

## Learn to Use Hoopla

**Class Description:** Interested in being able to download E-Audiobooks, EBooks, E-Magazines, Movies, TV Shows, and Music? Then come learn how to access Hoopla from your phone, iPad, and computer. Learn what Hoopla has to offer and how to interact with the materials.

**Skills needed:** This is a beginners class where there are no previously needed skills.

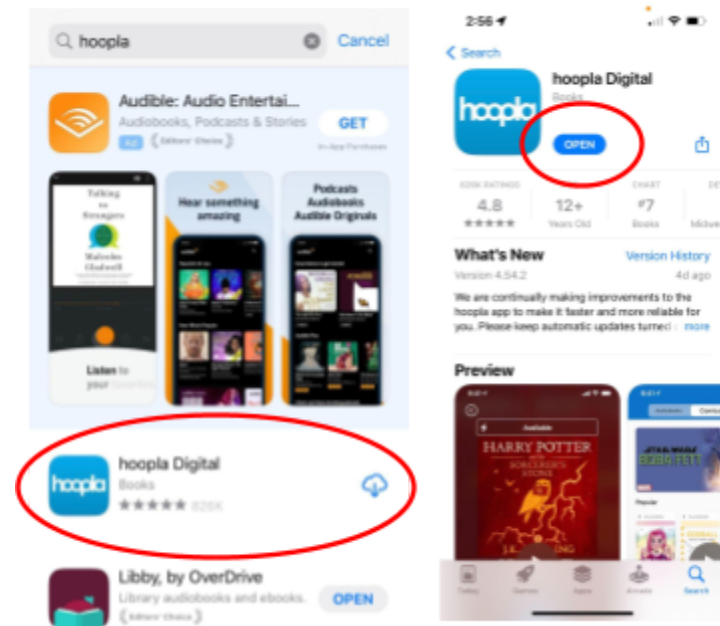
### Learning Objectives:

- How to download Hoopla
- How to download EBooks, Audiobooks, Magazines, and more!
- How to Get Help
- How to view Reading History
- How to access materials checked out
- What is the Hoopla Book Club
- What is a Hoopla Bingepass
- How to connect to a TV

### Step 1:

#### Downloading Hoopla

- On a tablet, iPad, or phone go to the app store
- Once at the app store type in Hoopla
- Click Search
- Find Hoopla and click on get or download
- Enter Password or touch ID if necessary
- Open Hoopla on your device

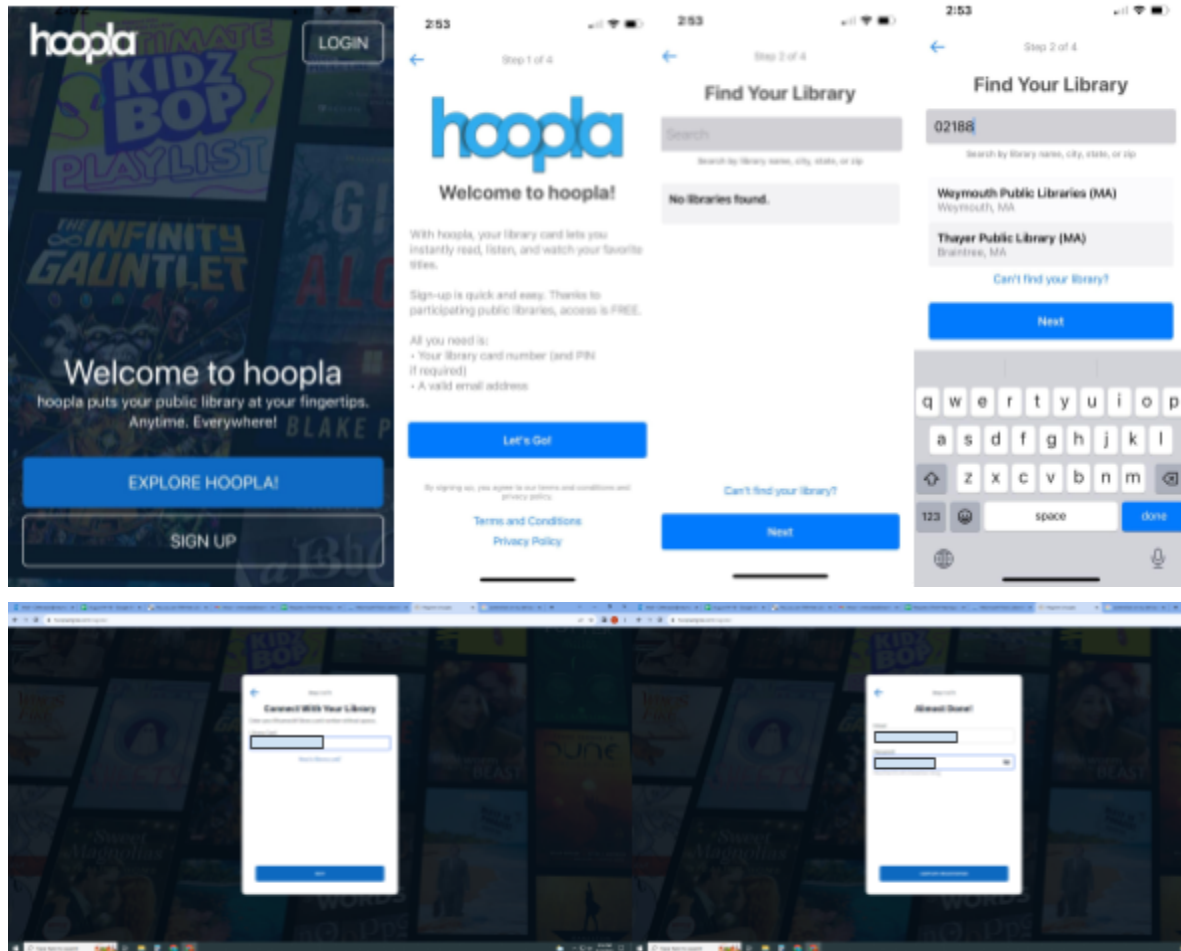


### Step 2:

#### Signing into Hoopla

- Click on Sign Up
- Type in the name, city, state, or zip code of Weymouth Public Libraries (I suggest the zip code 02188)
- Select Weymouth Public Libraries from the list, then click next

- Enter your library card number without any spaces
- Enter your pin number (OCLN if you have not changed it)
- Enter an email address
- Create a password



### Step 3:

#### Accessing Hoopla on a Computer

- Instead of going to the app store you will go to <https://www.hoopladigital.com/my/hoopla>
- You will then enter your library card, pin, and email, and password like you would with a phone, iPad, or tablet
- The only differences with the web version of Hoopla is that instead of home, borrowed, favorites being on a list at the top of the page they are in a drop down menu. Also in this drop down menu is history. The second difference is at the top of the screen there is a drop down menu listing all the different types of mediums you can borrow from Hoopla.



**Your public library at your fingertips.**

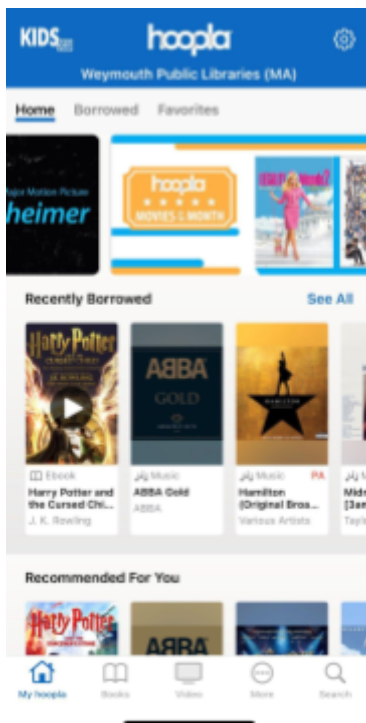
Borrow and enjoy audiobooks, eBooks, comics, movies, TV, magazines, or music everywhere you have a screen—your computer, your phone, your car, even your TV. All you need is a library card. Hoopla syncs across all your devices, so you can stream titles immediately or whenever you're in the mood. Most titles can also be downloaded to your phone or tablet. Hoopla offers more content, in more places, than any other digital library platform and it's all FREE thanks to your public library! Titles may vary based on library catalog.



**Step 4:**

**Homepage**

- The homepage will have a few ads from Hoopla showing popular materials and also new items
- If you have borrowed anything, it will show your recently borrowed materials
- There will be recommendations for you as well as popular materials
- If you click on any of these you will be brought to the borrow page

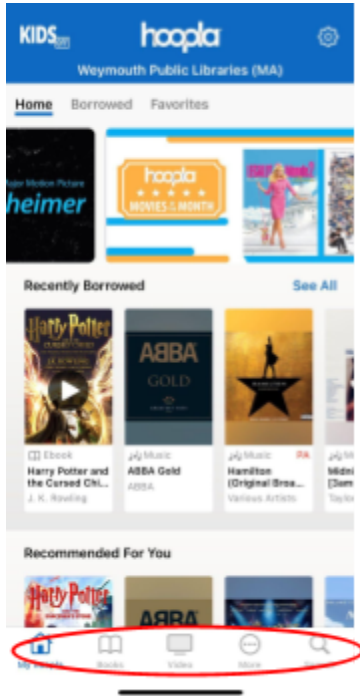


**Step 5:**

**Accessing materials beyond the homepage**

- On the bottom of the page you will see My Hoopla (your homepage), Books, Video, More, and search

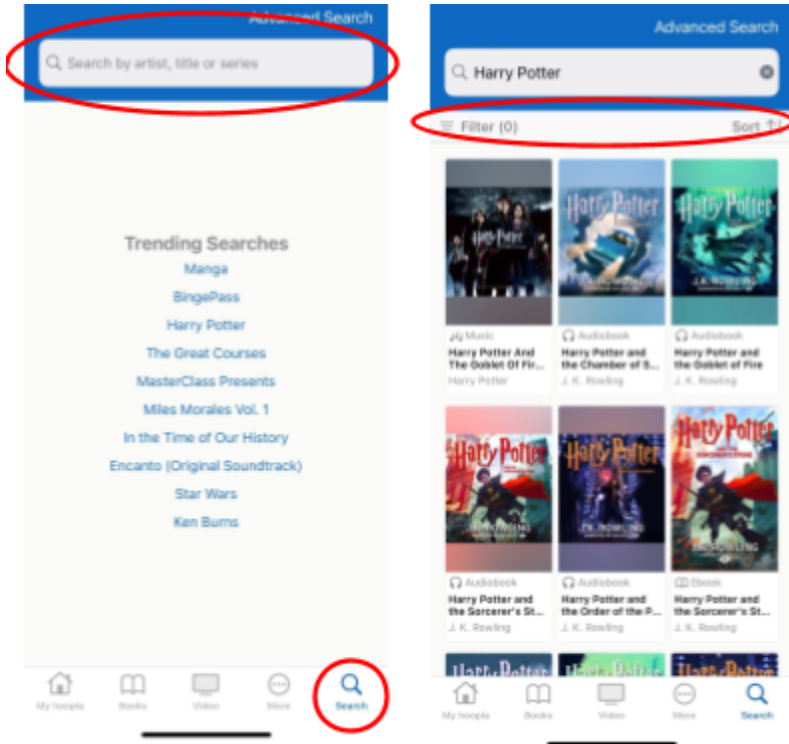
- For example, Books brings you to the books' homepage where you can see the most popular titles, featured titles, recommended, just added to Hoopla, Hot on Hoopla, and more
- At the top of the page you can narrow down these results by choosing to look at only Audiobooks, Comics, or Ebooks
- This is a similar process in both videos (except you will separate by movie or television) and more (you separate by Bingepass and music) (we will discuss Bingepass later in this class)



### Step 6:

#### Searching in Hoopla

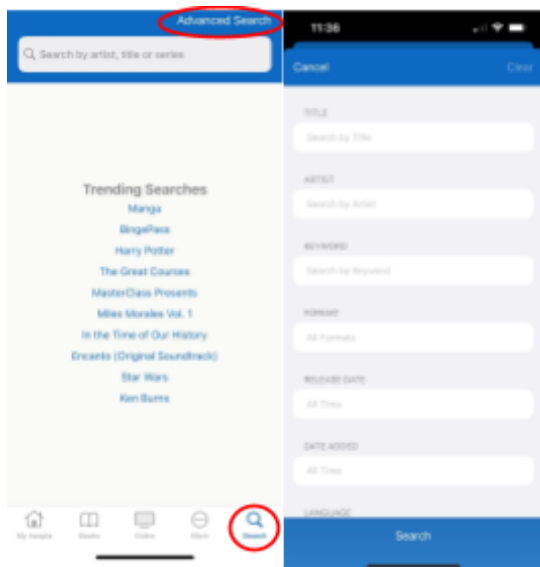
- In the bottom right hand corner of the screen is the search function
- Click on the magnifying glass and it will bring you to the search bar
- Type in what you are looking for
- Then click search on your digital keyboard or click on one of the options in the drop down menu
- Unlike Libby, Hoopla does not have any holds and all materials if they are on Hoopla will be available right away
- If numerous results come up you may want to further restrict your search and you can do this by clicking on filters in the left corner of the screen
- In filter you can select the format, user rating, release date, date added, language, as well as if you only want children's titles to appear in your search
- From sort you can also choose how the materials are sorted: default, popularity, title (a-z), title (z-a), user rating, date added, and release date
- To get out of filters and sort you will just want to click anywhere outside of the box



### Step 7:

#### Advanced Searching in the App

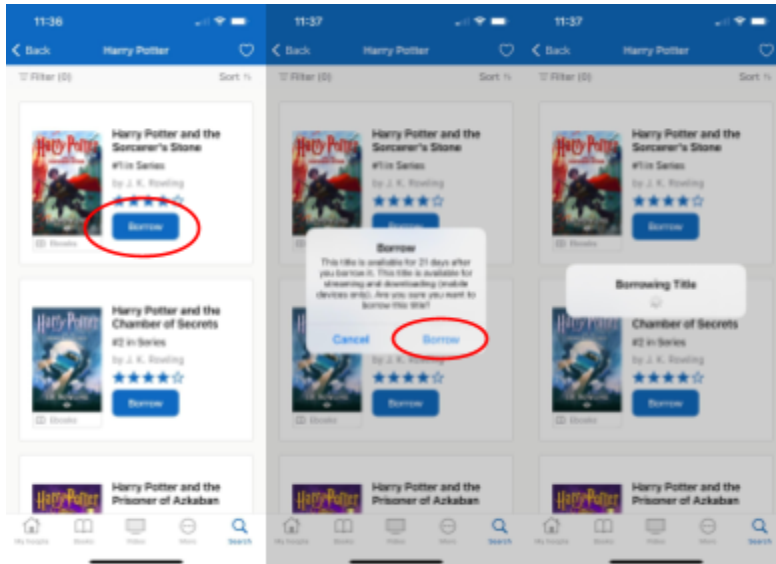
- Click on the search button in the bottom right corner of the screen
- Once the search bar appears the advanced search function will appear in the right corner above it
- Click on Advanced Search
- Type or select all the filters you want
- Click on search
- This will bring up the search results



## Step 8:

### Borrowing an item

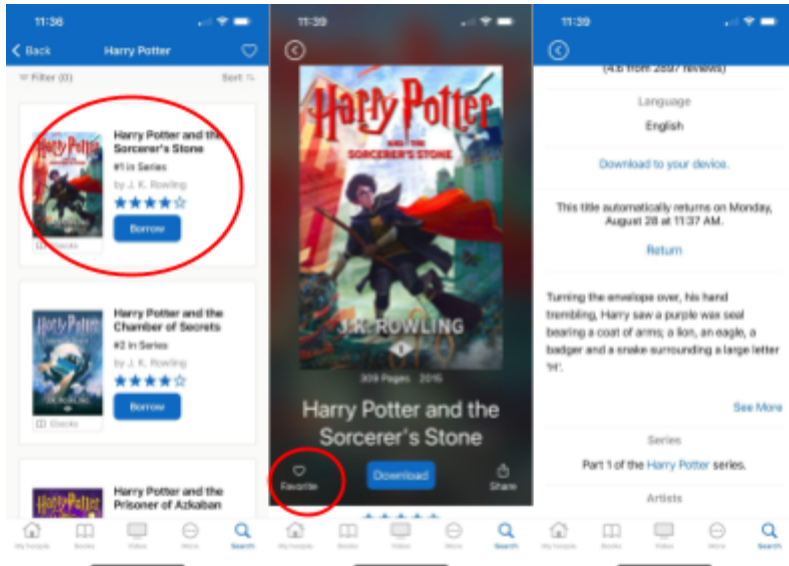
- Click on Borrow
- A pop up menu will appear
- This popup menu will detail how long the item will be available and on what type of devices it is available on
- It will lastly ask you if you are sure you want to borrow it



## Step 9:

### Getting More Information about a title

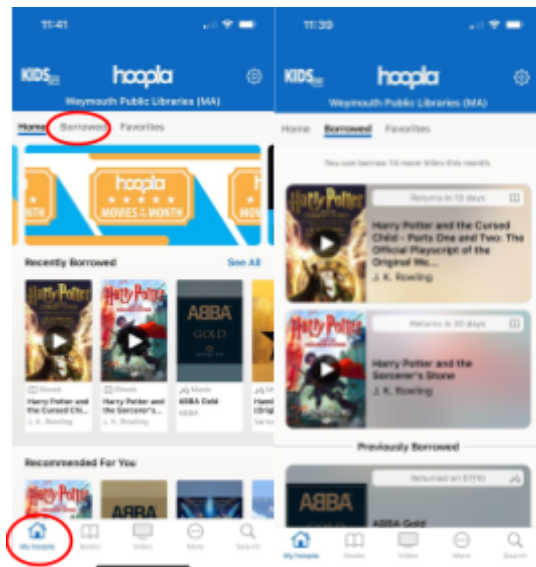
- Instead of clicking on borrow you will want to click on the image of the title you are looking at
- On the page it brings you to, you will be able to look at reviews, how long you will be able to borrow it for, a summary, if it is part of series what number it is in the series, the authors or artists, publisher, genres (which will be hyperlinked so you can find other titles in the same genre), related artists and published reviews
- On this page you will also be able to add the title to your favorites or share it
- You can favorite it by clicking on the heart next to the left of borrow
- You can share it by clicking on share to the right of borrow and then choosing the way you would like to share it from the popup menu (ex. Through text or email)



### Step 10:

#### Accessing Borrowed Materials

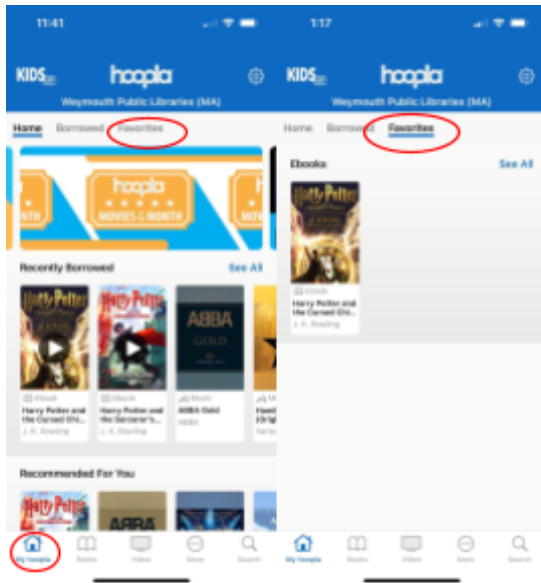
- Click on My Hoopla in the bottom left corner of the screen
- This will bring you back to the homepage
- On the top of the screen there will be “Home, Borrowed, Favorites”
- To see see your borrowed materials go to Borrowed
- Here it will also show you materials you have previously borrowed as well as how many more materials you can borrow for the month (Weymouth Public Libraries offers 15 titles per a month)
- To see everything you have borrowed in the past you will want to scroll all the way down the screen and then choose “Show Complete History”



## Step 11:

### Accessing Favorite Materials

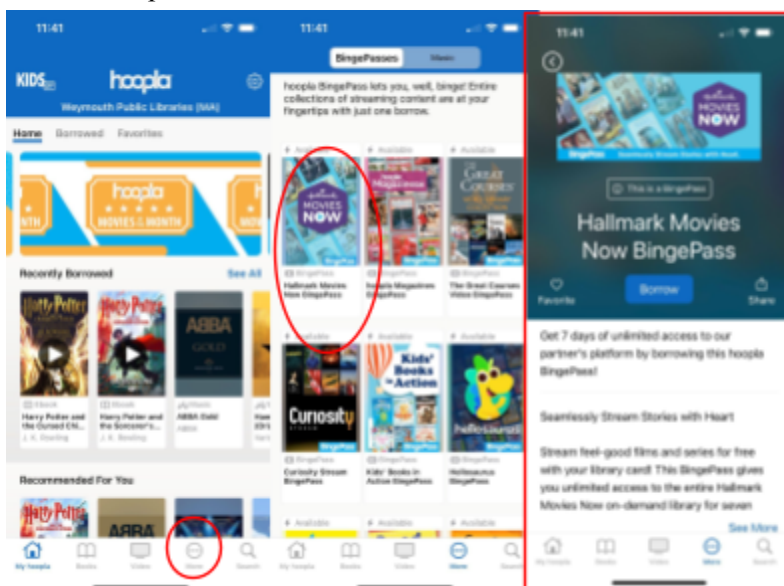
- Favorites can be accessed from the Hoopla homepage or when you are looking at your borrowed materials
- You will want to click on Favorites which is located next to the borrowed option
- Here you will be able to see all the items you have favorited



## Step 12:

### Hoopla BingePass

- A Hoopla BingePass allows you to view collections of materials for seven days while only using one of your borrows for a month
- There are a variety of BingePasses including magazines, Great Courses, movies, and more
- To get to BingePass you would click on more in the app or go to the drop down menu on the computer and select it

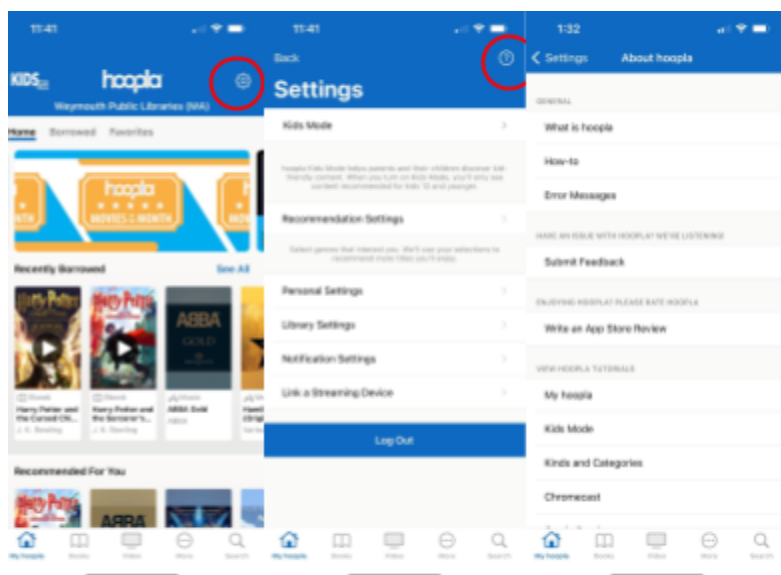




### Step 13:

#### Getting Help on Hoopla

- In the top right corner there is a button that looks like a gear
- Click on that button
- It will bring you to a new page where you will want to click on the question mark in the upper right corner
- Here there will be information for general help like what is Hoopla, How-To, and a list of Error Messages you could potentially receive
- You can also submit Feedback so they can hear from you on ways that the app could be better
- You can write a review of the Hoopla app if you choose too
- They also have tutorials to help you, that talk about Hoopla, kids mode, Chromecast, comic reader, and more
- These tutorials are helpful because they are text and image based and walk you through how to do everything step by step

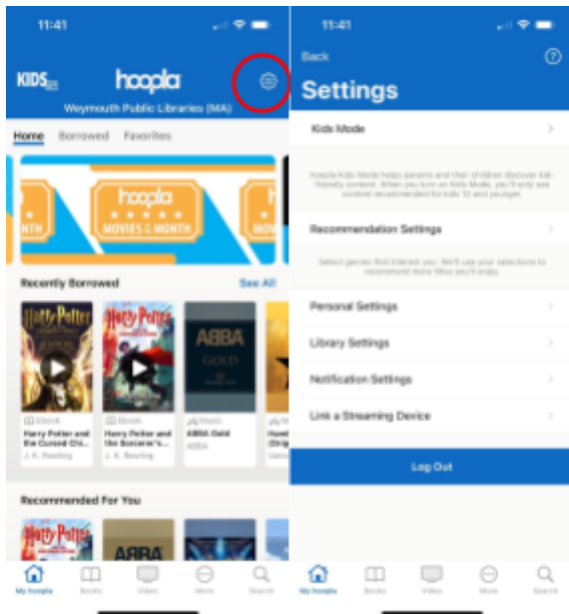


### Step 14:

#### Settings

- Prior to going to the help page you are brought to settings
- The first one allows you to turn on Hoopla's kids mode, when kids mode is on the only materials that will be able to be seen are those that are appropriate for children 12 and younger
  - This has an option to require a pin or you can simply have it turn off or on
- Recommendation settings allows you to pick the genres you like for the different types of materials available on Hoopla so the materials they recommend are more tailored to your preferences
  - It allows you to pick genres for each of the type of materials you are able to download on Hoopla
- Personal Settings allows you to create a new password, decide if you want to have your history shown or not (materials borrowed), to decide if you only want to be able to download materials on Wi-Fi, and lastly if you so choose to cancel your Hoopla account

- Notification Settings allows you to decide if you want an email notification or a push notification, you can also decide you want neither. A push notification are the notifications that show up at the top of your phone
- Link a streaming device allows you to link other devices to your Hoopla account like a smart TV



### Step 15:

#### Hoopla Book Club

- On the computer version of Hoopla they also offer Hoopla Book Club
- To get there you would scroll all the way down to the bottom of the page
- Then under “Our Communities” click on Hoopla Book Club
- This will bring you to the Hoopla Book Club Hub
- There they will have a book option for you as well as a letter on why they like the book, discussion questions, and recommended next reads
- This is a great tool if you and your friends are trying to start a book club as like we discussed before there is no wait for materials
- On the top of the screen there is also choices to look at past selections if you wanted to do an older book for a book club and there is also a Graphic Novel Book Club



**Step 16:**

**Linking a TV to your Hoopla Account**

- Go to the App store and download Hoopla
- On your phone go to the gear shaped button in the top right corner
- Click on it
- Once there click on Link a Streaming Device
- Enter the code that pops up on your TV
- You can now stream Hoopla movies and TV shows on your account