

STEP BY STEP INSTRUCTIONS:

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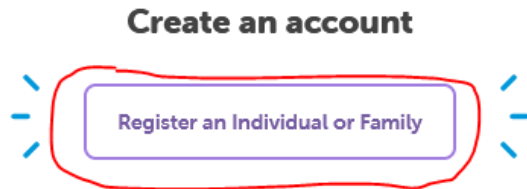
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TO REGISTER:

1. Click “Register an Individual or Family.”



2. The system will ask you if you’ve used Beanstack before. If you have done so at Minot AFB Library and can’t remember your log-on info, contact the Library at 701-723-3344 or by using the contact link in Beanstack, and the Library staff will re-set your password for you. If you haven’t used Beanstack at Minot AFB, click “No.”

Have you previously used Beanstack to participate in a reading challenge?

Not sure? [Contact a library administrator](#) and they’ll help locate your account.

3. If you, yourself, are participating in the program, click “I would like to register myself.” If you only want one or more kids to participate in the program but you will be logging for them, click “I would like to register a child.” Kids who are over 13 can sign up with their own accounts, or if you want to sign your whole family up under one account but have several family members who prefer to log for themselves, you can choose to share the log-on information. You can sign up as many adults and kids under one account creator as you would like.

Who would you like to register?

4. Fill out all of the information for the account creator.

First Name *

Last Name *

Email *

Confirm Email *

Password (at least 6 characters) *

Use a minimum of 6 characters

Password Confirmation *

Use a minimum of 6 characters

Which group or partner organization are you with? *

- Select -



Which branch of the military are you with? *

- Select -



New users must be 13 or older to create an account. Younger family members can be added to the account during registration.

I certify that I am 13 years of age or older.

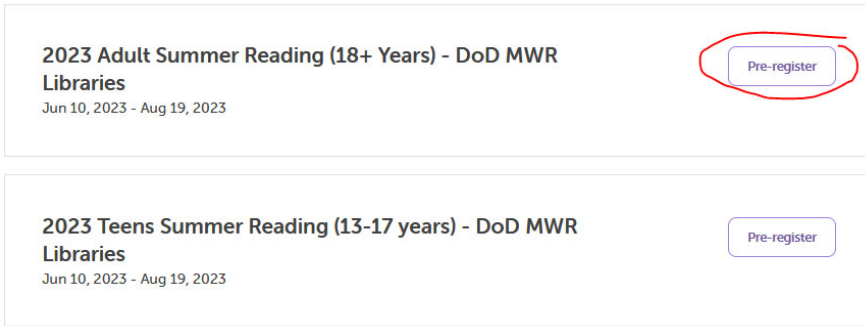
Next

A. The group or partner field is for your Squadron if you are ACTIVE DUTY. This is for the squadron contest. If you are not active duty, select "001 Not Applicable."

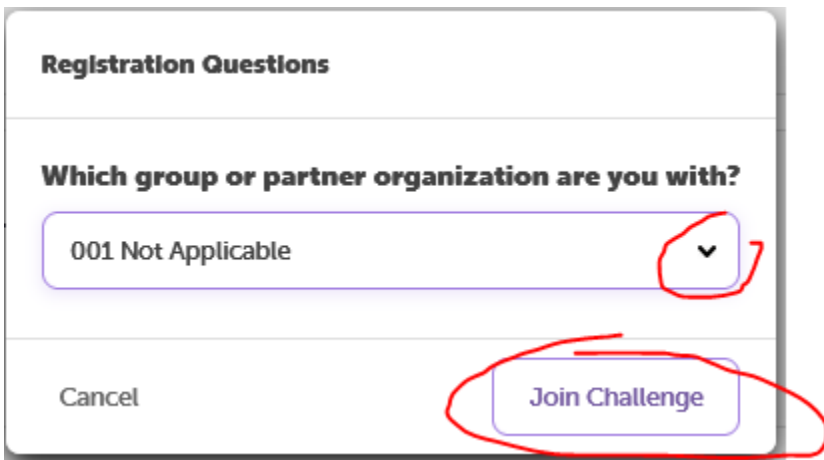
B. The DoD wants this information for statistical purposes. Select Air Force unless you are with another service branch.

C. Check the box and click "Next."

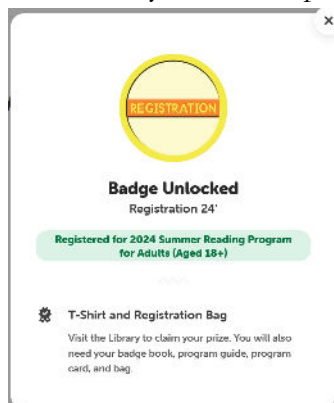
5. The system will take you to a list of programs. As the account creator is almost certainly an adult, click the “Register” or “Pre-register” button next to the program for adults.



6. The system asks for your squadron/partner again. Active Duty should select their squadron. Other should select 001 Not Applicable, again.



7. The following pops up. This is basically to remind you to come in to the Library and pick up your t-shirt (if available) and registration bag. Similar prize and badge notices will come up whenever you earn a badge and/or a prize. In all cases, simply click the close “X,” and stop by the library to pick up the prize and/or fill out a drawing slip. You can wait until you have earned several or do one at a time, but remember that all drawing slips have to be filled out before 1:30 PM on the day of the Wrap-Up Party to be eligible for prize drawings.



8. Click “Next” to go on.

9. Do you want to register another adult? If you are going to do the logging for your spouse, click yes, otherwise, click no. In this example, we are clicking no.

Would you like to add another adult?

10. Do you want to register a child? In this example, we are clicking yes.

Would you like to add a child?

11. Fill out you first child’s information.

What is your child’s name? *

First Name *

Last Name

B **certify that the account creator is 13 years of age or older.**

A. Fill out the child’s first and last name.

B. You have to click that you are over 13 again. You will have to do this for everyone you register.

C. Click “Next” to go on.

12. Select the appropriate age group/program for the child. The ages ranges are in parentheses after the title. If you have a child that has a birthday during the program that moves them from one age range to another, just pick one of the programs and be sure to use the same age on all drawing slips. Similarly, if you have, for example, a very advanced 8 year old that you want to register in the Tween program, you can do so, but be sure to write their age as

“9” or “8 (tween)” on all their drawing slips.

2024 Summer Reading Program for Adults (Aged 18+) Jun 8, 2024 Aug 17, 2024	Pre-register
2024 Summer Reading Program for Teens (Aged 13-17) Jun 8, 2024 Aug 17, 2024	Pre-register
2024 Summer Reading Program for Tweens (Aged 9-12) Jun 8, 2024 Aug 17, 2024	Pre-register
2024 Summer Reading Program for Kids (Aged 3-8) Jun 8, 2024 Aug 17, 2024	Pre-register
2024 Summer Reading Program for Tots (Aged 0-2) Jun 8, 2024 Aug 17, 2024	Pre-register

13. Your child also receives a t-shirt (if available) and registration bag. Click the “X” to close and then “Next.”

14. Click yes if you have another child and follow the same procedure as above for additional children. When all children have been added, click no.

Would you like to add another child?

Yes	No
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15. Click to continue and the system will take you to your homepage

TO LOG YOUR READING TIME:

1. Click the “Sign In” link in the upper right hand corner of the Beanstack Homepage.

Reviews	Share Code	Sign In
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2. Sign in with your account creator's e-mail and password.

Sign In

Don't have an account? [Sign up for free.](#)

Username

Password

[I forgot my password.](#)

Sign In

3. Click on "Log Reading and Activities" in the upper left hand corner.



DoD MWR LIBRARIES
SUMMER READING PROGRAM
on Military Installations Worldwide

Log Reading and Activities

Add a Review ▾

Challenges

Friends **NEW**

R

4. If you have more than one reader on the account, click on the down arrow to tell the system which reader you want to log for. The system will also allow you to log for all readers at once which is useful if you are logging family car trip reading or family bedtime reading where all readers were present.

Who do you want to log for?

Tes ▾

All Readers

Tes

Tester

Testling

5. To log reading time, either start the timer or click “log minutes.”

What do you want to log?



Start A Reading Timer

OR

Log Minutes



Complete An Activity



In this example we are logging 2 hrs and 30 minutes for the account creator (Tes). Click on “Log Minutes” to log, even if you are logging hours.

6. Pick a date. If you don't, the system will pick today's date. You don't have to pick the date you did the reading if you want to log more than one day's reading in one go (logging one a week is a popular option), so the logging date is fine. Enter the time read. You can enter hours, minutes, or a combination of both **BUT YOU HAVE TO IDENTIFY WHAT YOU ARE ENTERING** with “hrs” after hours and “min” after minutes. Book title and author are **OPTIONAL!** If you want to add a review right away, change the “No” to “Yes” and the system will

take you to the review screen after you click log. Click “Log Reading.”

Sun	Mon	Tue	Wed	Thu	Fri	Sat
•	•	•	•	•	•	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	•	•	•	•	•	•

Title Optional

Author Optional

Time Spent Reading

1 hrs 30 min

 Start Timer

Would you like to include a review?

No



Log Reading

7. A little green pop-up should appear at the bottom of your screen. There might be a pop up if it's your first time logging or you have earned a prize. Scroll up and hit the back arrow in the upper left corner to log for another reader. Click on the closing “X” in the upper right corner if you are done logging.

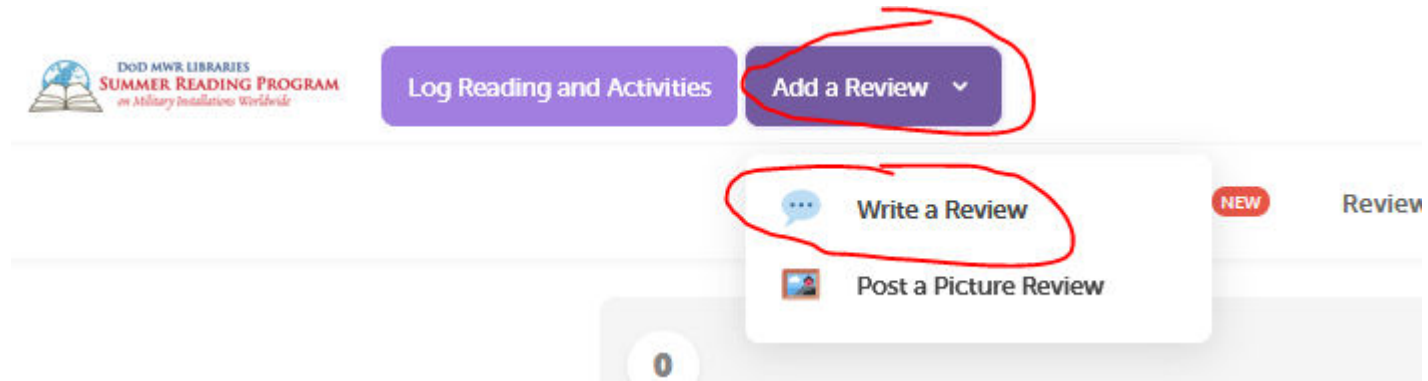


 Log Reading

8. If you were to answer “yes” to the include a review question, the system would take you straight to the review page as show in number X below.

TO ADD A REVIEW WHEN NOT LOGGING READING TIME

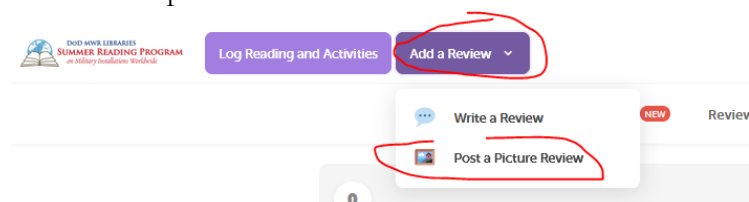
1. Click on “Add a Review” box in the upper left corner.



2. From the drop down menu, you can click “Write a Review” to make a traditional written review, or you can click on “Post a Picture Review” to upload a special picture review. Written reviews will be covered first.
3. To submit a written review, simply make sure the correct profile is selected (if it’s not, click on the down arrow to select the right reader), type in the author, title, and review and click “save.” A green banner will announce your success. A badge will come up if it is your third, sixth, ninth, twelfth, or fifteenth review. Close the page in the same way you did the logging page

A screenshot of the review submission form. At the top, it says 'Select a profile. *'. Below this is a dropdown menu with 'Tes' selected and a red circle around it. Underneath are two input fields: 'Book Title' and 'Author', both circled in red. Below the input fields is an orange information box that says 'Reviews require a minimum of 7 characters.' Below that is a large text area for the review, also circled in red. At the bottom, there are two buttons: 'Save' (circled in red) and 'Add Emoticon'.

4. To upload a picture review, go back to the main page and choose “Post a Picture Review” from the “Add a Review” drop-down menu.



5. A picture review can be a picture or a video inspired by the book. The posting page gives some suggestions like drawing a picture, or making something with blocks. Give it a title, enter the book information, locate your picture or video on your computer, and drag and drop it into the page to upload it. Finally, click “Save.”

Ideas for Picture Reviews

Based around a favorite character, moment or overall review of a book, here are some things you can do:

- Draw a picture
- Make something out of Play-Doh
- Build something with Lego or other blocks
- Sing a song (video)
- Act out a favorite part of the book (video)

Select a profile. *

Testling's

Picture Review Name *

Book Title

Author

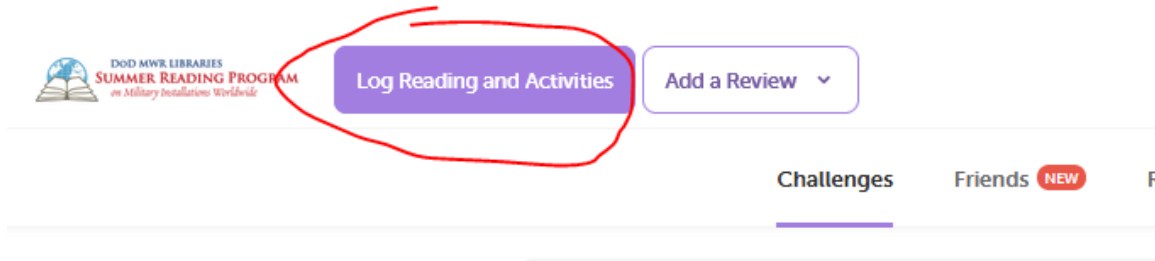
Picture Review

Drag and drop a photo or video file here, or click to upload.

Save

TO PARTICIPATE IN ACTIVITIES:

1. Click on “Log Reading and Activities” in the upper right hand corner of the main page. If you are have multiple readers on your account, you can select who you are logging for now by clicking on the down arrow, or on the next page



2. Make sure the right reader is selected (change using the down arrow menu), and click on “Activities.” Sadly, the “All Readers” option, isn’t available for activities though it would have come in handy if you participate in the **Murder Mystery Game, July Photo Scavenger Hunt, or Live Performance** as these activities are for all ages and can be completed as a family/team.

Who do you want to log for?

Yes ▾

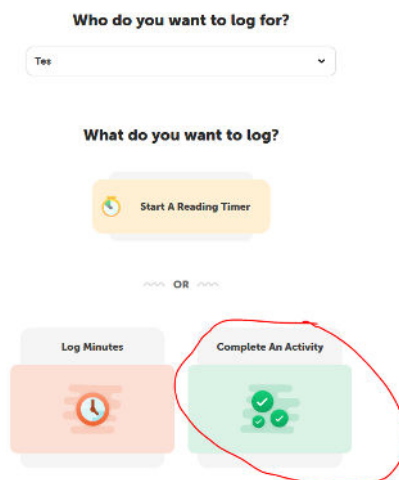
What do you want to log?

Start A Reading Timer

OR

Log Minutes

Complete An Activity



3. You will see all of the activities that are available in Beanstack for the selected reader to complete. Click on the badges to log activities or to see what they look like. Beanstack is the only place you can see the **Online Activities** listed, but the others are available in your paper badge book.

4. Some activities are just lists that you check off as you complete while others have blanks that you need to enter information into, like the example from the **STEAM Challenges** below. In that case, clicking on “Enter Secret

Code” will make the code/answer box appear.

Activities

1. Seeing Sound: Which sound waves are longer, low tones or high tones?

Enter Secret Code

Enter the code and click “Save.”

Activities

1. Seeing Sound: Which sound waves are longer, low tones or high tones?

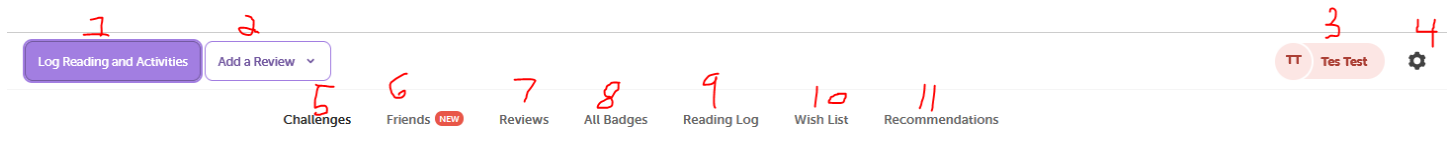
Secret Code

Save

Cancel

5. Simply “x” out of an activity in the very top right hand corner when done.

GENERAL NAVIGATION:



1. Click here to log reading time or activities for any of your readers as described above.

2. Click here to add reviews for any of your readers as described above.

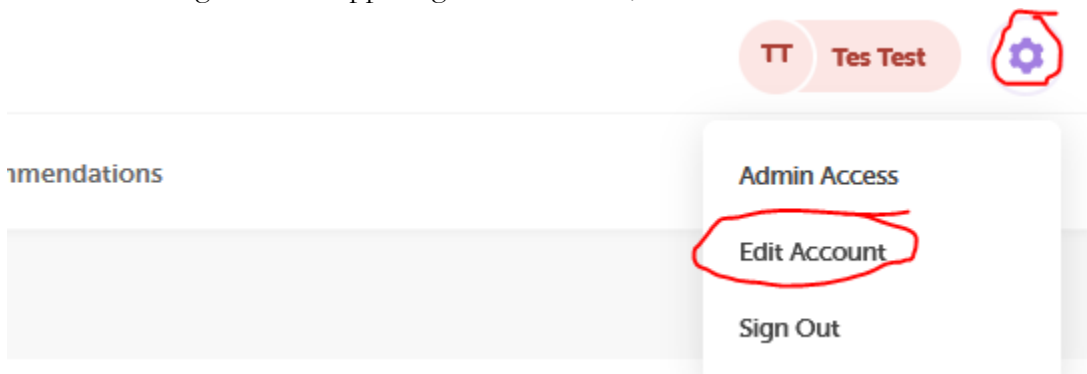
3. This is the reader menu. You can navigate to the pages of the various readers on the account, edit readers, and add additional readers, if necessary. Using the “edit” link, you can share a reader with another account creator (like your daycare provider) so that they can log time for that reader too. You can also customize recommendations by completing the “Reading Doorways” section and activating recommendations on the main edit page.

4. Use this gear button menu to CHANGE YOUR PASSWORD or other account creator information and to LOG OUT.

5. This is basically the program home button.
6. This allows you to connect and compete with other program participants if you choose to do so.
7. This shows you reviews you have already submitted and gives you an opportunity to add more or to read the reviews other people who are in the same age group as you are.
8. This shows you what badges you have already earned.
9. This allows you to see what you have logged thus far.
10. You can create a wish list here, but be aware that our library may or may not have the books Beanstack recommends.
11. We use this area to create lists of qualifying books for our Banned and Challenged Books Challenge in September.

CHANGING YOUR PASSWORD

1. Click on the gear in the upper right hand corner, and click on “Edit Account.”



2. Enter your new password, enter it again to confirm it, and click “Save.”

Password

New Password must be at least 6 characters

Password Confirmation

Confirm new Password

Save

Delete Account