

# 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 our programs that a library administrator has 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: Each library has one staff login admin account**
  - a. **First Name:** Full name of your library
  - b. **Username:** Full name of your library name (as appears in dropdown menu)
  - c. **Last Name:** Admin
  - d. **Password:** beanstack (default)

## 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