



Beanstack Directions

If you've used Beanstack before, just *sign in* and *register* for the Imagine Your Story 2020 challenge



Browser Directions

To Register:

1. Go to Tupperlightfootbrundidgelib.org/srp
2. Click the link on our page to get to our **Beanstack** website.
3. Click Register an **Individual** or **Family**.
4. Click **I Am Registering Myself** and fill out the form (*must be done by an adult*).
5. Click **Next** to add additional family members.
6. Register for the **Imagine Your Story 2020** challenge.

To log time read:

1. Click on **Log Reading and Activities**.
2. Select the **Reader** you're logging for.
3. Select **Minutes**.
4. Select the day the minutes were read.
5. Enter in the time spent reading.
6. Enter the title and author.
7. Under **Write a Review**, select **Yes** if you'd like to complete your weekly book review (*1 book review required each week to complete challenge*).
8. Click **Log**.

Once you've finished a book:

1. Go to **Log Reading and Activities**.
2. Select the reader you're logging for.
3. Select **Books**.
4. Select the day the book as finished.
5. Enter in the title, author, and times the book was read.
6. Under **Write a Review**, select **Yes** if you'd like to complete your weekly book review (*1 book review required each week to complete challenge*).
7. Click **Log**.

Note: minutes read and completed books must be logged separately on browser.

If you selected yes to write a review:

1. Select the reader that's writing the review.
2. Enter the title and author.
3. Write your review.
4. Click **Save**.
5. Click **X** on top right of screen to leave Write a Review.

If you selected no to write a review:

Click the **X** in the top right of the screen to exit.

To log activities:

1. From your main dashboard, click **Return to this Challenge**.
2. Scroll down and click the **Badge** you would like to log activities for.
3. Mark the activities completed by **checking the boxes** to the left of each one.

GETTING TO KNOW BEANSTACK

At the top of the page you will see several links:

– **Challenges:** shows current and upcoming programs available for the Reader (based on age).

– **All Badges:** shows badges when you have completed achievements in a program.

– **Reading Log:** shows what books (number of books/minutes, title, and author) logged

– **Reviews:** shows the reviews that you and other readers from our library have written.

– **Reader Name:** Allows for easy switching between all Reader's accounts.

– **Edit Reader:** Edit information-, email notifications, or deactivate a reader's account.

– **Library Icon:** Click this to get back to the main page.

For How-To-Videos, check out our website at tupperlightfootbrundidgelib.org
Happy Reading!



App Directions

To Register:

1. Download the **Beanstack Tracker** app.
2. Tap **Get Started**.
3. Search for the **Tupper Lightfoot Memorial Library** and select us from the menu.
4. Click **Sign Up** and follow the steps to create your account.
5. Once you've created your account, select **Fill Out My Reader Profile** (adults only) and follow the steps.
6. Next, tap **Add Another Reader** and create a reader profile for each of your children.
7. Once you've created your readers, go to **Discover -> Challenges** to register for the **Imagine Your Story 2020** challenge.
8. To switch between readers, click the icon in the top right and select a reader.

To Log Reading:

1. Click **+** at the bottom of the screen.
2. Select **Reading**.
3. Choose your **Reader(s)**.
4. Choose a **Logging Method** (*see Logging Methods*)
5. Pick one of these options:
 - a. **Start a Reading Session** – this will start a timer that you can use to automatically keep track of how long you've read.
 - b. **Log Past Reading** – if you read without using the Beanstack timer, you can log your minutes manually with this option.
 - c. **Quick Log as Complete** – automatically mark a book as finished. *Note: this will not count the amount of time read. You can log time separately under **Log a Day, Minutes, or Pages, Only**.*
6. Complete the steps provided and press **Save**.

To Log an Activity:

1. Click **+** at the bottom of the screen.
2. Select **Activity**.
3. Choose your **Reader**.
4. Next, you'll see available badges. Click on the badge you'd like to log an activity for.
5. Check the activities you've completed for the badge and select save.

To Write a Review:

1. Click **+** at the bottom of the screen.
2. Select **Review**.
3. Choose your **Reader**.
4. Choose a **Logging Method** (*see Logging Methods*).
5. **Write a Review**.
6. Tap **Post** once you're done.

LOGGING METHODS

– **Scan ISBN:** Allow access to your camera and scan the barcode on the back of your book to automatically input information.

– **Manually enter ISBN:** Put the ISBN number in by hand and the app will automatically enter the book information.

– **Search Recently Logged Title Info:** Search for previously entered books to log additional reading

– **Manually Enter Title Info:** Input the title, author and page number by hand.

– **Log a Day, Minutes or Pages Only:** Inputs reading without a book. This will show up as "No Title" in your reading log.