



WHAT IS BEANSTACK?

Beanstack is an easy-to-use reading tracker that helps users log books they've read even when on the go, as well as keep track of prizes won via library drawings – like summer reading program winnings! In the near future, you'll also be able to access staff recommendations and reader reviews directly from Beanstack, too.

GETTING STARTED

1. Sign up on our site at <https://milan-berlin.beanstack.org/>
2. Under **Create an account**, click on **Register an Individual or Family**. (Everyone is encouraged to participate – Parents/Guardians, start by registering yourself and filling out the required fields. You will be listed as the **Account Creator**.)
3. You'll then be prompted to enter information for your spouse/other adults in your family and then children as additional **Readers**.
4. Register for our Summer Reading challenges!

ADDING MILAN-BERLIN TO EXISTING BEANSTACK ACCOUNTS

1. Open the app, and tap the **gear** icon. Tap **Account**, then **Add Account**.
2. Tap **School, Library, or Bookstore** under the **Choose an Organization Type** section.
3. Tap **Find a Site**, and type **Milan-Berlin** and search. Select **Milan-Berlin Library (OH)**.
4. Sign-in with your Milan-Berlin Beanstack login, or tap **Sign up!** to register.
5. Tap **No** under **Have you previously used Beanstack to participate in a reading challenge?** (This question refers to Milan-Berlin-specific Beanstack reading challenges, so even if you have participated in a Norwalk Beanstack challenge, please tap **No**.)

LOGGING BOOKS VIA WEBSITE

1. Click the **Log Reading** and **Activities** button in the upper left corner of your screen. Choose **Log Books** as the logging type.
2. The calendar defaults to the current day but can be changed if you wish to track specific days you/your family read.
3. You can log multiple books at once if you do not wish to log specifics about each title.
4. If you do wish to include details, you have the option of entering the **Title and Author** of individual items and submitting **Book Reviews** from here, as well. (To submit a **Picture Review**, you must use the **Add a Review** button at the top of the screen.)

LOGGING BOOKS VIA APP

1. Click the **+** (**plus sign**) at the bottom of your screen and select **Reading**.
2. Choose the appropriate readers.
3. Search for the title manually or select the barcode icon next to the search box in order to scan the item's barcode and click **Log Reading**.
4. Adjust the date if necessary, move the **Did you finish the book?** slider over to indicate the book's completion, and fill out any optional information you want.
5. Click **Done**, and you're all set!