

Beanstack Info Sheet for Staff

What Is Beanstack?

Beanstack is an online software that will help Vermont libraries Summer Reading program and other reading initiatives. Consider Beanstack a one-stop-shop for patrons to register for our reading programs. Once a person has signed up for Beanstack, s/he will be able to register for the any eligible challenges set up on Beanstack.

Directions to Log-in to Staff Account:

1. Go to Vermont Beanstack website
 - a. <https://vermontsandbox.beanstack.org/>
 - b. * site will be vermont.beanstack.org once page is live to the public
2. **Login to site with username and password: *Each library has one staff login admin account***
 - a. **Username:** Full name of your library
 - b. **Password:** beanstack (default)
 - c. **First Name:** Full name of your library (as appears in dropdown menu) – also listed at the bottom of this document
 - d. **Last Name:** Admin

How to see completion of badges?

1. Choose “People from tab on left”
2. Click “Find a person”
3. Type in their name (you can type in just their first or last name)
4. You can now see what badges have been completed
5. You can also mark badges as complete for a reader by adding checkmarks to the boxes next to the listed badges
6. When done, click “Close”

Creating Reader Accounts (Through Library Admin account)

1. Select ‘Add an Account Creator and Reader’
2. Keep in mind that if you’re completing this for a parent with a child (or multiple children), you’ll want to include information for the adult first, and then select “Are you also registering other family members on this person's account?.” If you’re completing the

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information for someone who is the reader (i.e. a teen or an adult), then just select “Is this person registering as a reader?”

3. Fill in all required fields. Remember to click on the blue “create account” box and to enroll that reader in the appropriate program!
4. Add as many readers as you wish to this account by selecting “Add a Reader” (top right blue button) when you are then taken to the account creator’s page.

Changing a Users Password

1. Select ‘Find a Person’
2. Fill in any field and ‘Search’
3. Results: Select the patron you’re searching

Note: remember to click on the account creator, not the reader. Account creators have passwords.

4. Under ‘Account Info’, select ‘Edit’ (on the right side of your screen)
5. Change password and any other information can be edited or added

Note you cannot see a patron’s original password. When you type in a password and save, that will become the patron’s new password.

Edit a Readers Information

1. Select ‘Find a Person’
2. Fill in any field and ‘Search’
3. Click on the reader’s name you are searching
4. Under the actions tab click on “Edit Information” next to the reader’s name

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Library Names As listed in Beanstack dropdown

Abbott Memorial	Burnham Memorial	George Peabody	J. G. McCullough Free
Ainsworth Public	Butterfield	Georgia Public	Johnson Public
Albany Town	Cabot Public	Gilbert Hart	John W. Simpson Memorial
Alburgh Public	Calef Memorial	Glover Public	Jones Memorial
Alden Balch Memorial	Carpenter-Carse	G. M. Kelley Community	Joslin Memorial
Aldrich Public	Castleton Free	Goodrich Memorial	Kellogg Hubbard
Aldrich Public - East Barre Branch	Cavendish Fletcher Community	Grafton Public	Kimball Public
Alice M. Ward Memorial	Charles B. Danforth	Grand Isle Free	Lanpher Memorial
Arvin A. Brown Public	Charlotte	Greensboro Free	Latham Memorial
Bailey Memorial	Chelsea Public	Groton Free Public	Lawrence Memorial
Baldwin Memorial	Chittenden Public	Guildhall Public	Leach Public
Barnet Public	Cobleigh Public	Guilford Free	Lincoln
Barton Public	Concord Public	Hancock Free Public	Lowell Community
Baxter Memorial	Cornwall Free Public	Hartford	Lydia Taft Pratt
Belcher Memorial	Craftsbury Public	Hartland Public	Maclure
Bennington Free	Cutler Memorial	Haskell Free	Manchester Community
Benson Public	Dailey Memorial	Haston	Martha Canfield Memorial
Bent Northrop Memorial	Davies Memorial	H. F. Brigham Free	Mary L. Blood Memorial
Bethel Public	Deborah Rawson Memorial	Highgate Library and Community Center	McIndoes Academy
Bixby Memorial	Dorothy Alling Memorial	Hitchcock Museum &	Middletown Springs Public
Blake Memorial	Dorset Village Public	Huntington Public	Milton Public
Bradford Public	Dover Free	Ilsey Public	Montgomery Town
Brainerd Memorial	Enosburgh Public	Island Pond Public	Moore Free
Brandon Free Public	Essex Free	Isle La Motte Free Public	Moretown Memorial
Brookfield Free Public	Fairfax Community	Jamaica Memorial	Morrill Mem. & Harris
Brooks Memorial	Fair Haven Free	Jericho Town	Morristown Centennial
Brownell	Fairlee Public	Jeudevine Memorial	Mount Holly Town
Brown Public	Fletcher Free (Burlington)		New Haven Community
Norwich Public			Norman Williams Public
Orwell Free	Solomon Wright Public		North Hero Public
Pawlet Public	South Burlington Public		
Peacham	South Londonderry Free		
Pettee Memorial	South Ryegate Public		
Pierson	Springfield Town		
Platt Memorial	St. Albans Free		
Pope Memorial	Stamford Community		
Poultney Public	Starksboro Public		
Proctor Free	St. Johnsbury Athenaeum		
Putney Public	Stowe Free		
Quechee	Swanton Public		
Reading Public	Tenney Memorial		
Readsboro Community	Tinmouth		
Richmond Free	Townshend Public	West Hartford	
R.K. Kittay Public	Tunbridge Public	Westminster West Public	
Rochester Public	Tyson	West Rutland Public	
Rockingham Free Public	Varnum Memorial	Whiting (Chester)	
Roger Clark Memorial	Vernon Free	Whiting Free	
Roxbury Free	Vershire Community	Whitingham Free Public	
Royalton Memorial	Walden Community	Wilder Lib. - Branch of Quechee	
Russell Memorial	Wardsboro Free Public	Wilder Memorial	
Rutland Free	Warren Public	William & Lucy Rand Memorial	
Salisbury Free Public	Waterbury Public	Windham Town	
Sarah Partridge Community	Waterville Town	Windsor Public	
Sheldon Municipal	Weathersfield Proctor	Winhall Memorial	
Sherburne Memorial	Wells Village	Winooski Memorial	
Shrewsbury	West Burke	Woodbury Community	
Silas L. Griffith Memorial	West Fairlee Free Public	Worthen	
	Westford Public		