Beanstack: Creating a New Account

www.middlecountry.beanstack.com

Sign in (upper right hand side)
*Username: **B**eanstack1*
*Password: **b**eanstack1*

Welcome to Beanstack Admin

👥 **People**
Find, Create, and Modify Readers.

Click on Add an Account Creator and Reader

👥 **Add an Account Creator and Reader**
Create a new account.

First Step is for the Account Creator

Most likely:
An Adult OR A Parent of Child

Orange Arrows are Required

- First Name
- Last Name
- Email Address
- Username
- Library Card Number

Add an Account Creator and Reader

Reminder: An account creator is the person who will login to this account and log reading for the readers attached to the account.

💡 The Account Creator's password will automatically be set to 'beanstack' after creating their account. Don't forget to remind users to log in and change their password after their account is created.

Basic Info

First Name *

Last Name *

Email Address

Phone Number

Username

ZIP Code

Library Branch

Centereach

Library Card Number *

Role

Patron

Is this person registering as a reader?

[No] [**Yes**]

For this part for Adults use the drop down menus for **AGE, GRADE & SCHOOL and click on ADULT**

Reader Info for Account Creator

Age *
Select an age

What Grade Level Are They In? (If Applicable) *
Select a grade level

Library Card Number

What School Do They Attend? (If Applicable) *
Begin typing a school name. Your admin may have added "Other" or "Not Applicable" for adults, too.

Email Settings

Does this reader want to receive email notifications?
If you disable email notifications, the account creator will not receive email notifications about rewards for this reader.

Disabled ⬤

Additional Reader Info
This is for any other readers who will be under the Account Creators

Example: Children, Spouses

Are you also registering other family members on th...

[No] [**Yes**]

Additional Reader Info

💡 Don't forget to click "Add Reader" to add the reader to this account, or click "Cancel" to close this section and continue on to creating the account.

First Name *   **Last Name** *
First name   Last Name

Age *
Select an age

What Grade Level Are They In? (If Applicable) *
Select a grade level

Library Card Number *

What School Do They Attend? (If Applicable) *
Begin typing a school name. Your admin may have added "Other" or "Not Applicable" for adults, too.

Email Settings

Does this reader want to receive email notifications?
If you disable email notifications, the account creator will not receive email notifications about rewards for this reader.

Disabled ⬤

[Add Reader] [Cancel]

All Fields are Required

Gentle Reminder for the **children/teens grade & school** is for what they are entering in the FALL 2023

Adults same as above just use the drop down menus for AGE, GRADE & SCHOOL and click ADULT

CLICK **ADD READER**

AFTER you have filled in **ALL** fields needed **including checking off the box** for Summer Reading Club enrollment for **each reader** then click **CREATE ACCOUNT**

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