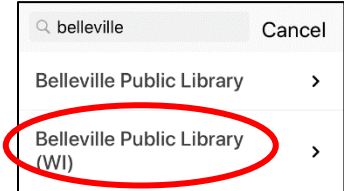


Beanstack offers a mobile app that allows for logging and tracking reading. It allows for tracking reading for multiple readers within one account. It is free and available in the Google Play and App stores. Search for the **Beanstack Tracker App**.

## Getting Started after Downloading the App

1. Tap the blue **Get Started** button
2. Does your Library already use Beanstack? Select **YUP!**
3. Search for **Belleville Public Library (WI)\***  
Tap the library name to get to the login screen



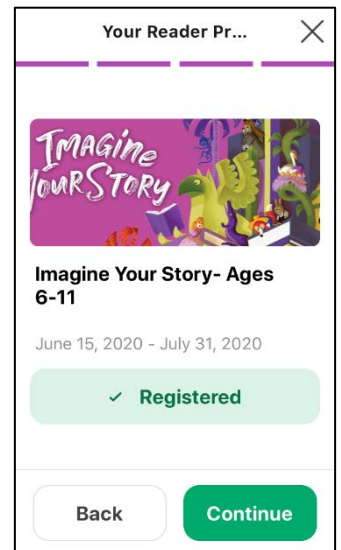
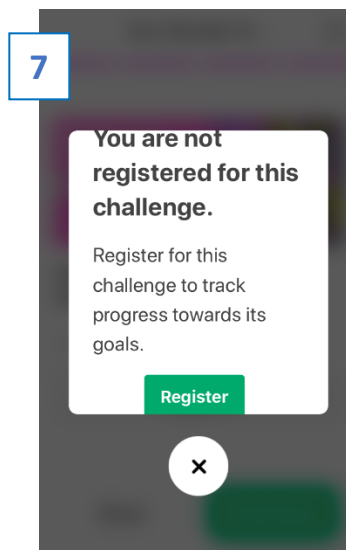
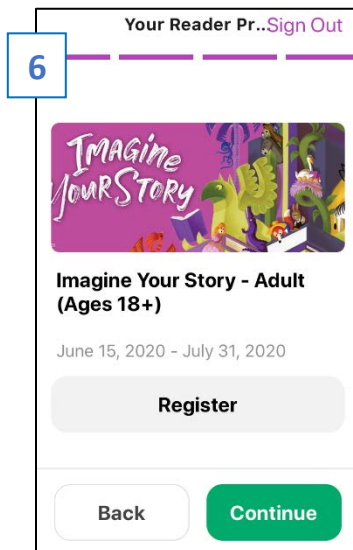
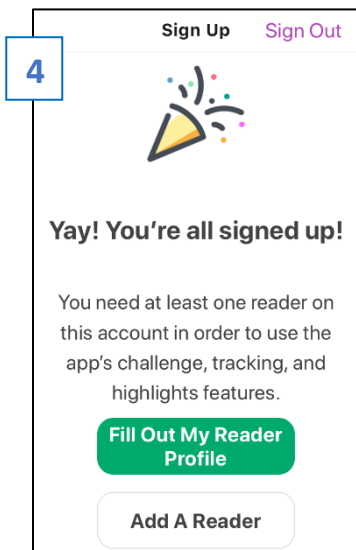
\*Select the option with **(WI)**, as there are multiple Belleville Libraries using Beanstack

4. Login with your Username/Password or tap on **Don't Have an Account? Sign Up!** at the bottom of the page to get to the registration screen

## Signing Up for an Account in the App

The registration process is done in two parts: creating the account, and then adding the reader information. We recommend the adult patron first makes an account then adds readers.

1. Create a Username, Email and Password (required)
2. Personal Information: (Adult) First Name and Last Name
3. Optional Contact Information: Phone and Zip Code
4. **Fill out My Reader Profile or Add a Reader**
5. Fill out name, age, optional photo, and the grade entering in the fall
6. Tap the grey **Register** button
7. Pop-up: "You are not registered for this challenge"
  - a. Tap the green **Register** button (you may need to scroll down on smaller phones)
8. Tap **Add Another Reader** (and repeat steps 5-7) or **I'm done adding readers**
  - a. You can also add additional readers later by tapping on the **Account Settings** button at the bottom right of the app, and then tap **Readers**

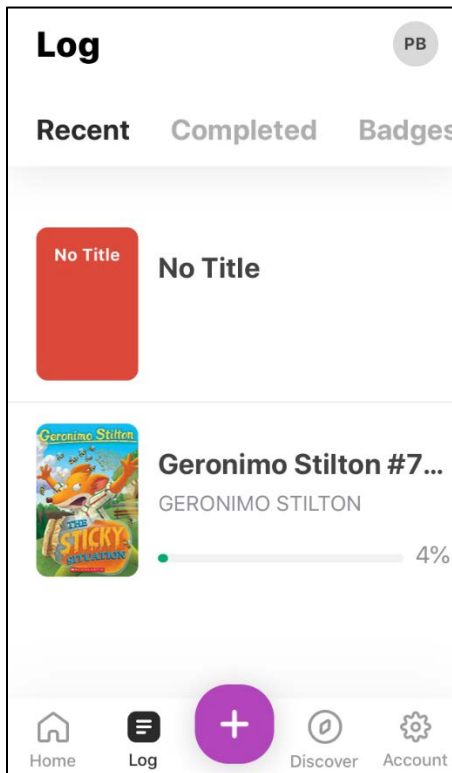


## Quick Guide

Scroll to / tap on Recent, Completed, Badges, Reviews or Highlights to see your progress!

Tap on an item to get details, log reading for that title, edit or start a reading session

Bottom navigation bar (tab bar) provides access to key app features




Switch readers by tapping on the circle

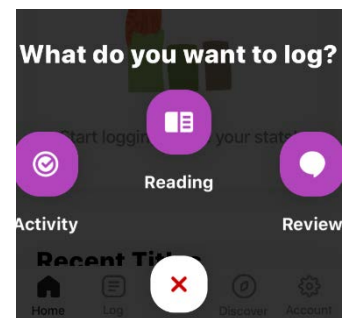
An Item will appear as "No Title" if the reader opts to "Log a Day, Minutes or Pages Only"

**Account Settings:** Add readers, update account information, find help, sign out, and more

Log reading by tapping the purple plus icon

## Logging Activities or Reviews

1. Tap the Purple  icon at the bottom of the app
2. What do you want to log? Select button (Activity, Reading, or Review)
3. Select the reader and tap **Choose Readers**
4. Select your Logging Method
5. Follow the prompts to log activity or write a book review




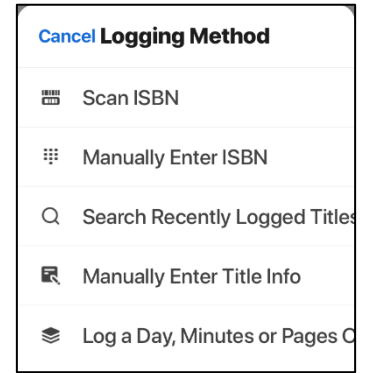
## Reading Sessions

The **Reading Sessions** feature records the time spent reading.

- To activate a reading session, tap a title from the reading list (The item must be added first before starting a reading session)
- If you don't see your added title when you return to a reading session, make sure the correct reader is listed at the top of the app

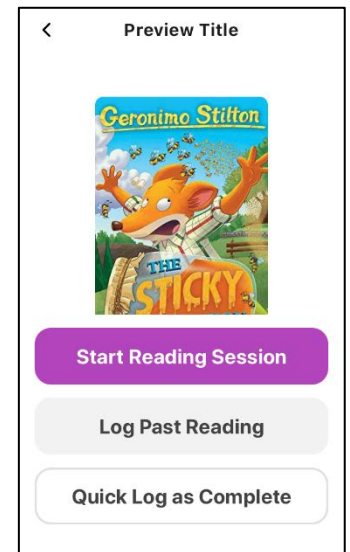
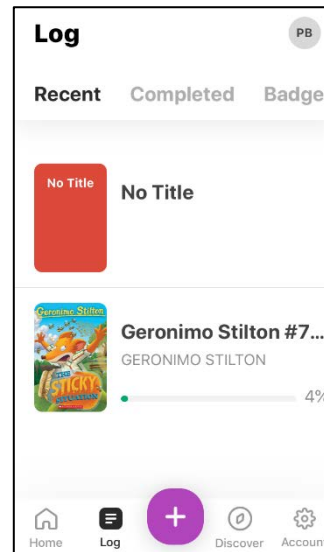
### Add a title to your reading list

1. Tap on the Purple  icon
2. Select **Reading**
3. Select your reader(s) and tap **Choose Readers**
4. Tap your **Logging Method**
5. Add a title to your reading list
  - a. Tap **Scan ISBN** or **Enter ISBN**
  - b. Tap **Save**



### Log Reading Session

1. Select **Reader** (top right-hand corner) to see **Recent Titles** saved
2. Tap on the title of the book you are reading
3. Tap **Log Reading**
4. Select reader(s) and tap **Choose Readers** (multiple readers can be selected for one reading session)
5. Have your book ready
6. Tap **Start Reading Session**
7. Tap **Done** when finished reading, and then **Next** and **Finish**



### Enter to Win Grand Prizes with earned Tickets

1. Tap **Home**
2. Scroll down to **Current Challenges** and tap the *image* of your challenge or program
3. Scroll down to **Drawings** and tap to open
4. The number of tickets earned will be listed at the top of the page
5. Scroll through the listed prizes on the page
  - a. Tap the name or picture of a prize you want and tap on **Add/ Remove Tickets**
  - b. Tap on the **+** or **-** to add the number of tickets to enter towards each prize
  - c. Tap **Add Tickets**
6. Repeat for each prize you are interested in. Multiple tickets can be entered for the same prize

