

## USING BEANSTACK ON YOUR COMPUTER

- ◆ Go to [brookfieldpubliclibrary.beanstack.org](http://brookfieldpubliclibrary.beanstack.org).
- ◆ Click **Sign In** if you have an existing account. Enter **Email or Username** and **Password** and click **Sign In** again.

## REGISTERING YOURSELF

- ◆ Click **I am registering myself** and complete all fields.

## REGISTERING A FAMILY

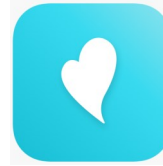
- ◆ Click **I am an adult registering a child** and complete all fields.
- ◆ To add another child or teen, click **Yes to Would you like to register another child?**(or teen) and complete all required fields.
- ◆ Click **Yes** or **No** to **Would you like to register yourself?** If yes, complete all required fields.

## SWITCHING BETWEEN USERS

- ◆ Click the account name in the upper left-hand corner.
- ◆ Select the reader you wish to view or log.

## INSTALLING THE BEANSTACK TRACKER APP

- ◆ Visit the App Store for your device.
- ◆ Search for the **Beanstack Tracker** app.
- ◆ Install.



## STUDENTS WITH A SCHOOL ACCOUNT

- ◆ Sign in to **Library Beanstack** account.
- ◆ Select the **Link Profile** button and enter the **student's email address**.
- ◆ Select your school & enter your **School Beanstack** login information to link both accounts.

## Questions? Call us!

**262-782-4140**

**Option 1 for Adult Reference**  
**Option 2 for Children's Reference**

**Brookfield Public Library**  
1900 N. Calhoun Road  
Brookfield, WI 53005

[www.brookfieldlibrary.com](http://www.brookfieldlibrary.com)  
[www.facebook.com/brooklib.fb](https://www.facebook.com/brooklib.fb)

Revised 5/12/23

# Using Beanstack for Brookfield Public Library's Summer Reading Program

**6/5/23–8/12/23**



## What is Beanstack?

**Beanstack** is a way to participate in Brookfield Public Library's Summer Library Program. You can track the minutes, hours or books you read over the summer, log activities and more.

There are two ways to use Beanstack: with the **free app** or **online** at [brookfieldpubliclibrary.beanstack.org](http://brookfieldpubliclibrary.beanstack.org).



# Summer Reading Program With the Beanstack App

## GETTING STARTED WITH BEANSTACK

- ◆ Open the Beanstack app and tap **Let's Go!**
- ◆ Tap **School, Library or Bookstore** when prompted to choose an organization type.
- ◆ In the search box at the bottom of the screen that says **Find a Site**, type **Brookfield** and tap **Brookfield Public Library (WI)**.
- ◆ If you have an existing account, enter **Email or Username** and **Password** and tap **Sign In**.
- ◆ If you haven't already created an account, tap **Don't have an account? Sign up**.
- ◆ Complete all fields as they appear (you may have to scroll down to see all fields on a page).
- ◆ Tap **Fill out my Reader Profile**—on the **Yay! You're all signed up** screen.
- ◆ Under **Current Challenges**, tap **See Available Challenges**.
- ◆ Tap **Register** next to the reading program listed.

## ADDING MORE READERS TO THE ACCOUNT

- ◆ If adding reader when registering, tap **Add Another Reader**.
- \*OR\*
- ◆ If adding reader after registration, tap the gear then tap **Readers**.
  - ◆ Tap **Add A Reader**.
  - ◆ Complete all fields as they appear (you may have to scroll down to see all fields on a page).

## SWITCHING BETWEEN READERS

- ◆ Tap the round initials/photo.
- ◆ Tap the reader's name.

## LOGGING ACTIVITIES

- ◆ Tap the **+** sign on the bottom center of the screen.
- ◆ Tap **Activity** on the **What do you want to log?** screen (choose a reader if more than one).
- ◆ Select the activity you want to log.



## LOGGING READING—TEENS AND CHILDREN

- ◆ Tap the **+** sign on the bottom center of the screen.
- ◆ Tap **Reading** on the **What do you want to log?** screen (choose a reader if more than one).
- ◆ To earn a badge, select **Search for a Title**.
- ◆ Tap Log Reading and **Enter**

## LOGGING BOOKS READ—ADULTS

- ◆ Tap the **+** sign on the bottom center of the screen.
- ◆ Tap **Reading** on the **What do you want to log?** screen (choose a reader if more than one).
- ◆ To earn a badge, select **Search for a Title**.
- ◆ Tap **Quick Log as Complete**.

## ENTERING DRAWINGS

- ◆ Tap on **Discover** on the bottom right-hand side of the screen.
- ◆ Tap **View Challenge**.
- ◆ Tap on the **Drawings** icon.
- ◆ Tap on the prize you want to enter and tap **Add Tickets**.
- ◆ Enter the amount of tickets you want to enter.