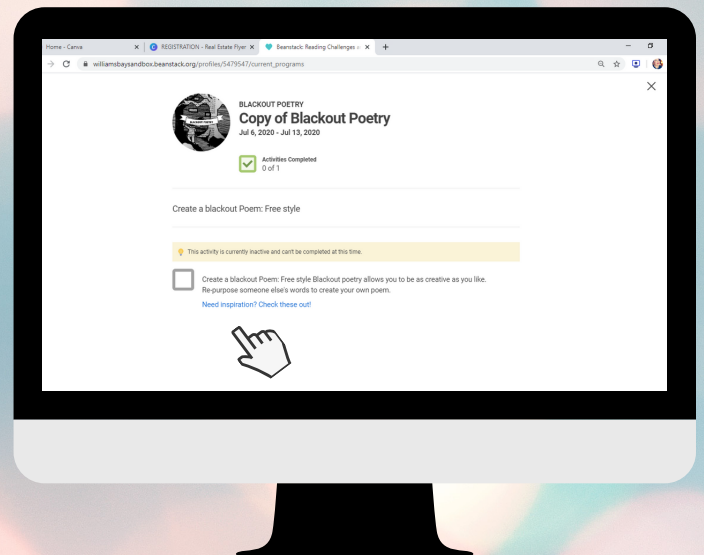
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LOGGING ACTIVITY CHALLENGES : OPTION TWO

Step Five:

Complete the activity challenge and click box when completed.



QUESTIONS? CONTACT US!

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Email: wmsbay@williamsbay.lib.wi.us

or visit our website at:

williamsbay.lib.wi.us

