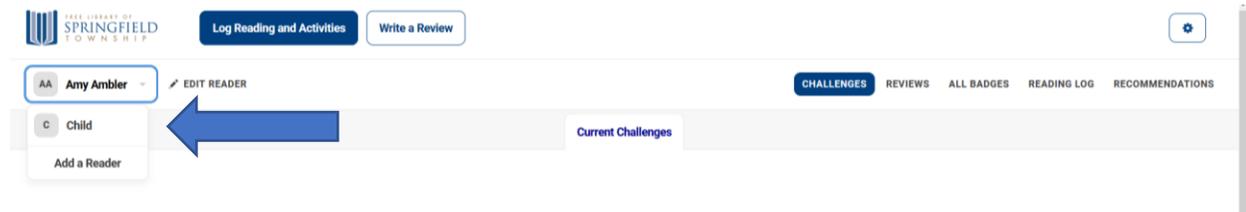


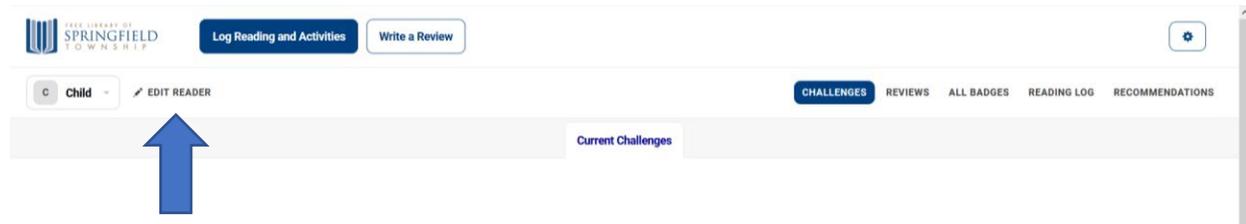
How to Share Readers with Another Caregiver

You may want to share a particular reader's information with another caregiver so each caregiver has the chance to update the reader's information and keep track of reading and activities without accessing the other's account information. You may do this through use of a Share Code.

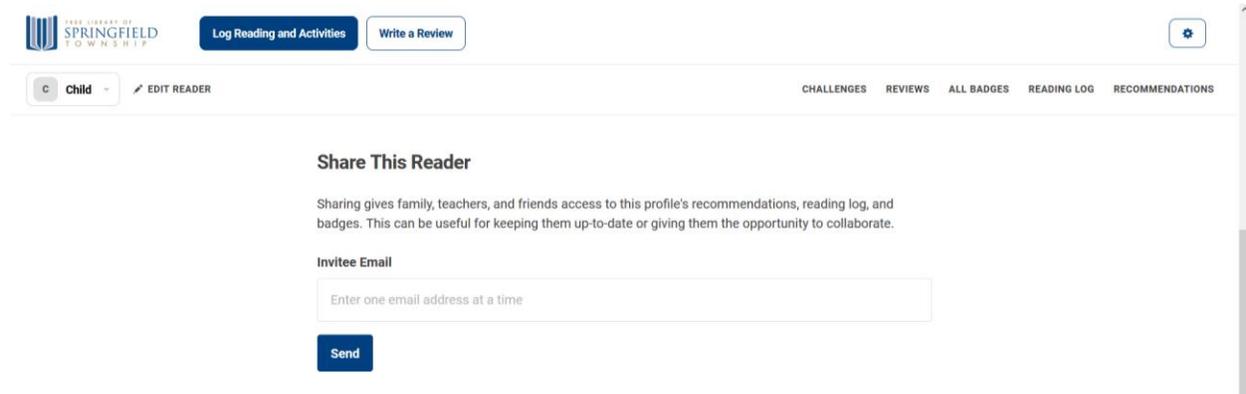
First, log in to your account at <https://springfieldmontco.beanstack.org>. Use the drop-down menu on the top left to navigate to the reader whose information you wish to share. Click the reader's name from the list (if the name is not displayed, select "Change Readers" and choose the appropriate name from the resulting page).



Once on the correct reader's page, select the "Edit Reader" link next to the reader's name in the top left.

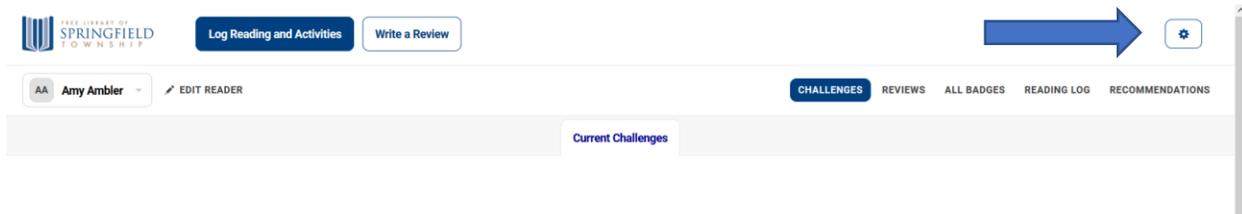


On the resulting page, scroll down to the Share This Reader section.

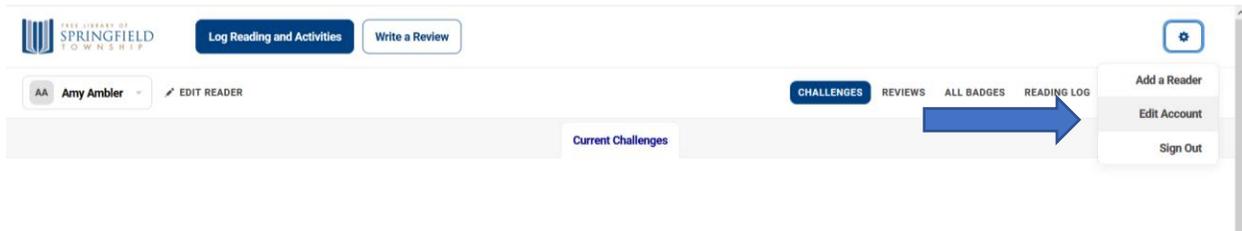


Enter the email of the person you wish to share the reader with and click the blue "Send" button. The person with whom the reader was shared will receive a message that the account creator wants to share this reader. They will be prompted to add their own Beanstack account (if they do not have one), or enter a code to add this reader to an existing account.

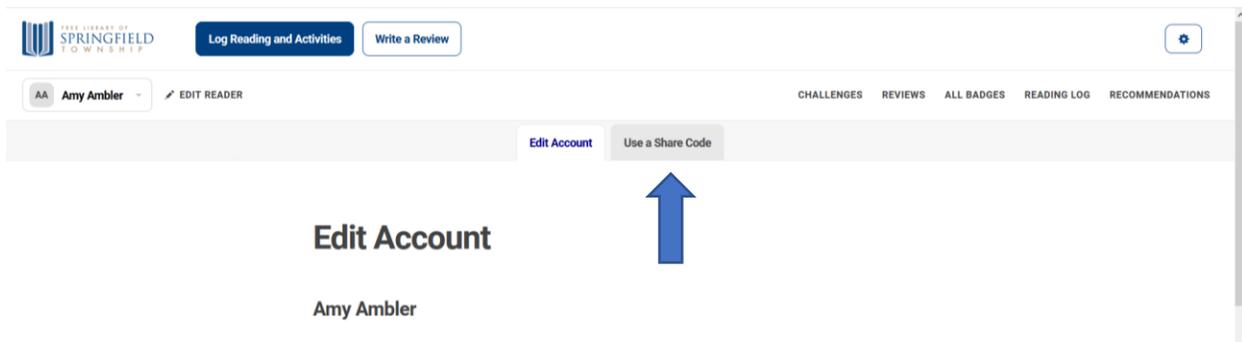
If you receive a share code invitation and have an existing Beanstack account, log into your account and click on the gear symbol in the top right.



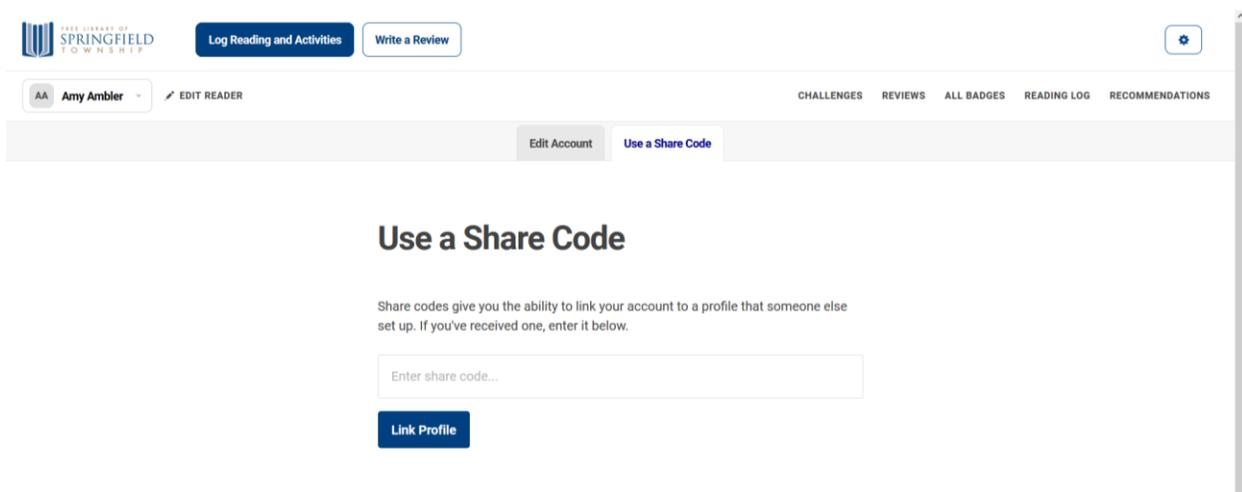
Then select Edit Account from the drop-down menu that appears.



On the resulting page, select the Use a Share Code tab.



On the resulting page, enter the share code you received and click the blue "Link Profile" button.



If you receive a share code invitation and do not have an existing Beanstack account, go to <https://springfieldmontco.beanstack.org> and select the Share Code button in the top right corner.



Sign up for Beanstack by providing a name and email address (which is needed to sign in) and creating a password. Enter the share code you received and click the blue “Sign Up” button.

The image shows the 'Share Code' sign-up form on the Free Library of Springfield Township website. The form is titled 'Share Code' and includes the following fields and instructions:

- First Name ***: A text input field.
- Last Name**: A text input field.
- Email**: A text input field.
- Confirm Email**: A text input field.
- Password ***: A text input field with the instruction 'Use a minimum of 6 characters'.
- Password Confirmation ***: A text input field with the instruction 'Use a minimum of 6 characters'.
- Share Code**: A text input field.

At the bottom of the form is a blue button labeled 'Sign Up'.