



## Welcome to Beanstack!

How to log your minutes or log activities.

**Step 1:** Go to our Library's website, [tobllibrary.sals.edu](http://tobllibrary.sals.edu), and click on the Youth Services Tab, or the Beanstack graphic.

**Step 2:** On the upper right-hand corner, select "Sign In."

**Step 3:** Enter your username and password.\*\*

**Step 4:** If you registered as an individual:

At the top of the page, select "Log Reading and Activities." Select "Minutes" or "Activities." If you selected "Minutes," select the date you read, the time you spent reading, and the book. Select "Log" and your minutes are entered. If you selected "Activities," select the activity that you completed, and follow the directions to that specific task.

If you registered as a family:

At the top of the page, select "Log Reading and Activities." On the upper left of the screen, select a "Profile," or the person who is logging minutes. Follow the instructions above. If you were reading to your child, or children, you can select "All Readers" and the minutes will apply to all accounts.

**Step 5:** After logging minutes or activities, log out of your account by selecting the wheel icon on the upper right-hand corner.

\*\* If you have used Beanstack before, your log-in is the same as previous years. If you can't remember your username or password, use the "Recover password/Recover username" option on the Sign In page, and a reminder will be sent to the email attached to that Beanstack account. If you do not have an email tied to this account, please contact the Library at 518-399-8174, or email [tobllibrarySR@sals.edu](mailto:tobllibrarySR@sals.edu), and we will contact you to reset your account.