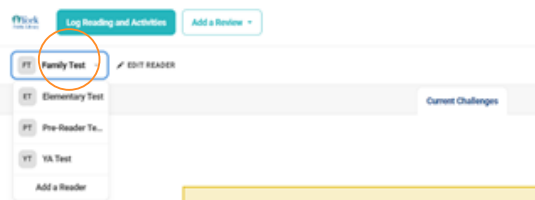


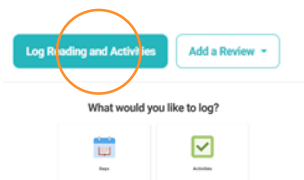
Hooray, I'm enrolled! How do I log?

- Log into your Beanstack account.
- Use the drop-down menu to select the reader logging information. (*This menu only appears if more than one reader is in an account*).
- Toggle between the dashboards for each reader on your account. Confirm the correct reader's name is showing before logging.



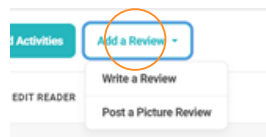
How do I log the days read or activities?

- Once you have selected the correct reader's dashboard, click on the "Log Reading & Activities" button in the upper left corner of the screen.
- Click "Days" or "Activities" depending on which you need to log.
- **Days:** Log days read by clicking each date until a dot appears on the date.
- **Activity:** Click on an activity badge and check off each activity you have completed by clicking the box next to the activity.
- Click "Close", or select another reader.



How do I submit a book review?

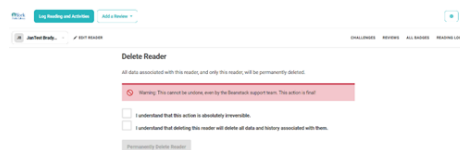
- Click on the "Add a Review" button in the upper left corner.
- Fill out the fields to submit your review.
- The review will post for public access after a staff person has approved the content based on current library policies.



I need to remove a reader from my account.

This can't be undone! Log info will be gone!

- In your "Reader" menu in the upper left, select the reader you wish to remove.
- Click "Edit Reader" and scroll down until you see the option to delete the reader.
- Click both boxes attesting that you understand all information for the reader will get deleted from the database.
- Click "Permanently Delete Reader" and enter your password.
- The deleted profile will disappear the next time you log into your account. (It will continue to appear in the drop-down menu during the current session).
- Log out and log back into your account if you wish to confirm the reader was successfully deleted from your account.



Beanstack

York Public Library

Getting Started

Find us on Beanstack

york.beanstack.org

Find us online

yorkpubliclibrary.org

Call a librarian for help

207-363-2818



Beanstack is a free online program where you may track reading, write book reviews, and participate in library challenges!

Access Beanstack from any computer or mobile device.

Wow! Sounds like fun. How do I create an account?

First, decide if you want a group account or an individual/family account.

*** Children under age 14 should be registered by their parent/legal guardian.*

Group Accounts: Use this if you are a single classroom, camp, book club, etc. Group reading is tracked for the group and not for individual participants.

Individual Accounts: Are for individuals or members of a family. To illustrate, one adult in the family will create their individual account. They may add additional readers to their account. These readers may be other adults in the family or children. Each reader in the family will have their own page to track their reading, program progress and prizes. The readers will all be linked to the Account Creator to easily view the accounts for all members in a family.

Instructions for Individuals & Families

- Click on “Register an Individual or Family”
- You have two options “I Am Registering Myself” or “I Am an Adult Registering a Child”

I Am Registering Myself - select this option if you (the adult) want to track your reading.

- Enter your first and last name
- Create a Username and Password
- Please include an email or phone number to be eligible for prizes.
- Click Enroll to add a reader. Click Next.
- You will be offered the option to add other readers (adult or child) to the account. Follow the prompts to finish.
- To access a challenge click “Return to this Challenge” on a reader's dashboard.

I Am an Adult Registering a Child (select this option if only the child will track their reading)

- Enter your (the adult) first and last name.
- Create a Username and Password
- Include an email or phone number to be eligible for prizes.
- Enter the child's name and age.
- Click Enroll to add a reader. Click Next.
- You will be offered the option to add other readers (adult or child) to the account. Follow the prompts to finish.
- To access a challenge click “Return to this Challenge” on a reader's dashboard

Instructions for Groups

- Enter a name for the Group.
- Create a Username and Password
- If the group is a class you may choose to put an average age or grade.
- Please include an email or phone number to be eligible for prizes.

I don't go online. Can I still participate in your programs?

Yes! We have paper versions for many of our Beanstack programs. Ask a librarian for details.



Beanstack is free and available to York Public Library patrons because of support from the Maine State Library, the Institute of Museum and Library Services and York Rotary.