

# Hoopla Help Guide

September, 2016



# Table of Contents

Welcome	2
What is Hoopla?	2
Hoopla Offerings to Patrons	2
Accessing Hoopla	3
Setting Up an Account with Hoopla	4
Logging Into Hoopla	7
The Hoopla Home Page	8
Browsing and Borrowing Movies	12
Browsing and Borrowing Music	14
Browsing and Borrowing Audiobooks	16
Browsing and Borrowing Television Episodes	18
Browsing and Borrowing EBooks	20
Browsing and Borrowing Comic Books	22
Streaming Borrowed Movies	24
Streaming Borrowed Music Albums	26
Streaming Borrowed Audiobooks	28
Streaming Borrowed Television Shows	30
Streaming Borrowed EBooks	32
Streaming Borrowed Comic Books	34
Adding Titles to Favorites	36
Accessing Your Favorites List	37
Hoopla Mobile App	38
Hoopla Mobile App – The Main Screen	41
Hoopla Mobile App – Browsing and Borrowing Titles	45
Hoopla Mobile App – Streaming Movies	47
Hoopla Mobile App – Streaming Music	49
Hoopla Mobile App – Streaming Audiobooks	51
Hoopla Mobile App – Streaming Television Episodes	53
Hoopla Mobile App – Streaming EBooks	55
Hoopla Mobile App – Streaming Comic Books	57
Good to Know	59

## **Welcome!**

Welcome to an Introduction to Hoopla! Scenic Regional Library (SRL) has purchased this new resource and the purpose for this guide is to provide you with the information you need to use it.

## **What is Hoopla?**

Hoopla is a digital streaming media service available through libraries. Its selection includes the following types of items.

- Movies
- Television Shows
- Music Albums
- Audiobooks
- EBooks
- Comic Books

## **Hoopla Offerings to Patrons**

Any SRL patrons who have library accounts in good standing can access Hoopla.

Patrons are allowed to borrow 10 items per month through Hoopla and can keep them for the following timeframes.

- Movies – 72 hours
- Television Shows – 72 hours
- Music Albums – 7 days
- Audiobooks – 21 days
- EBooks – 21 days
- Comic books – 21 days

Hoopla's lending day ends at 6:00 p.m. CT and this time is the cutoff for the lending day as well as the month.

Generally speaking, Hoopla is a streaming service. Items borrowed from Hoopla can be streamed on computers as well as a variety of mobile devices. In addition, there is an option to temporarily download items to certain mobile devices so that you can play content without an internet connection. Please note that streaming and downloading content on a 3G or 4G connection uses data.

## Accessing Hoopla

Follow the steps below to access Hoopla.

1. Go to [www.scenicregional.org](http://www.scenicregional.org)
2. Point your cursor at "Downloads" to reveal a drop down menu.
3. Click on "eBooks," "eAudiobooks," "eMusic," or "eMovies."



4. Click on the hoopla logo.

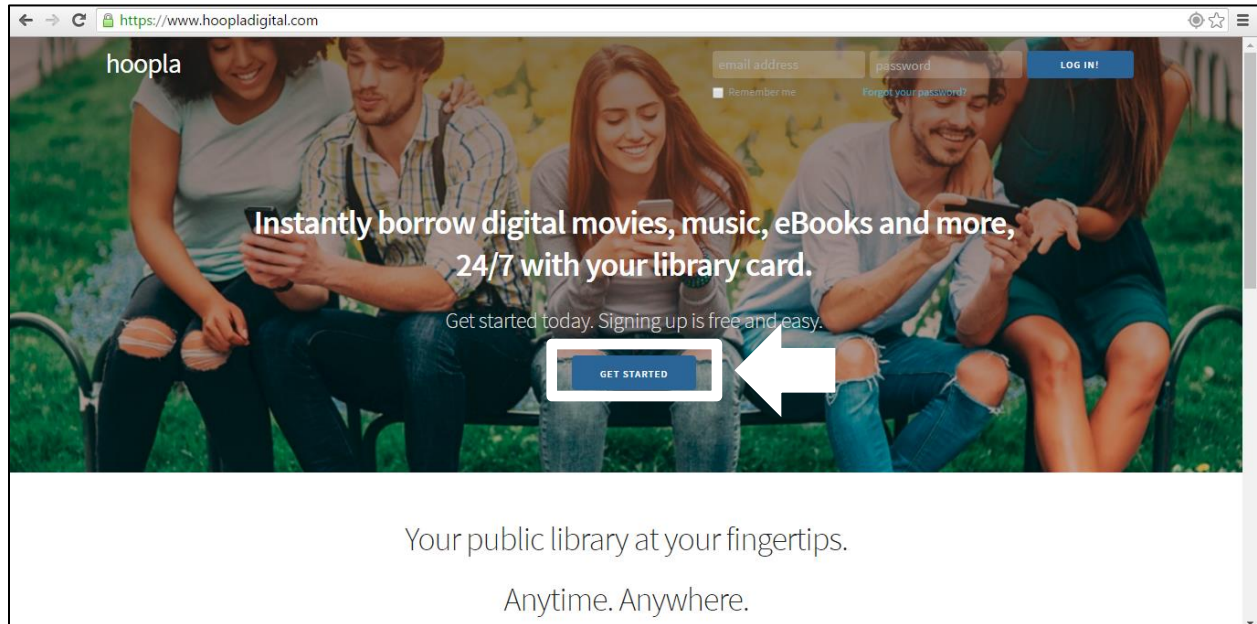


## Setting Up an Account With Hoopla

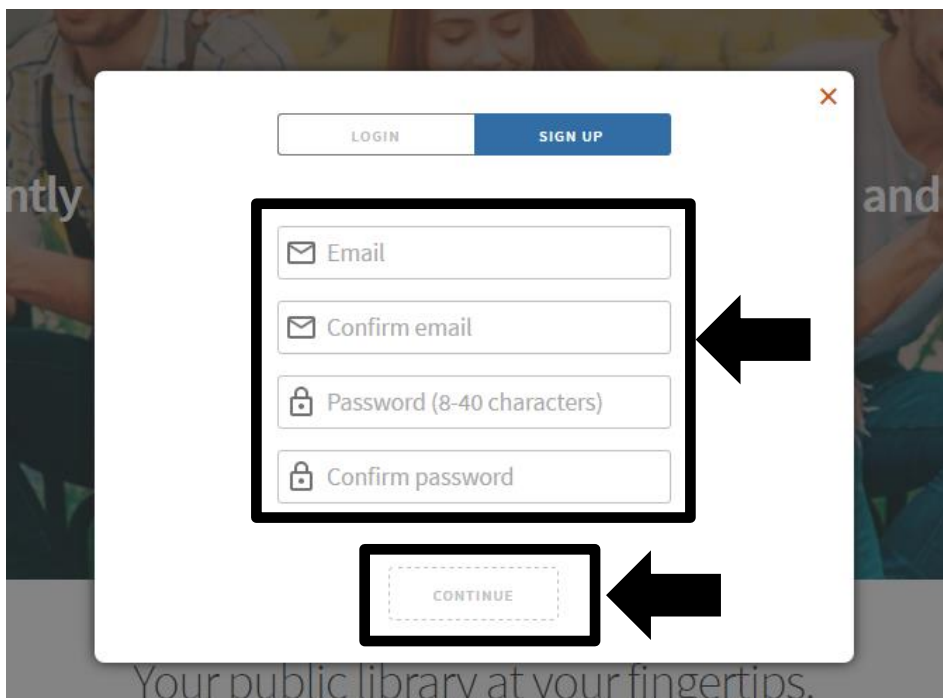
Once you access Hoopla's website, you will need to set up an account. For this process, you will need your library card number and your email address.

Follow the steps below to set up an account with Hoopla.

1. Click on "Get Started."



2. Complete the fields and click, "Continue."



## Setting Up an Account with Hoopla, continued

3. Select "Scenic Regional Library" and then click "Next."

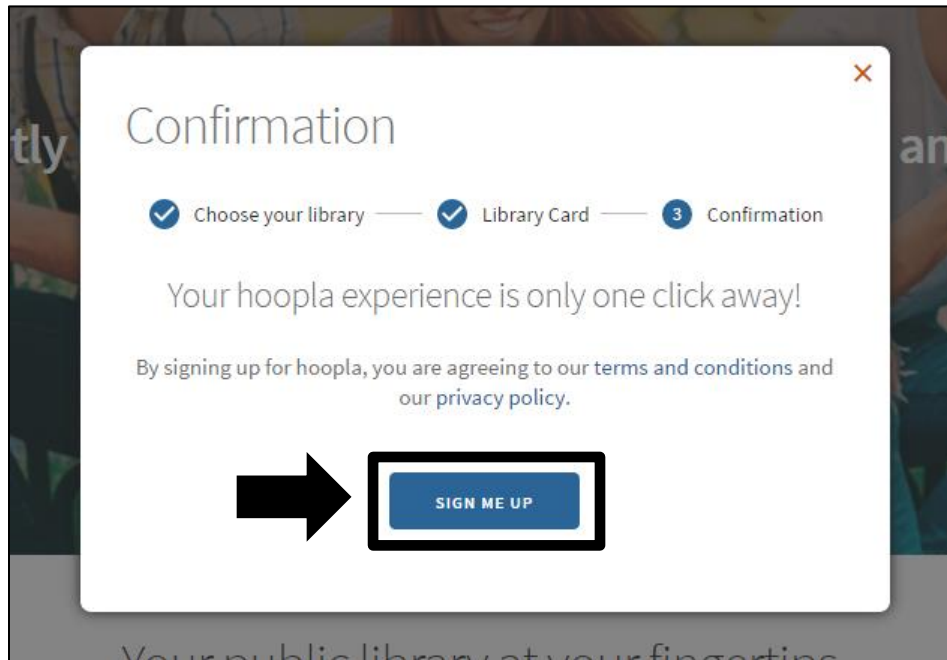
The screenshot shows a modal window titled "Choose your library" with a close button (X) in the top right corner. Below the title is a progress bar with three steps: "1 Choose your library" (active), "2 Library Card", and "3 Confirmation". Below the progress bar, it says "click a nearby library:" and "Enable location services in your browser to allow hoopla to find nearby libraries." A large black arrow points down to a dropdown menu that has "Scenic Regional Library" selected. Below the dropdown, it says "The list includes over 1,200 libraries in the US and Canada that offer the hoopla service. If your library isn't in the list, please contact them directly and ask them to offer hoopla to their patrons!". At the bottom, a large black arrow points right to a blue button labeled "NEXT".

4. Enter your library card number and click "Next."

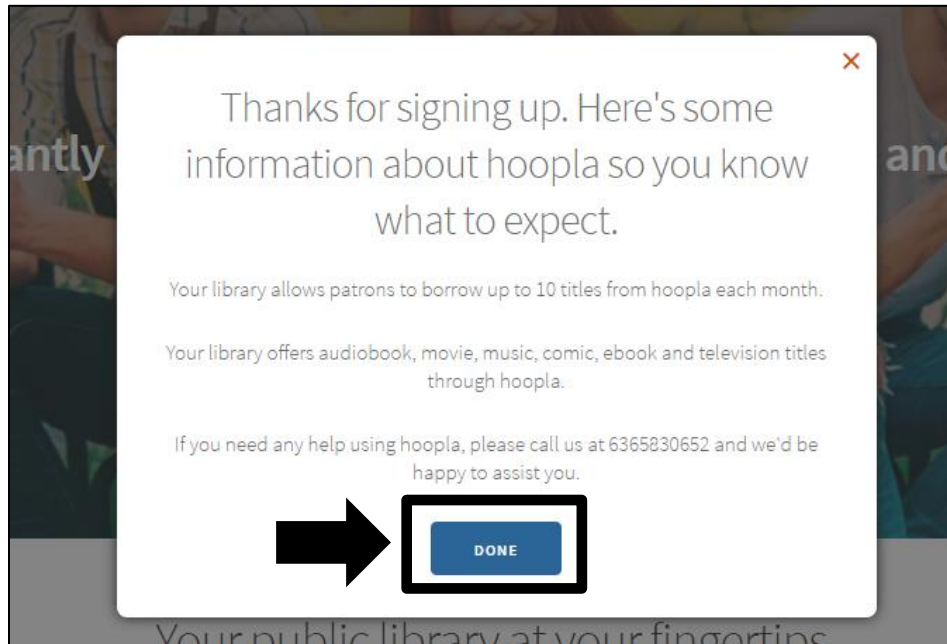
The screenshot shows a modal window titled "Library Card" with a close button (X) in the top right corner. Below the title is a progress bar with three steps: "1 Choose your library" (completed with a checkmark), "2 Library Card" (active), and "3 Confirmation". Below the progress bar, there is a text input field with a library card icon and the placeholder text "Library card". A large black arrow points right to the input field. Below the input field, it says "Library card required" in red text. At the bottom left is a "PREVIOUS" button, and at the bottom right is a "NEXT" button. A large black arrow points right to the "NEXT" button.

## Setting up an Account with Hoopla, continued

5. Click "Sign Me Up."



6. Click "Done."



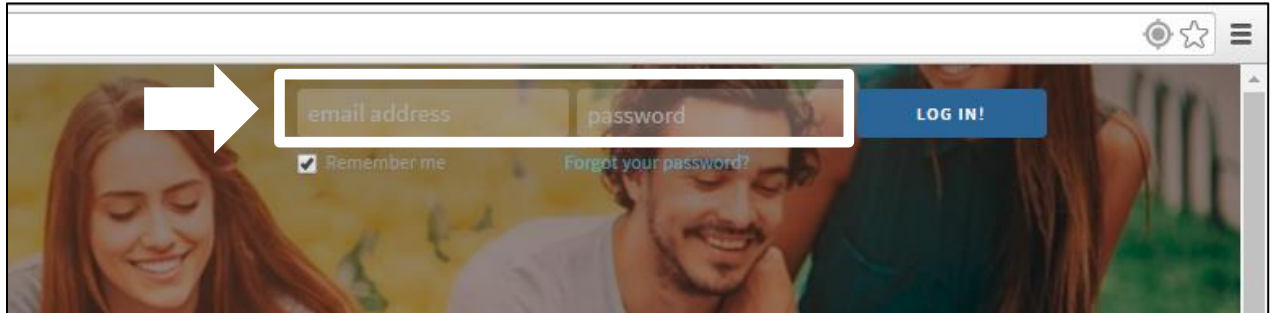


## Logging Into Hoopla

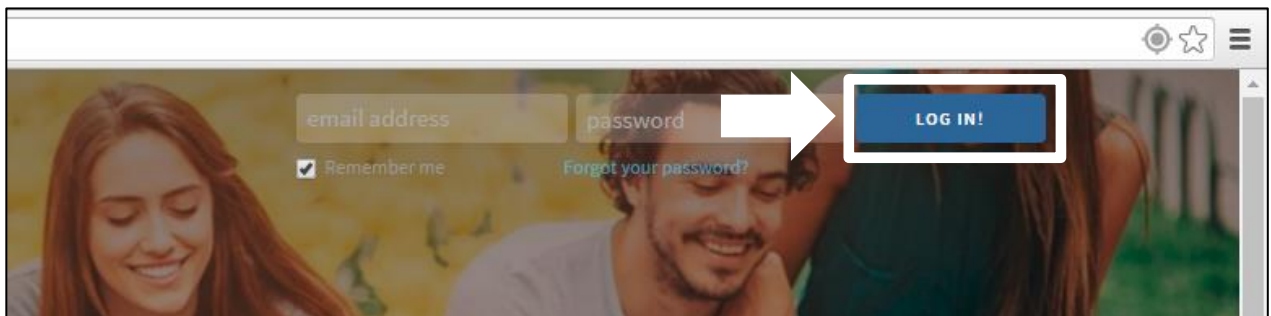
Once you have created an account with Hoopla, you will need to log in each time you access the site to browse the titles.

Follow the steps below to log into Hoopla.

1. Enter your email address and password in the upper right corner.



2. Click "Log In."

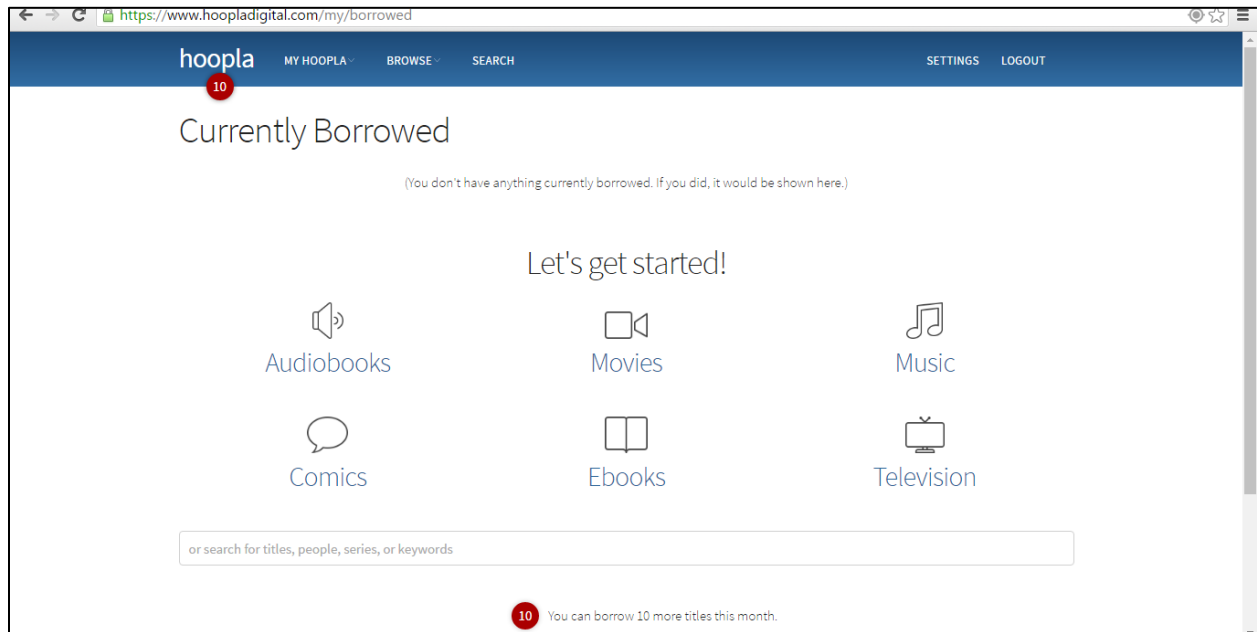




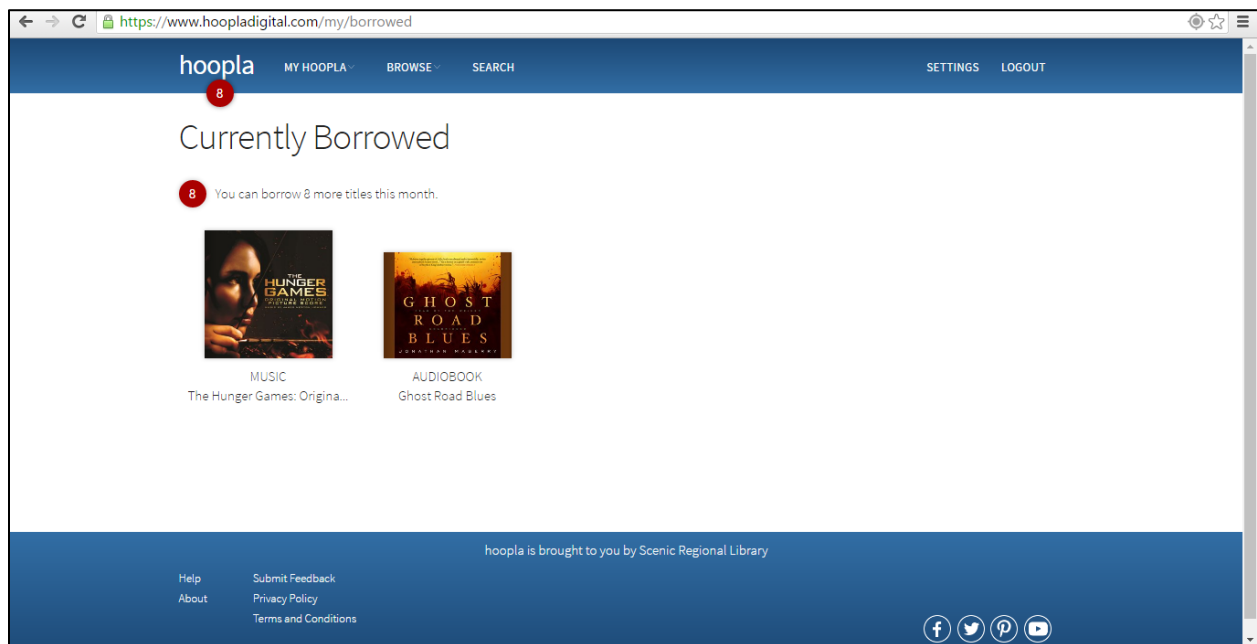
## The Hoopla Home Page

Most of the functions you will use in Hoopla can be accessed from the main page. The main page may look different depending on whether or not you have borrowed titles.

If you have nothing borrowed, your home page will look like the image below.

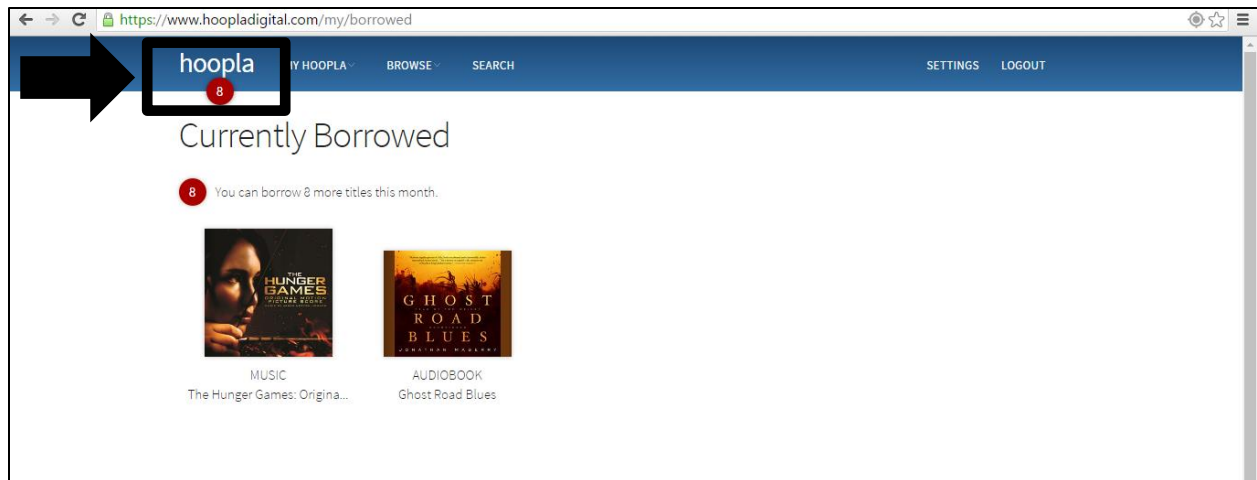


If you have titles borrowed, your home page will look like the image below.

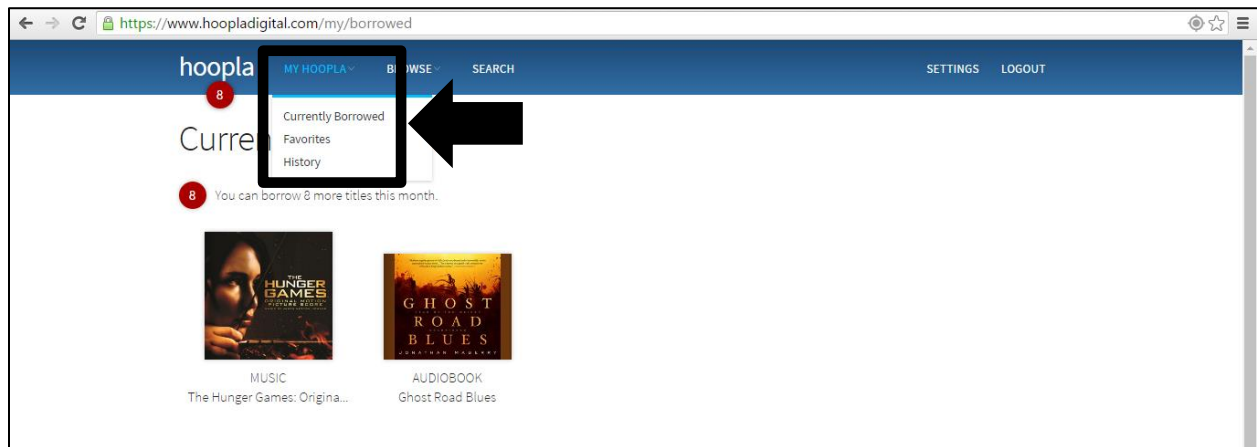


## The Hoopla Home Page, continued

Hoopla Logo – Clicking on this will take you to Hoopla’s homepage. The homepage is also the page you first see when you log in to Hoopla. The red circle underneath the logo tells you how many titles you have left to borrow for the month.

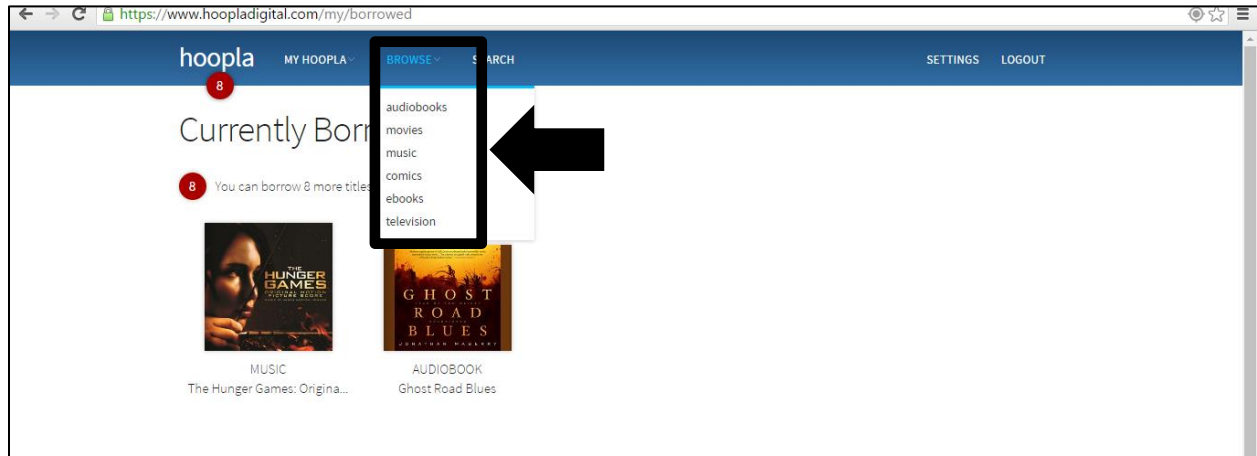


My Hoopla – Pointing your mouse at this reveals a drop down menu to access your currently borrowed titles, your favorites list, and your borrowing history.



## The Hoopla Home Page, continued

**Browse** – Pointing your mouse at this will reveal a drop down menu with all of the title choices.

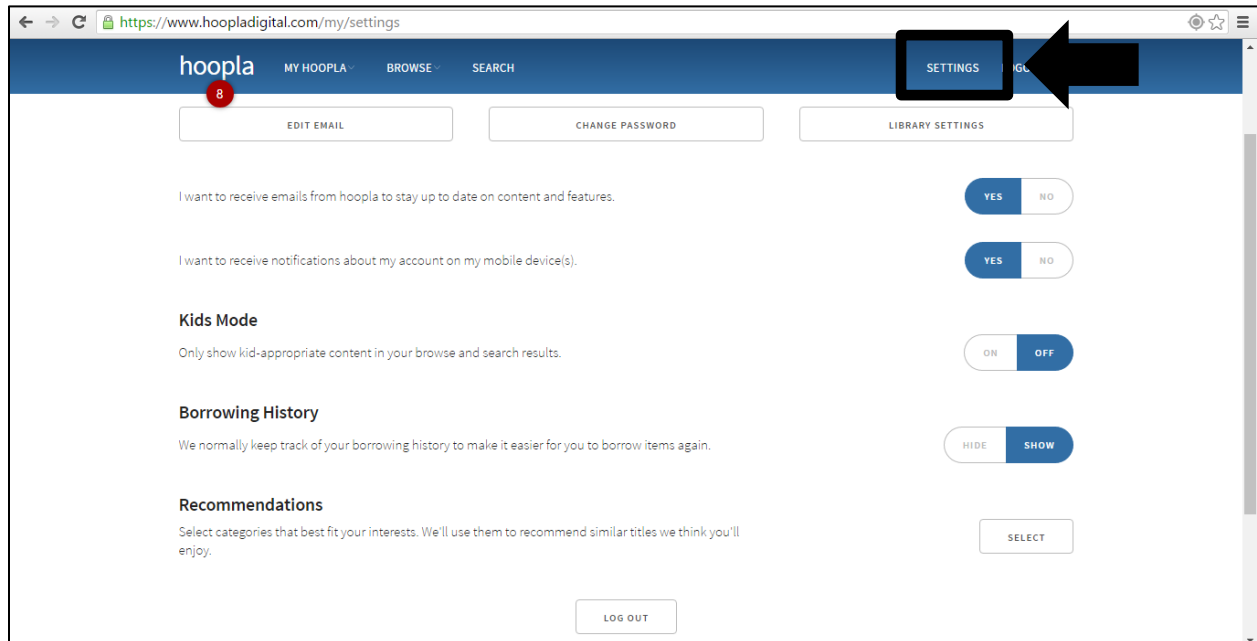


**Search** – Clicking on this will reveal a search field. You can type in authors, titles, or even key words.

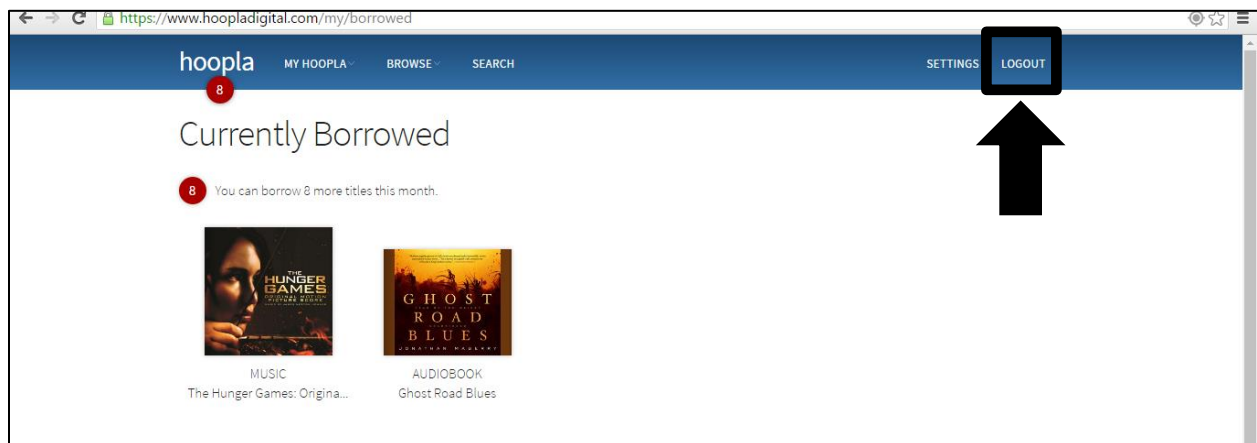


## The Hoopla Home Page, continued

Settings – Clicking on settings will take you to a page where you can change the settings of your account.



Log Out – Clicking here logs you out of your Hoopla account.

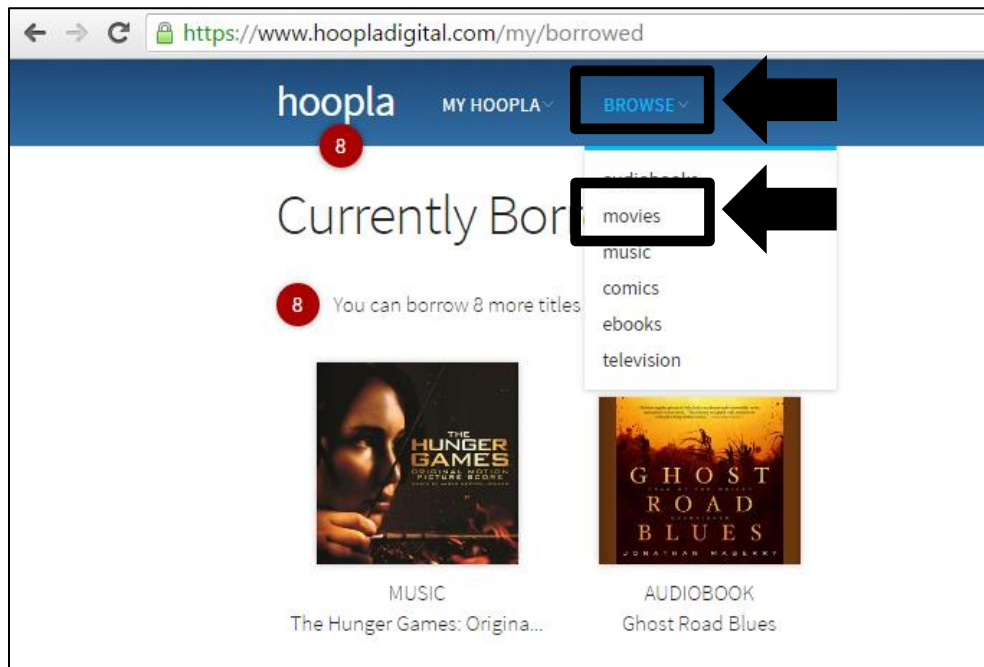


## Browsing and Borrowing Movies

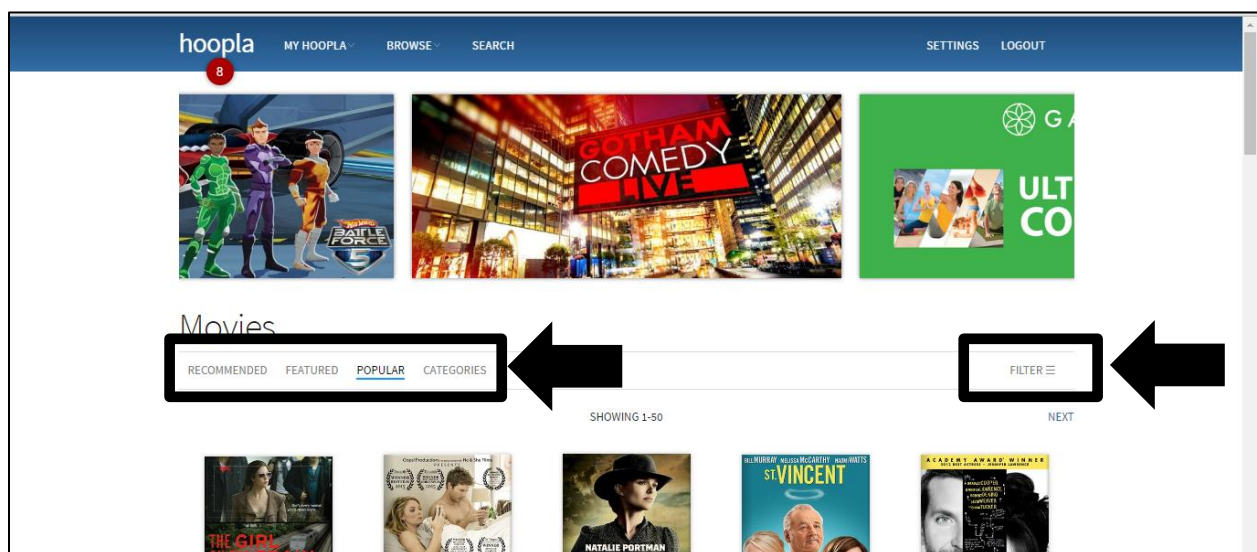
Hoopla has thousands of movies that patrons can borrow. Most movies can be borrowed for 72 hours (3 days), but a few select titles can only be borrowed for 48 hours (2 days).

Follow the steps below to browse and borrow a movie.

1. Point your mouse at “Browse.”
2. Click on “Movies.”

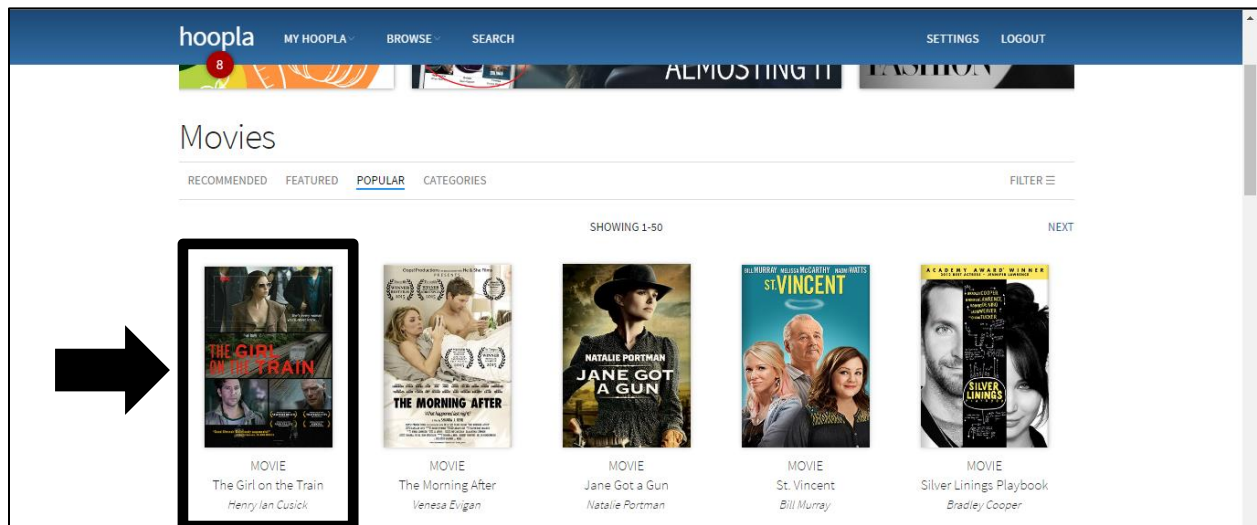


3. Click on “Recommended,” “Featured,” “Popular,” or “Categories” to see those lists.
4. You can also click on “Filter” to select a variety of filters to apply.

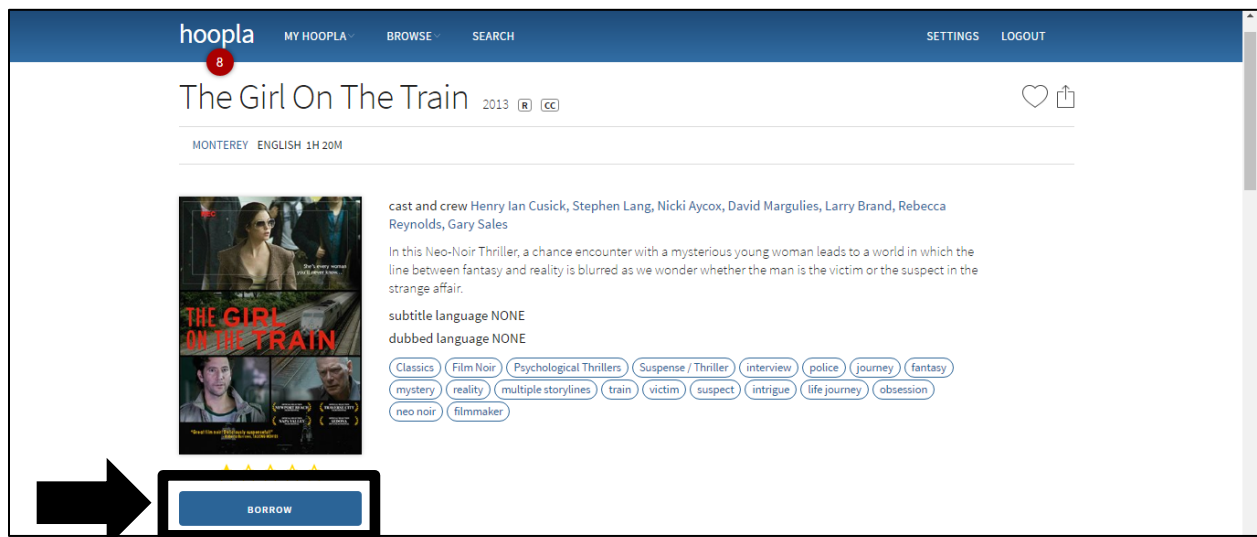


## Browsing and Borrowing Movies, continued

5. Click on any title cover to see additional information.



6. Click on “Borrow” to add the title to your Currently Borrowed list.

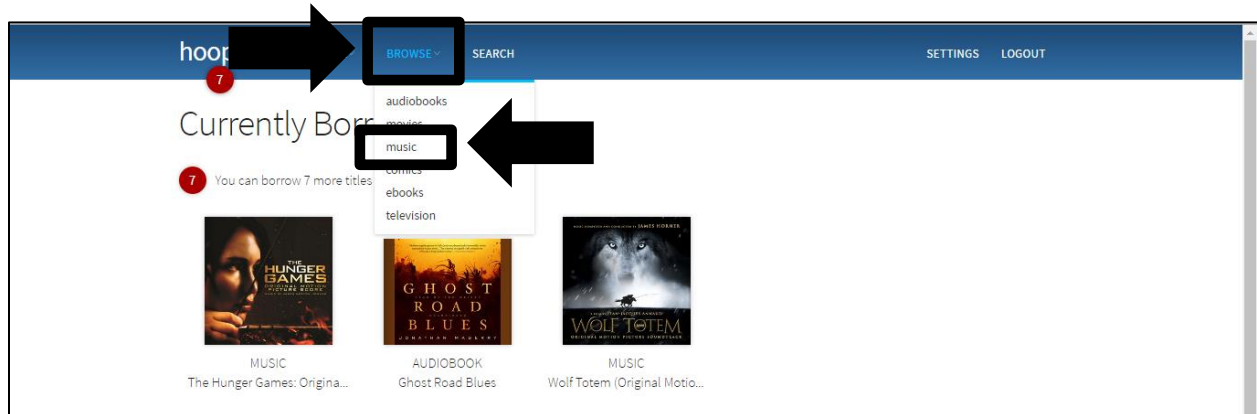


## Browsing and Borrowing Music

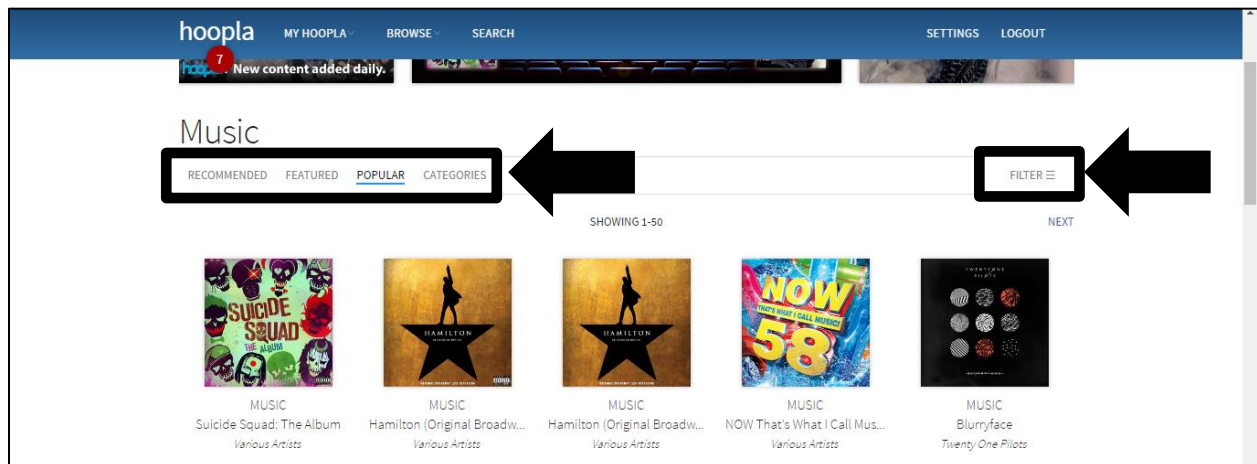
Music albums can be borrowed for 7 days.

Follow the steps below to browse and borrow an album.

1. Point your mouse at “Browse.”
2. Click on “Music.”



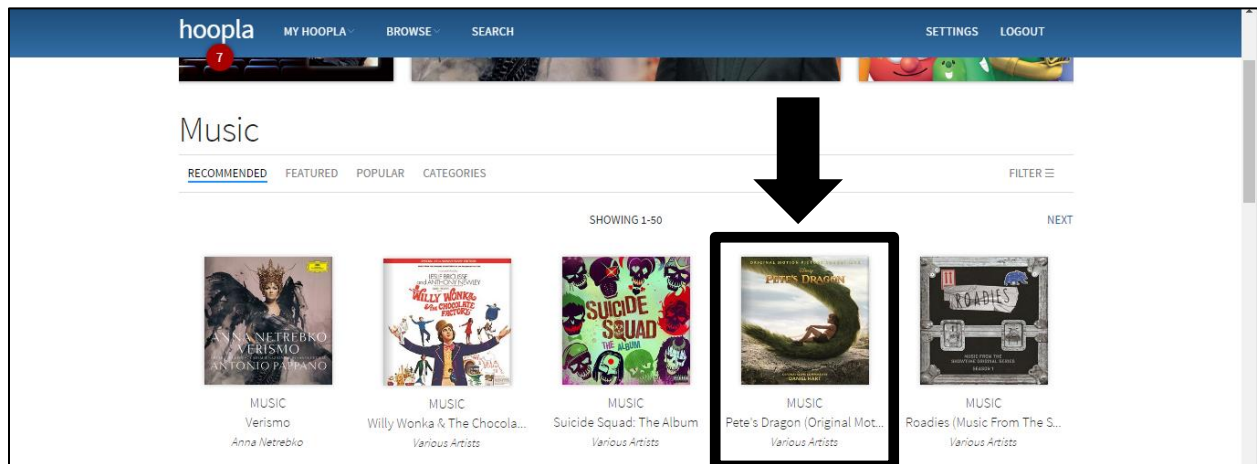
3. Click on “Recommended,” “Featured,” “Popular,” or “Categories” to see those lists.
4. You can also click on “Filter” to select a variety of filters to apply.



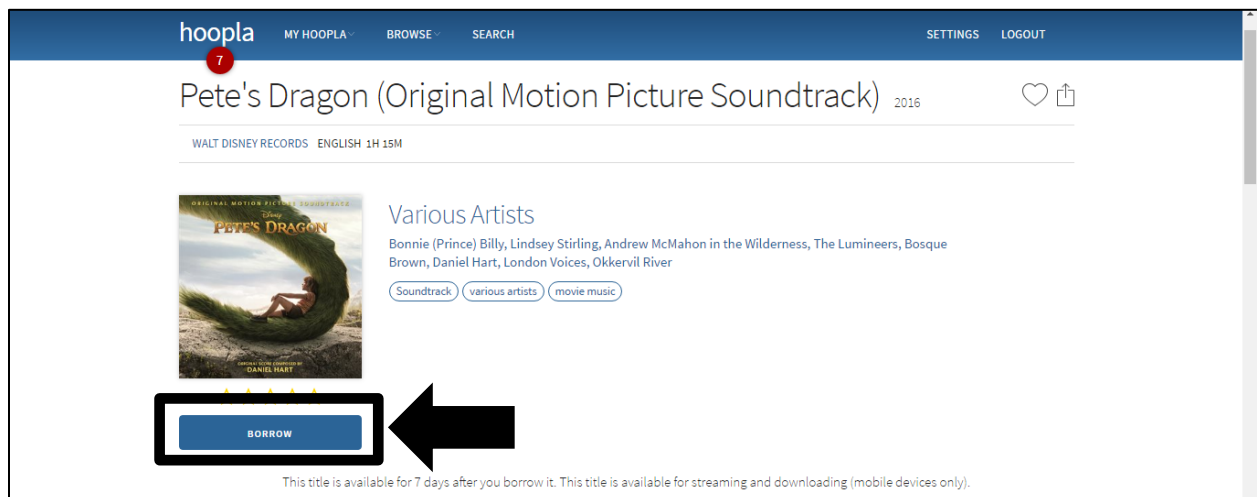


## Browsing and Borrowing Music, continued

- Click on an album cover to see additional information.



- Click on "Borrow" to add the album to your Currently Borrowed list.

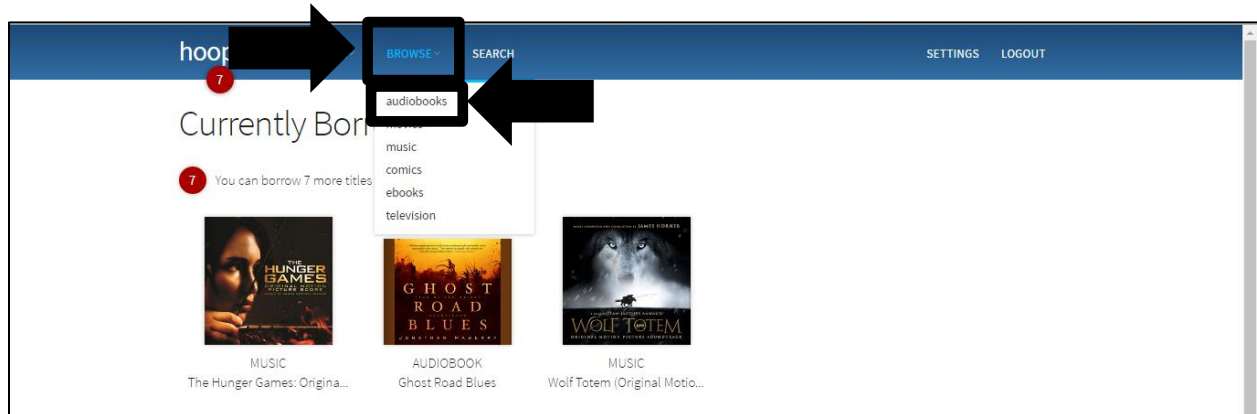


## Browsing and Borrowing Audiobooks

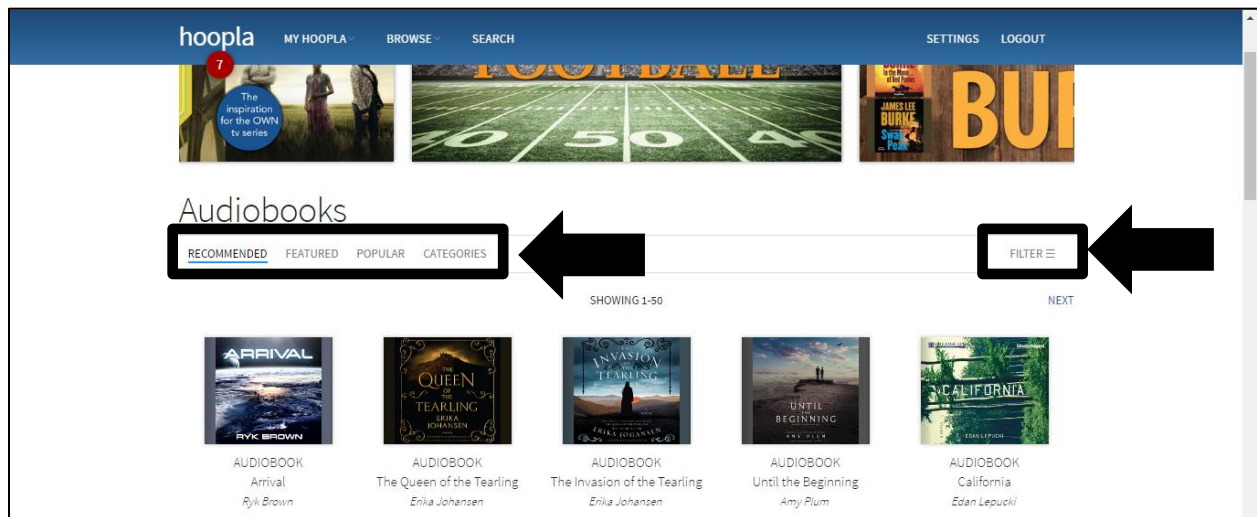
Audiobooks can be borrowed for 21 days.

Follow the steps below to browse and borrow an audiobook.

1. Point your mouse at “Browse.”
2. Click on “Audiobooks.”

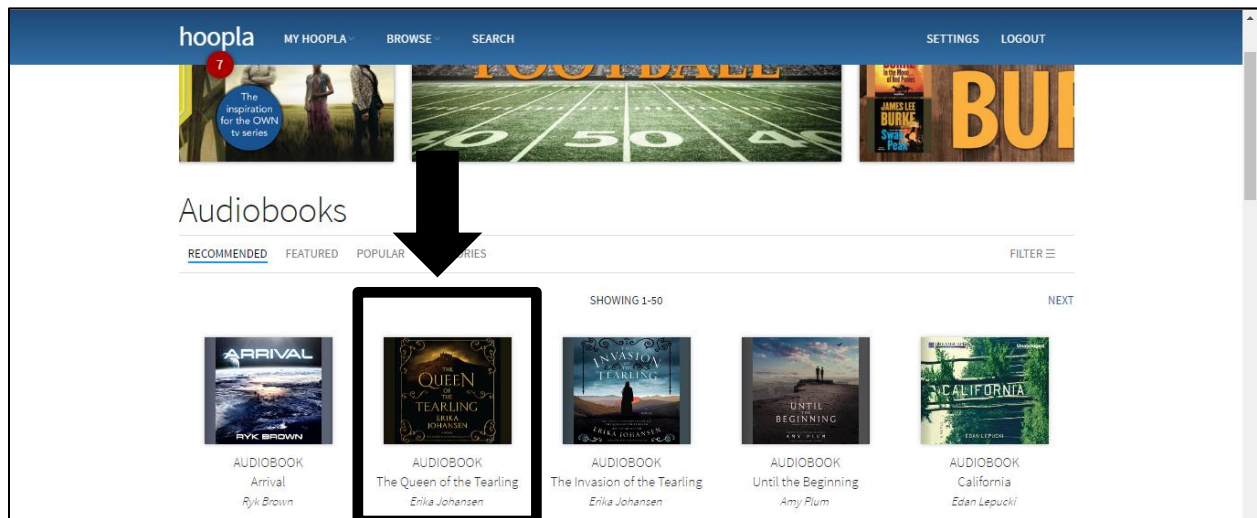


3. Click on “Recommended,” “Featured,” “Popular,” or “Categories” to see those lists.
4. You can also click on “Filter” to select a variety of filters to apply.

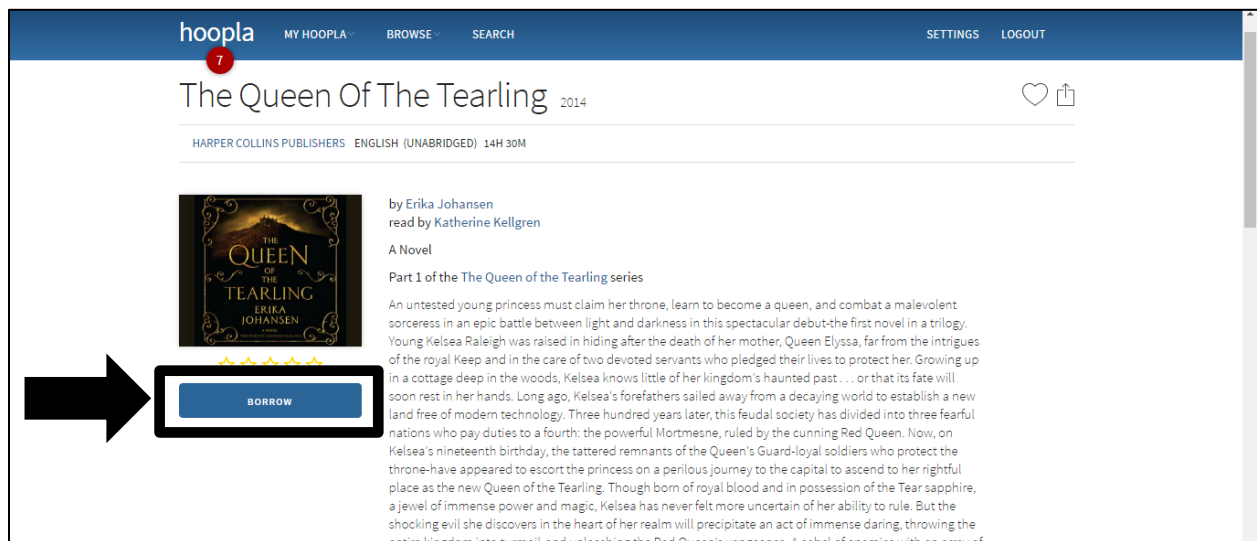


## Browsing and Borrowing Audiobooks, continued

- Click on a book cover to see additional information.



- Click on “Borrow” to add the audiobook to your Currently Borrowed list.

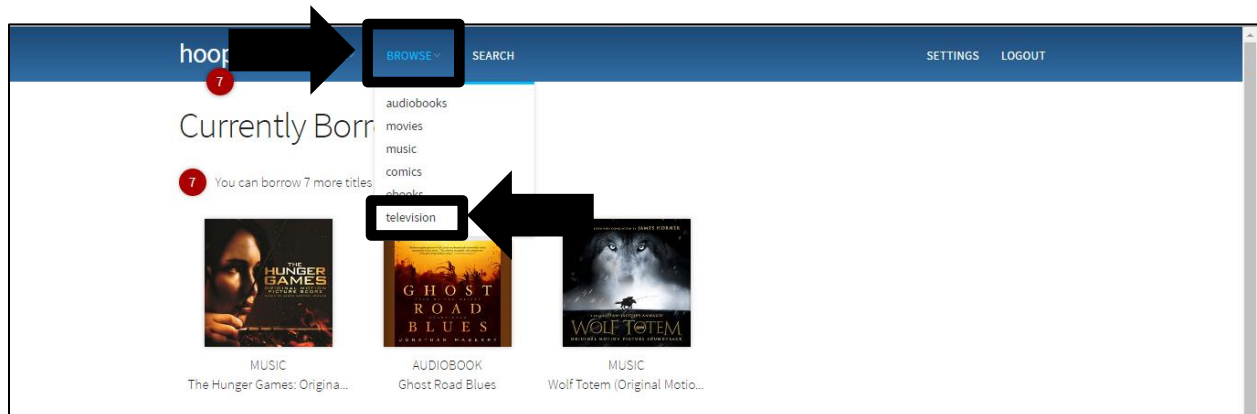


## Browsing and Borrowing Television Episodes

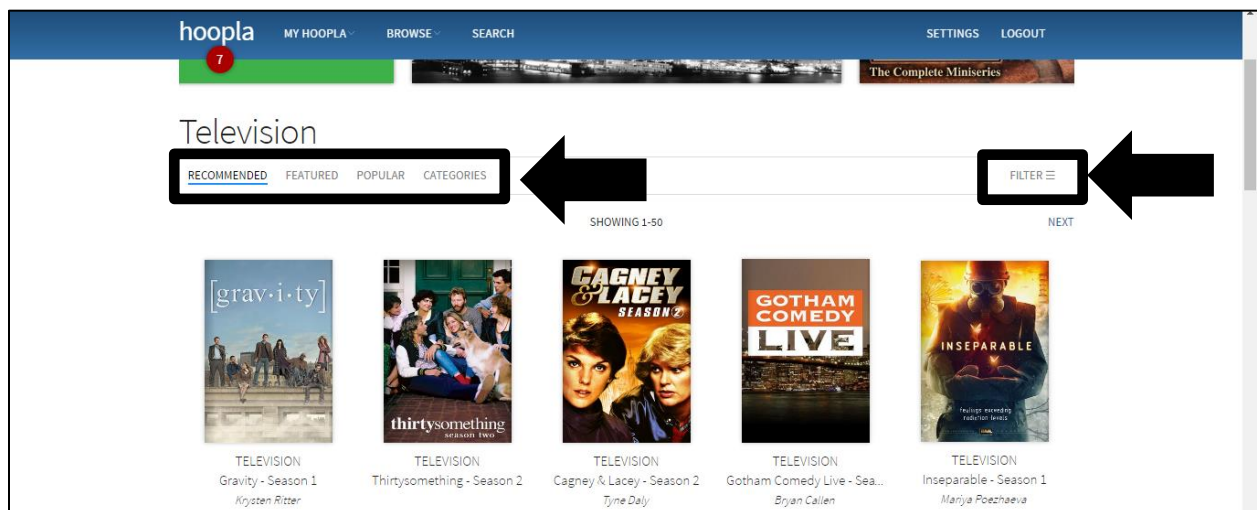
Television episodes can be borrowed for 72 hours (3 days).

Follow the steps below to browse and borrow a television episode.

1. Point your mouse at “Browse.”
2. Click on “Television.”

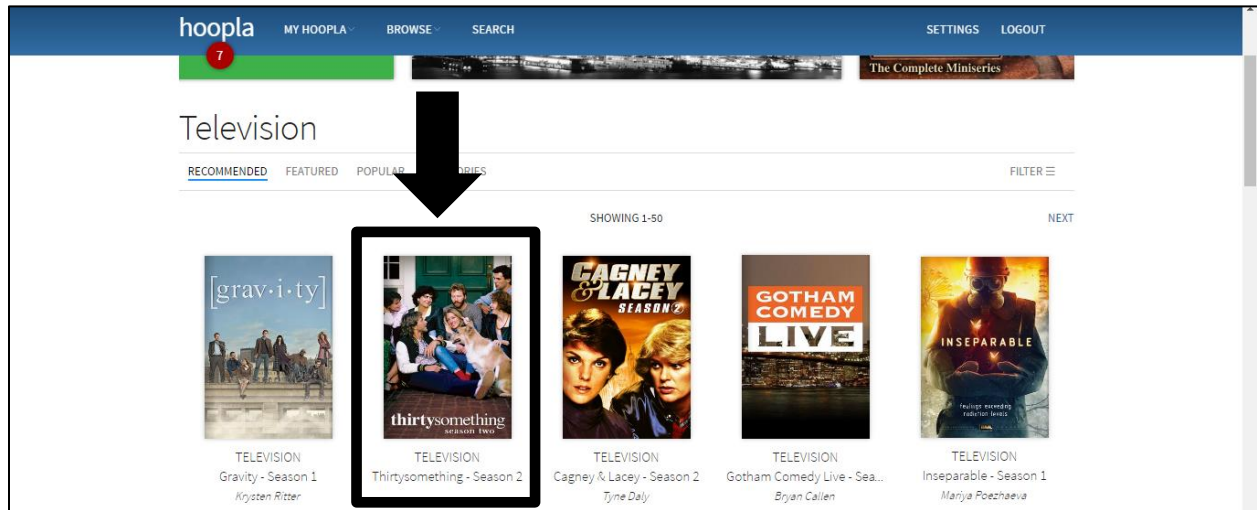


3. Click on “Recommended,” “Featured,” “Popular,” or “Categories” to see those lists.
4. You can also click on “Filter” to select a variety of filters to apply.

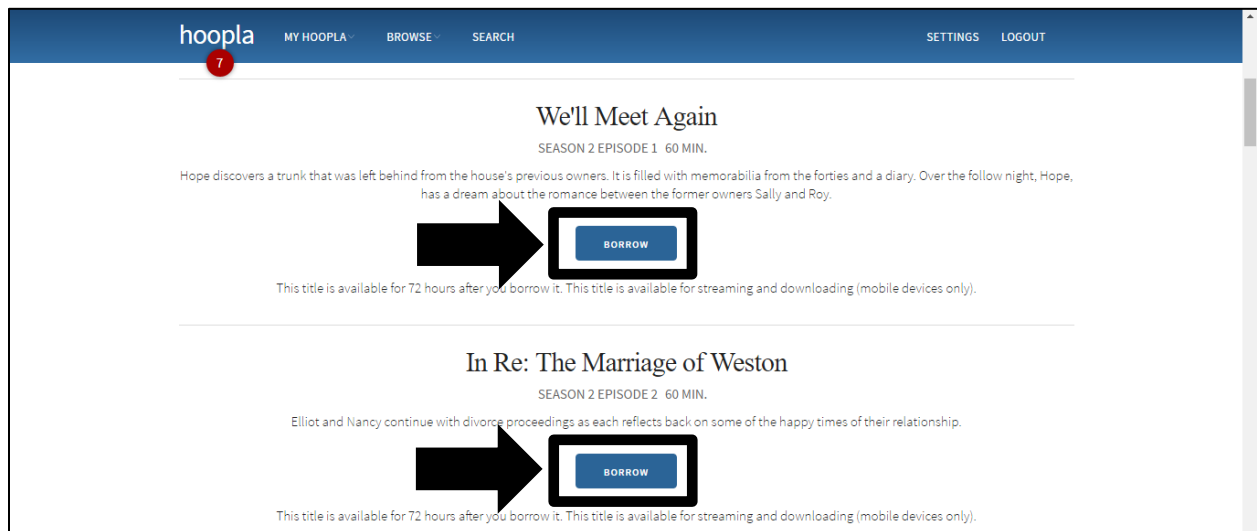


## Browsing and Borrowing Television Episodes, continued

5. Click on a television series to see additional information.



6. Click on “Borrow” to add an episode to your Currently Borrowed list.

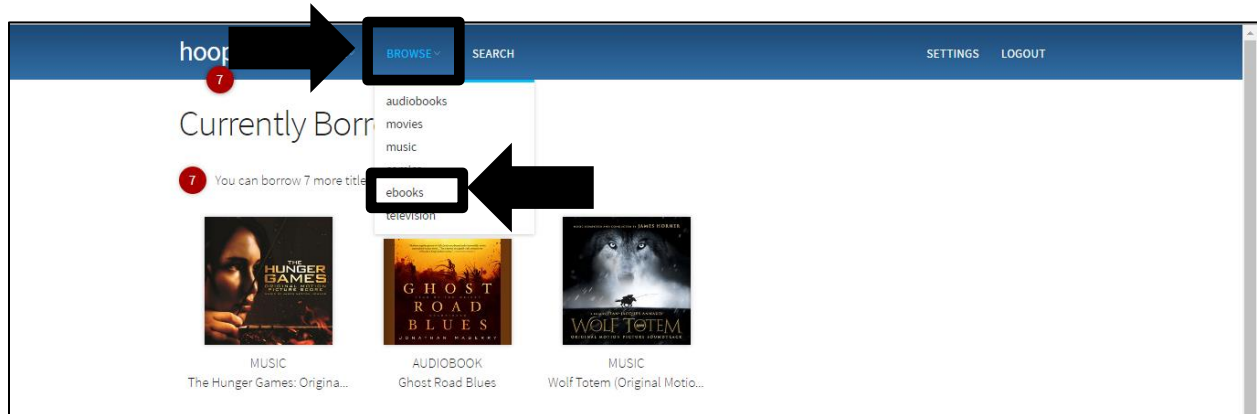


## Browsing and Borrowing EBooks

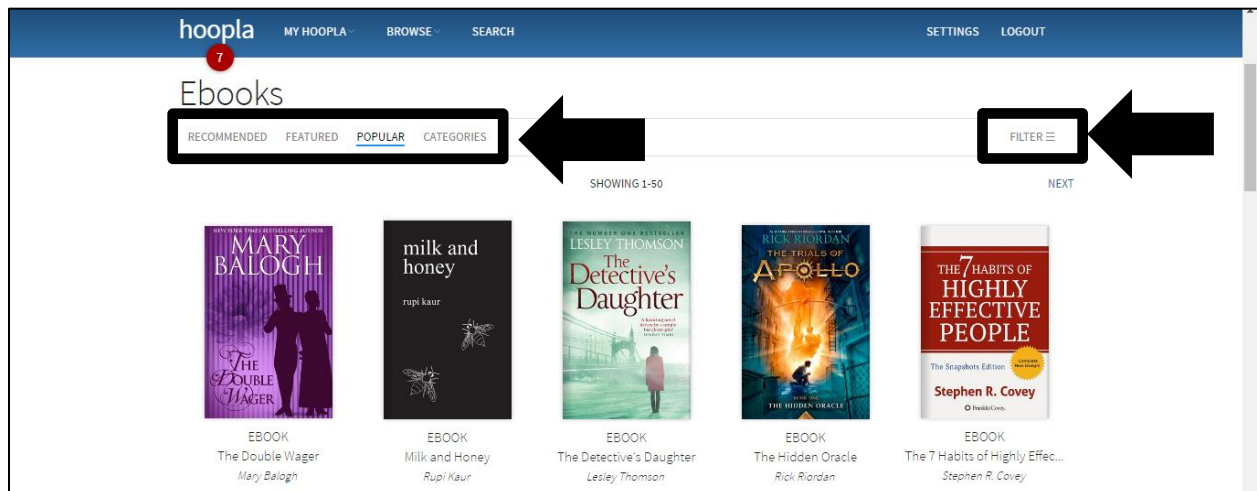
EBooks can be borrowed for 21 days.

Follow the steps below to browse and borrow eBooks.

1. Point your mouse at “Browse.”
2. Click on “eBooks.”



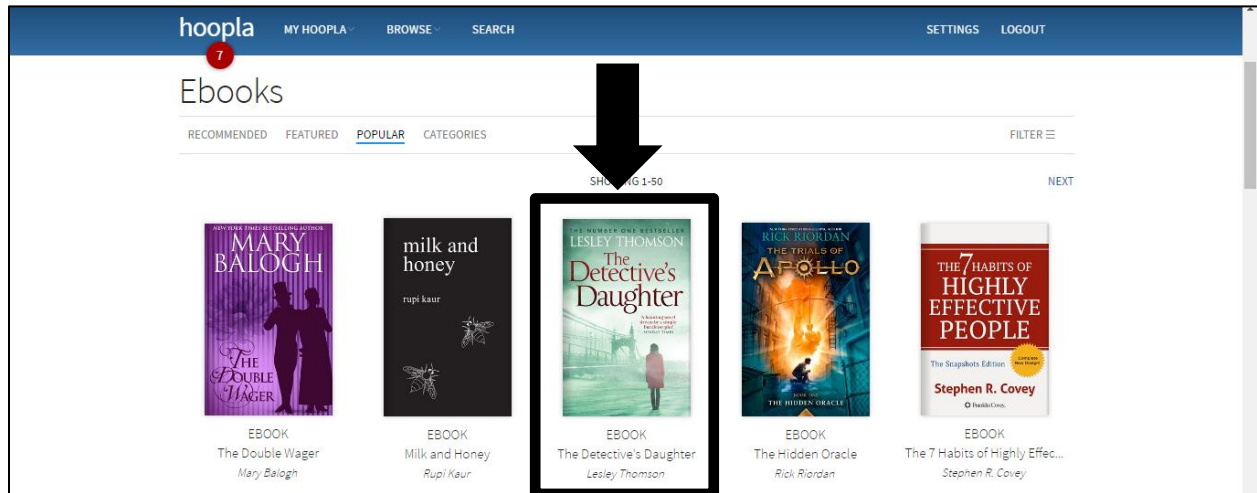
3. Click on “Recommended,” “Featured,” “Popular,” or “Categories” to see those lists.
4. You can also click on “Filter” to select a variety of filters to apply.



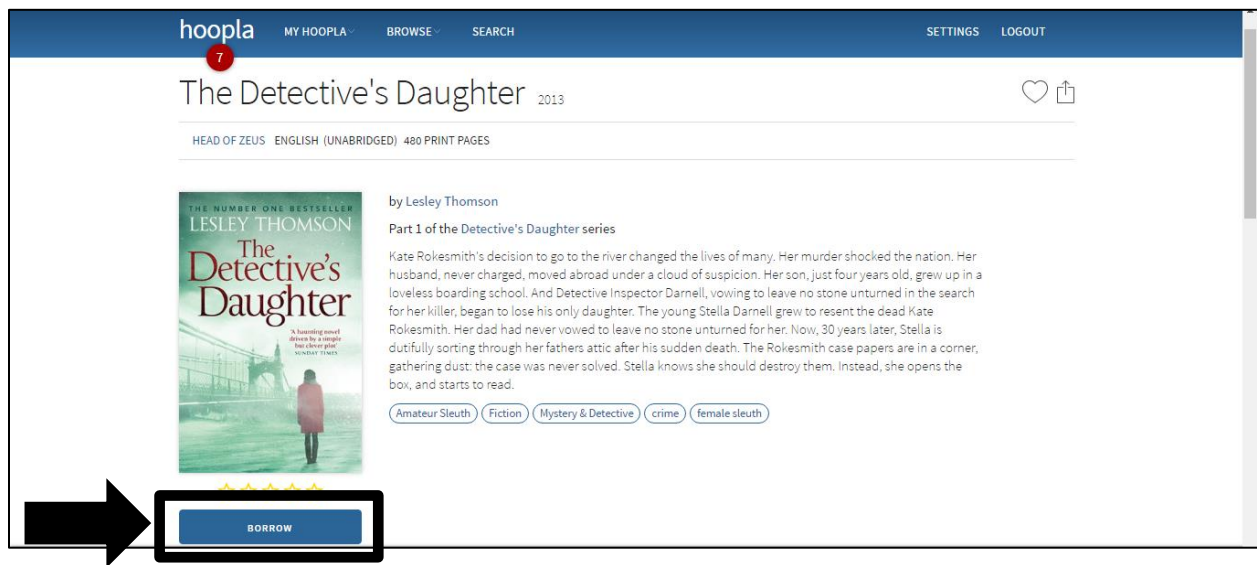


## Browsing and Borrowing EBooks, continued

- Click on a book cover to see additional information.



- Click on "Borrow" to add the eBook to your Currently Borrowed list.



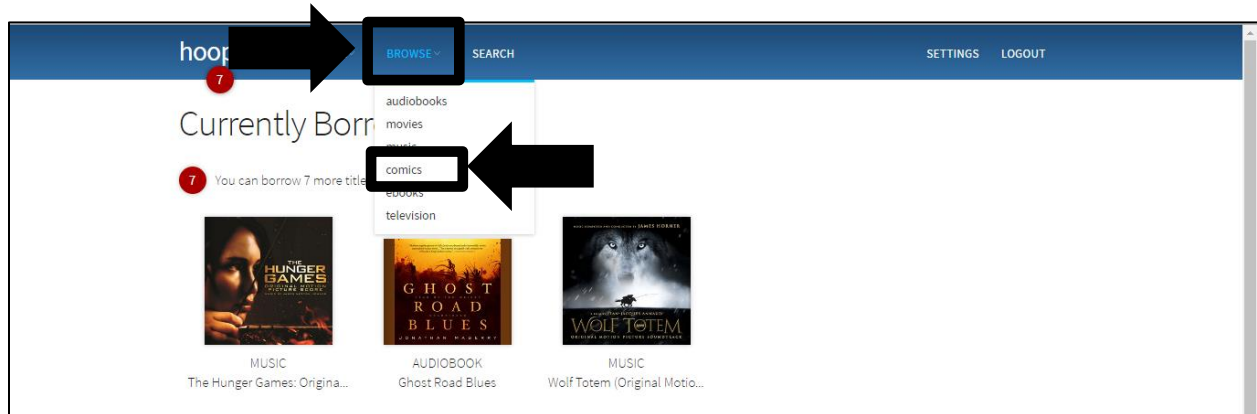


## Browsing and Borrowing Comic Books

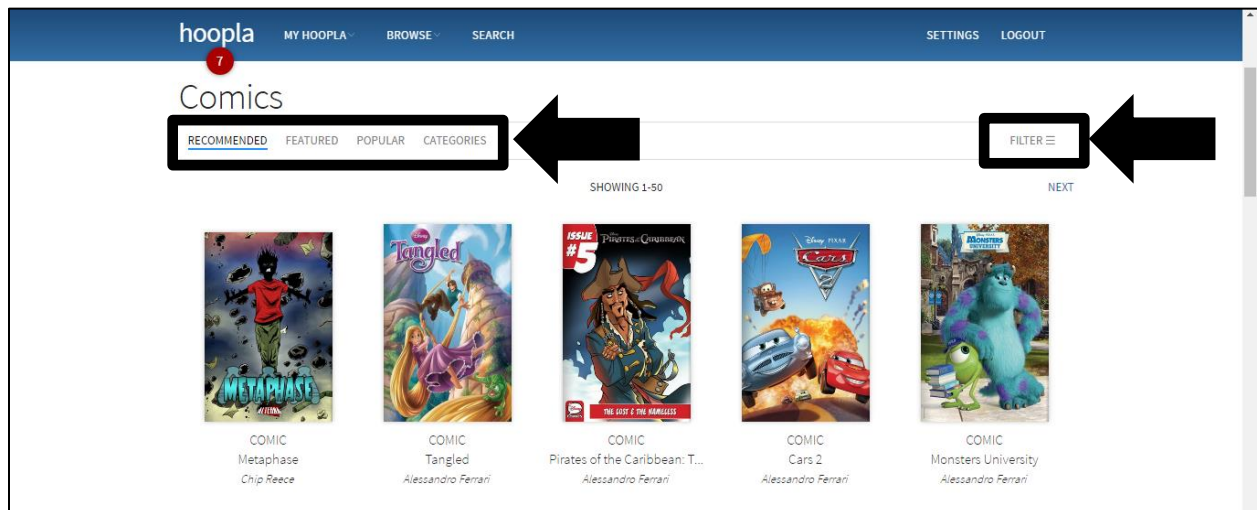
Comic books can be borrowed for 21 days.

Follow the steps below to browse and borrow a comic book.

1. Point your mouse at “Browse.”
2. Click on “Comics.”

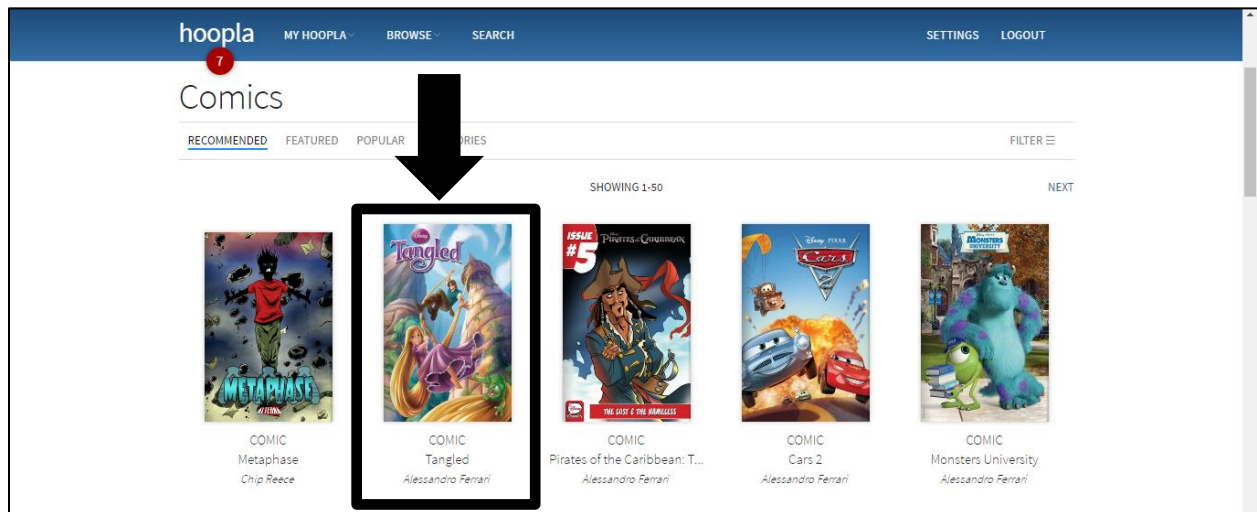


3. Click on “Recommended,” “Featured,” “Popular,” or “Categories” to see those lists.
4. You can also click on “Filter” to select a variety of filters to apply.

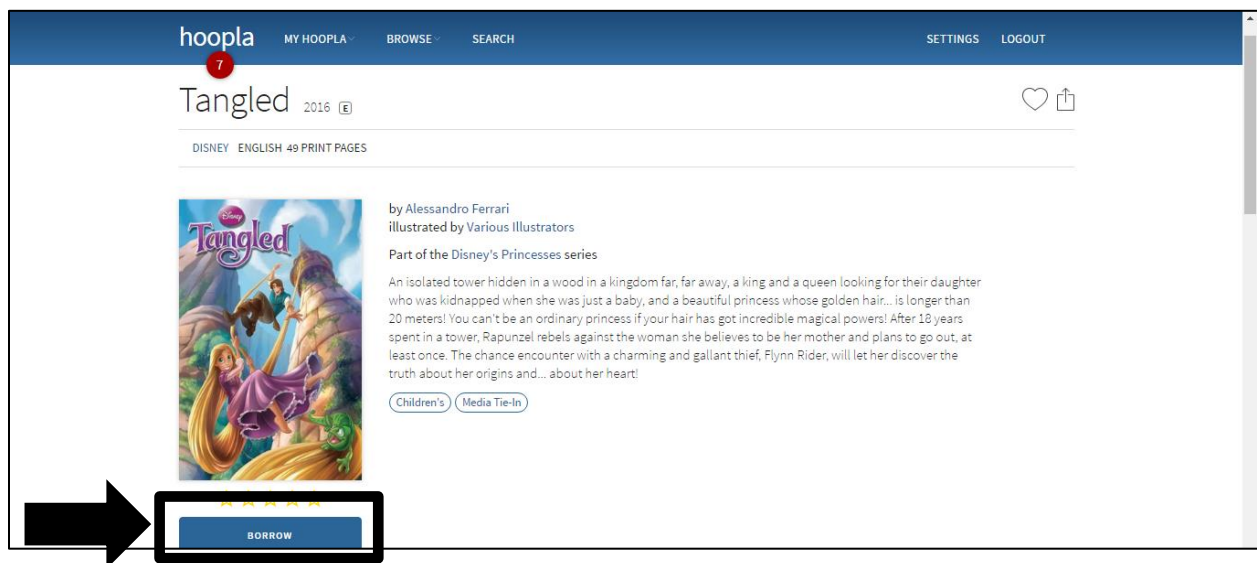


## Browsing and Borrowing Comic Books, continued

5. Click on a book cover to see additional information.



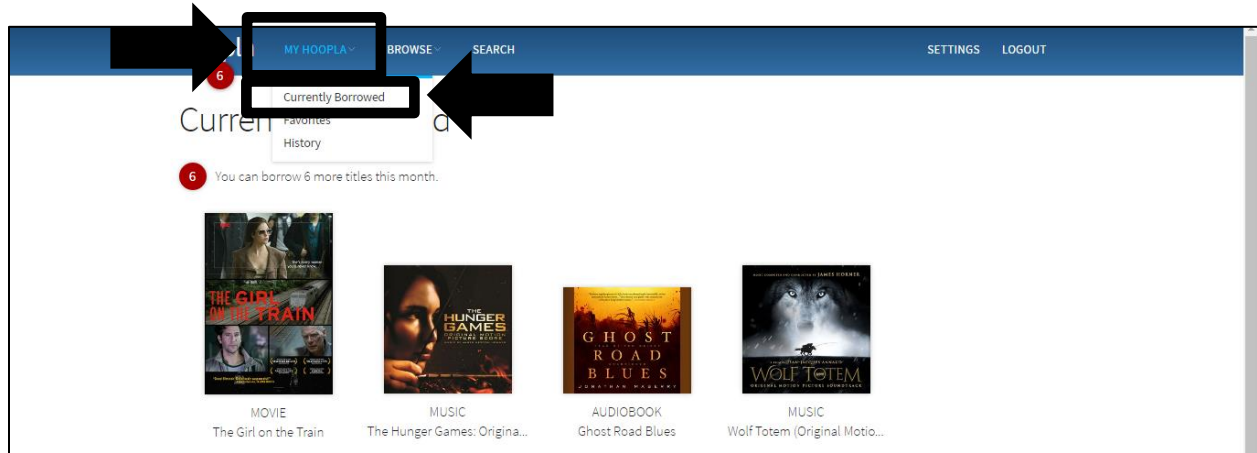
6. Click on “Borrow” to add the comic book to your Currently Borrowed list.



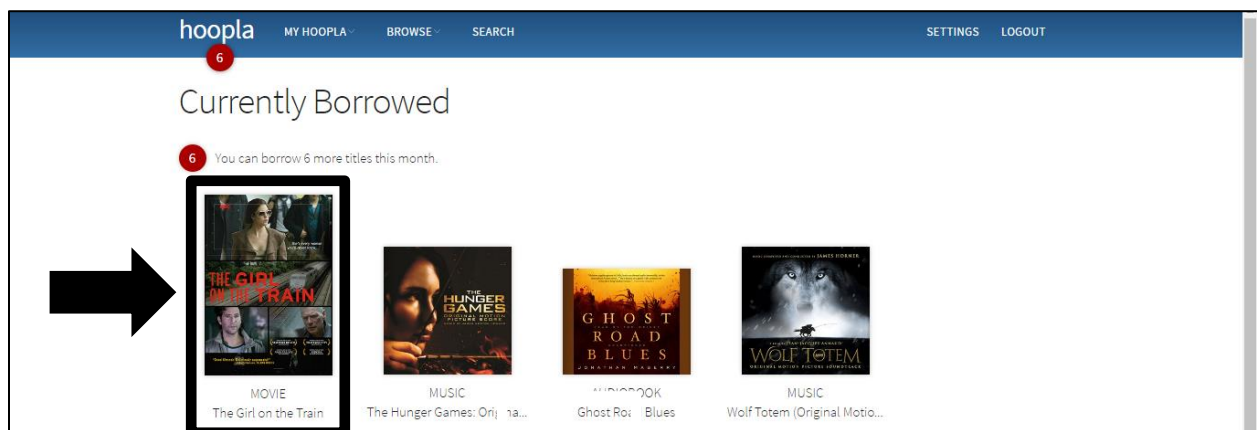
## Streaming Borrowed Movies

Follow the steps below to stream one of your borrowed movies.

1. Point your cursor at "My Hoopla."
2. Click on "Currently Borrowed."

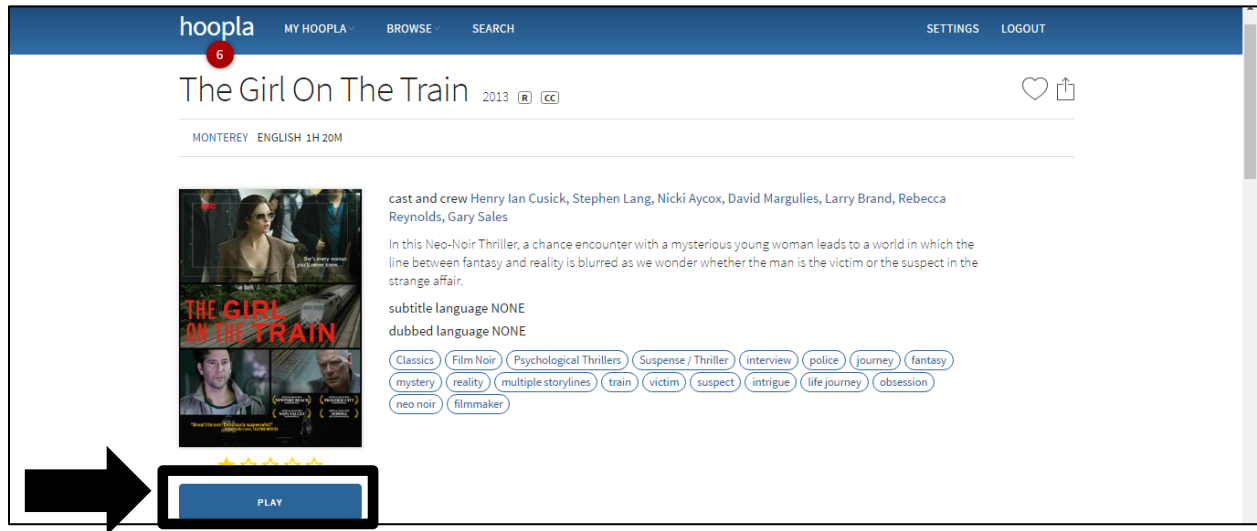


3. Click on the movie you want to watch.



## Streaming Borrowed Movies, continued

4. Click “Play.”



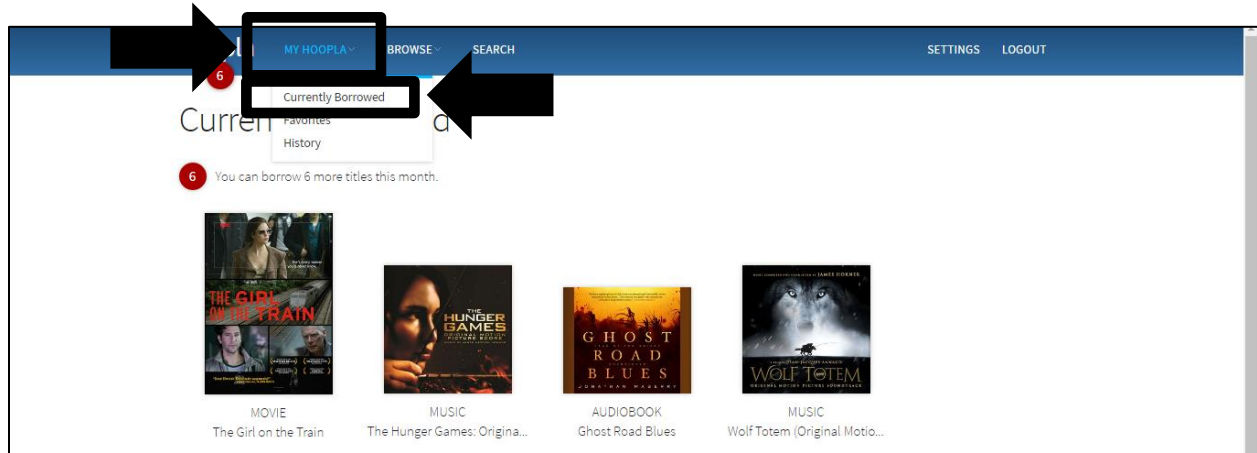
Once the movie begins streaming, you can manipulate it with the functions at the bottom of the screen. You can play / pause the movie, manipulate the point playing by using the scrub bar, turn closed captioning on / off (if available), increase / decrease the volume, and increase the viewing window to full screen.



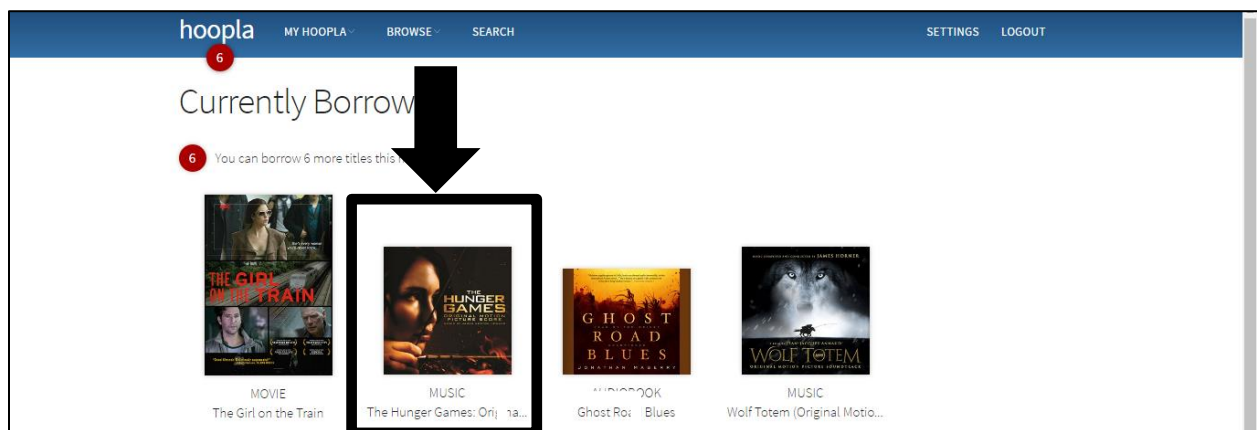
## Streaming Borrowed Music Albums

Follow the steps below to stream a borrowed music album.

1. Point your cursor at "My Hoopla."
2. Click on "Currently Borrowed."

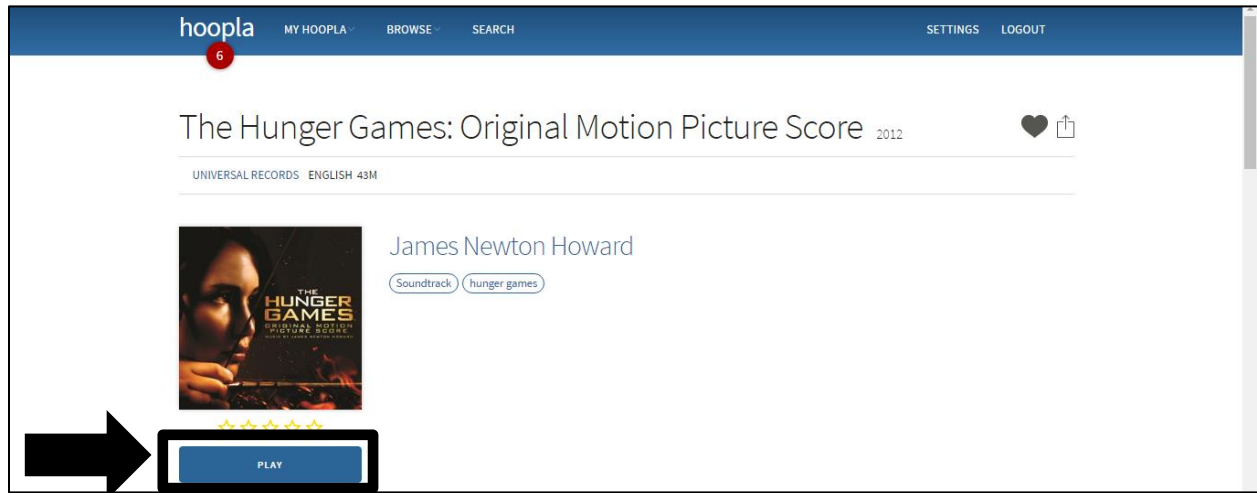


3. Click on the album you want to listen to.

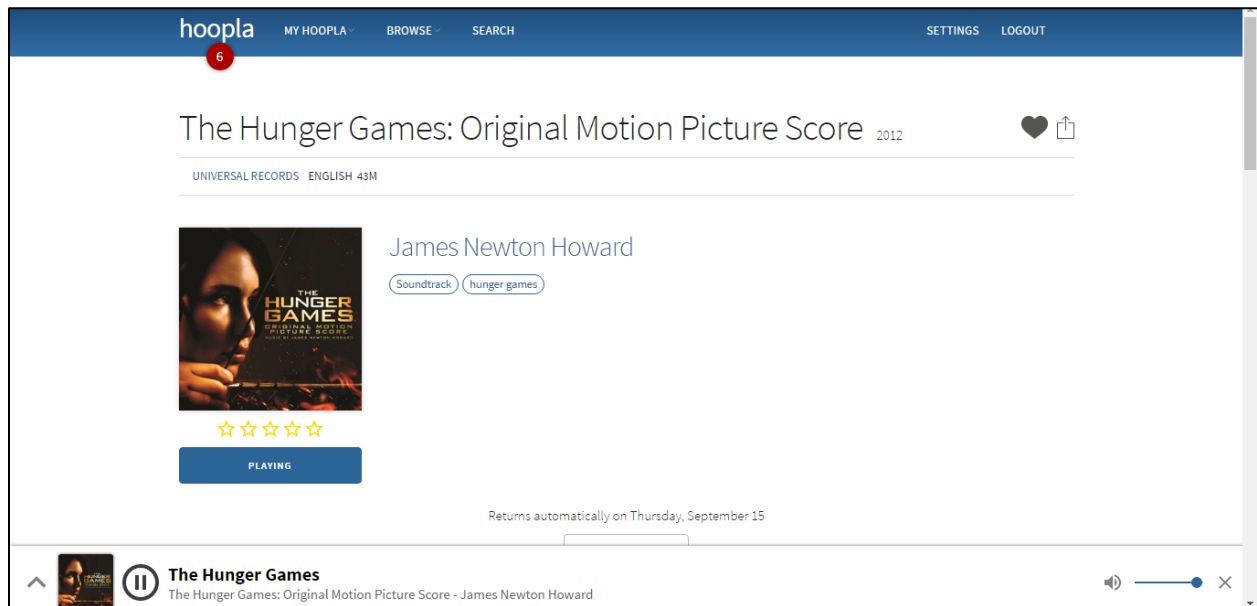


## Streaming Borrowed Music Albums, continued

4. Click “Play.”



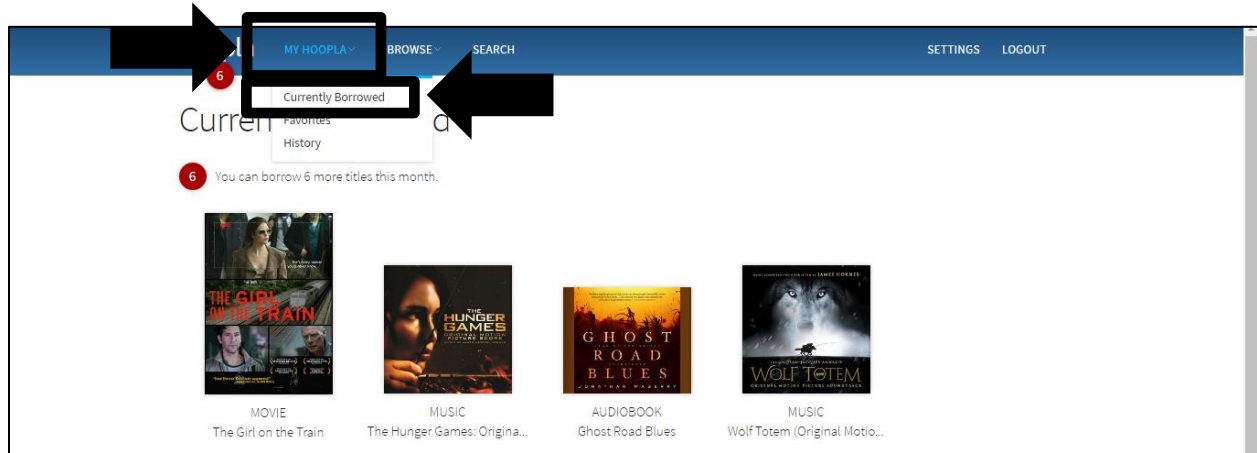
Once the album begins streaming, you can manipulate it with the functions at the bottom of the screen. You can expand the player, play / pause the album, and increase / decrease the volume. By expanding the player window, you can see a list of the songs on the album, and access a repeat and shuffle function.



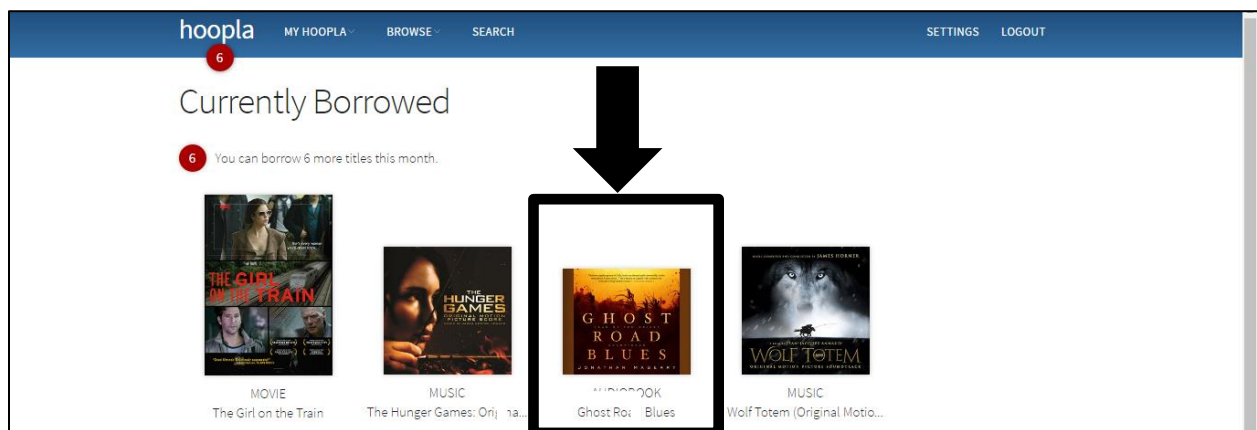
## Streaming Borrowed Audiobooks

Follow the steps below to stream a borrowed audiobook.

1. Point your cursor at "My Hoopla."
2. Click on "Currently Borrowed."



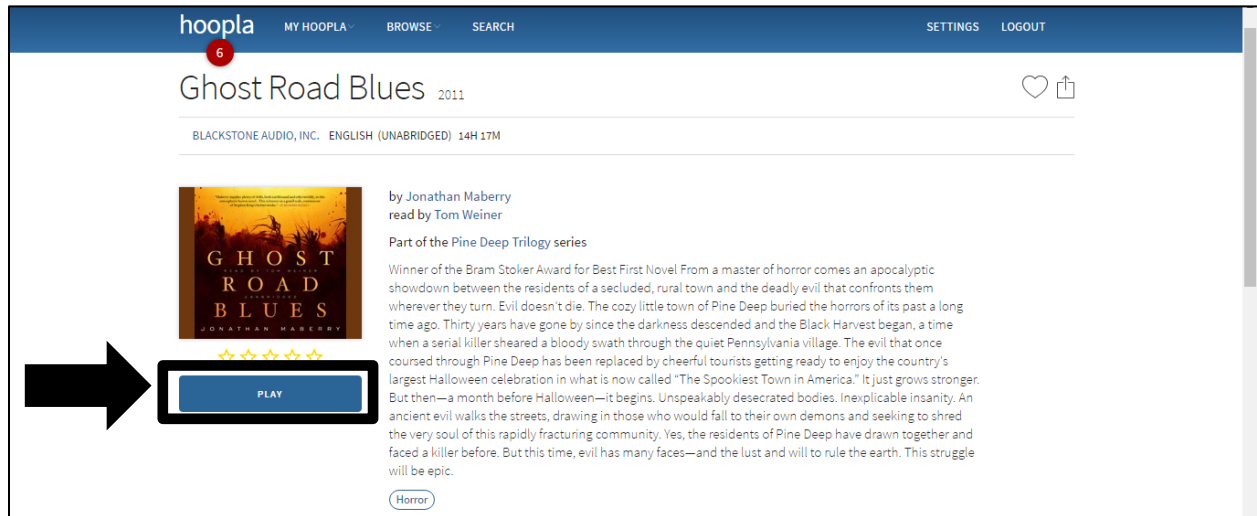
3. Click on the audiobook you want to listen to.



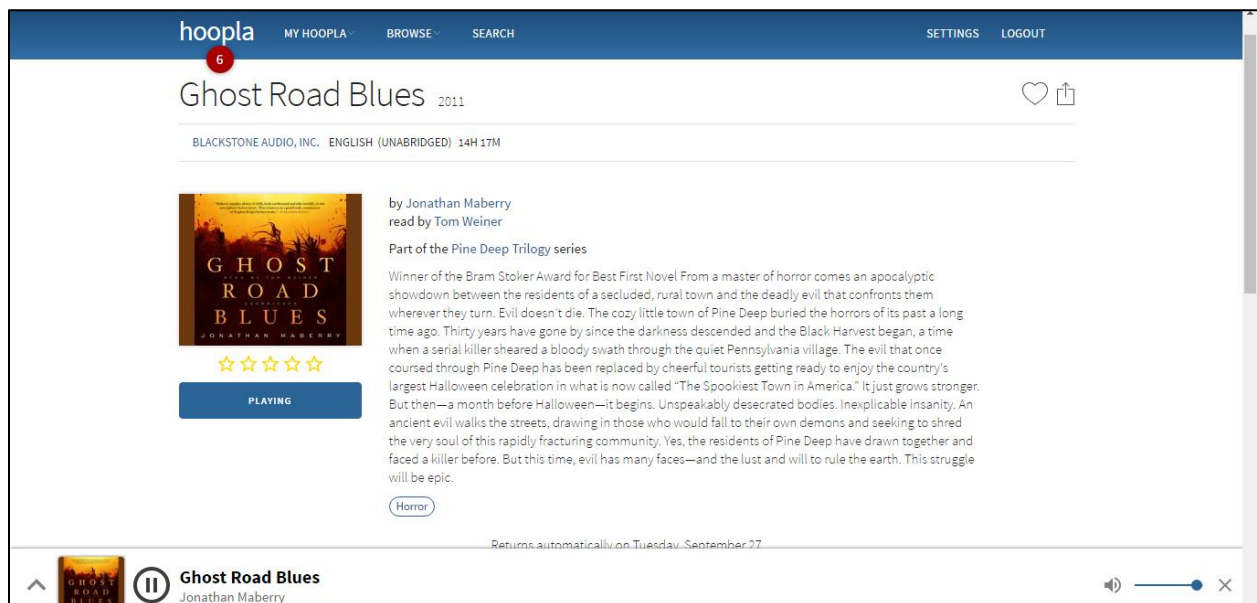


## Streaming Borrowed Audiobooks, continued

4. Click “Play.”



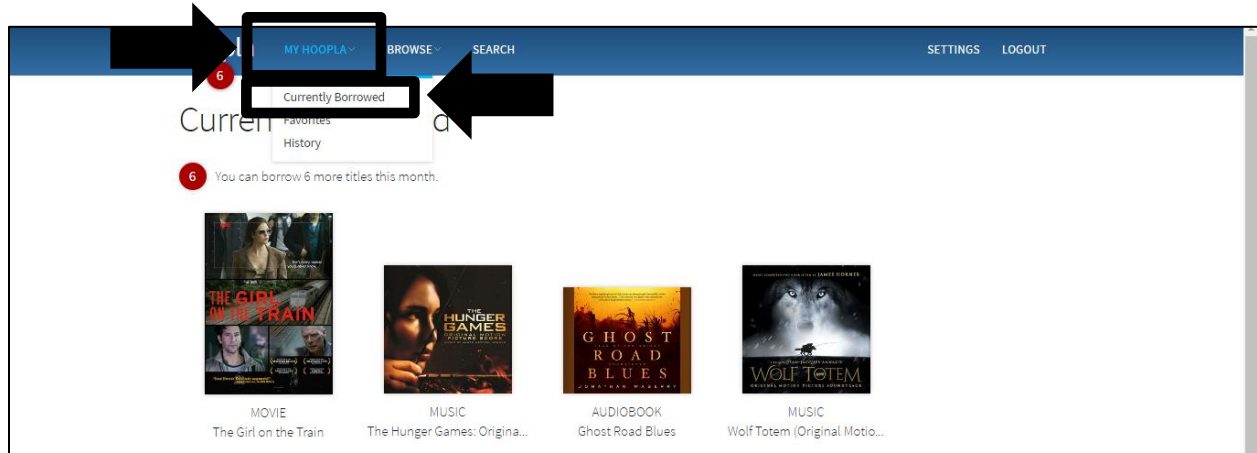
Once the audiobook begins streaming, you can manipulate it with the functions at the bottom of the screen. You can expand the player, play / pause the audiobook, and increase / decrease the volume. By expanding the player window, you can access buttons that rewind and fast forward in thirty-second increments.



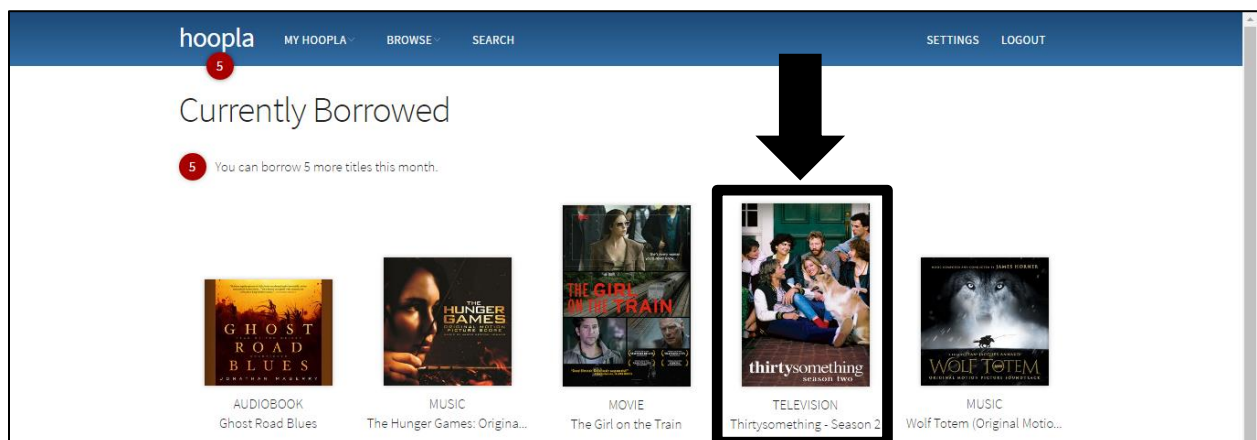
## Streaming Borrowed Television Shows

Follow the steps below to stream a borrowed television show.

1. Point your cursor at "My Hoopla."
2. Click on "Currently Borrowed."

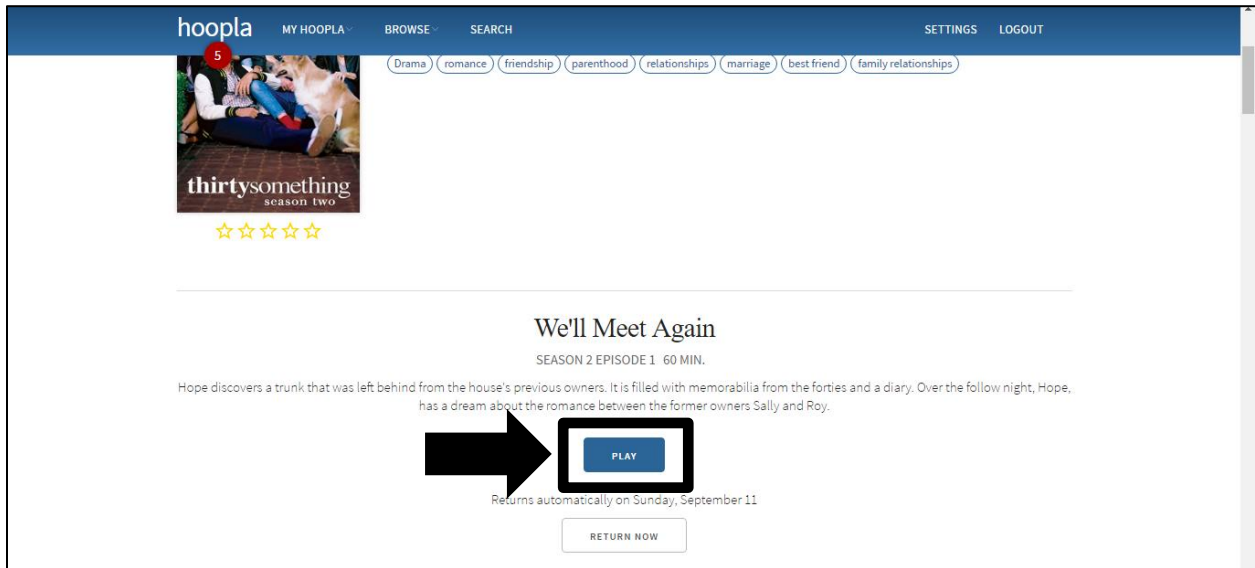


3. Click on the television show you want to watch.



## Streaming Borrowed Movies, continued

4. Click "Play."

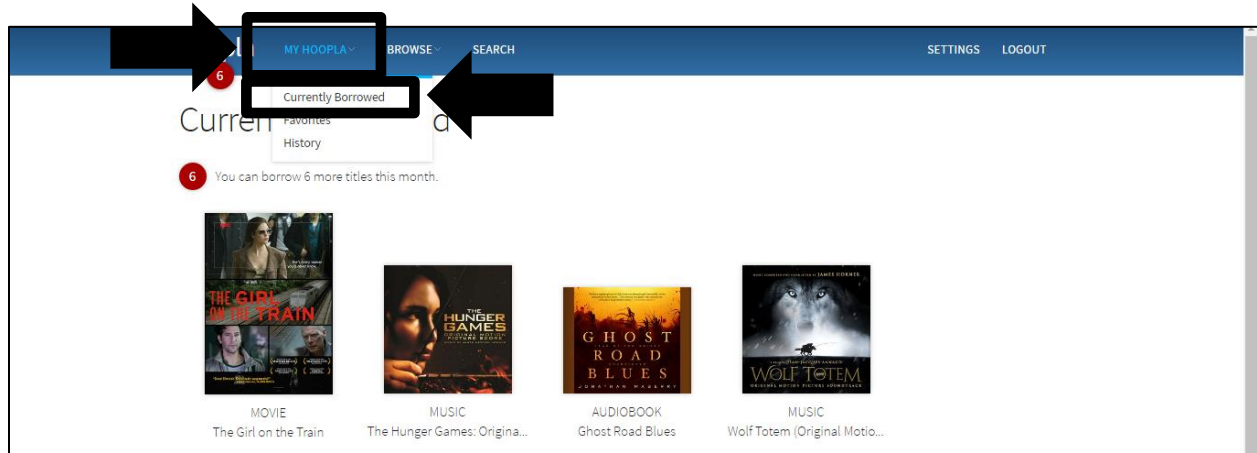


Once the episode begins streaming, you can manipulate it just as you would a movie.

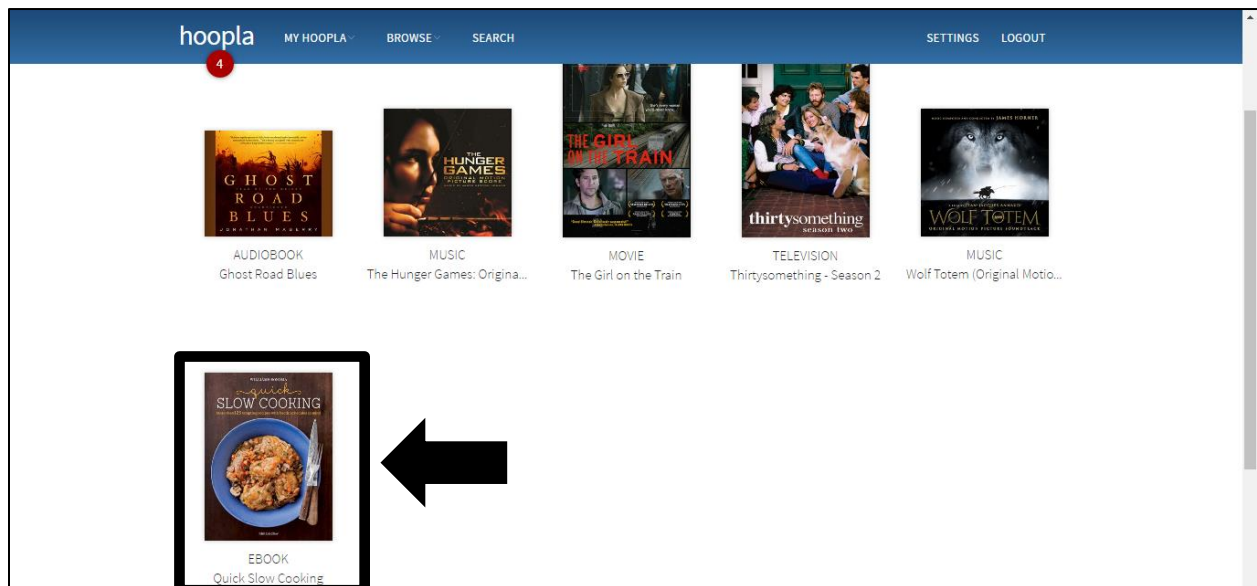
## Streaming Borrowed EBooks

Follow the steps below to stream a borrowed eBook.

1. Point your cursor at "My Hoopla."
2. Click on "Currently Borrowed."

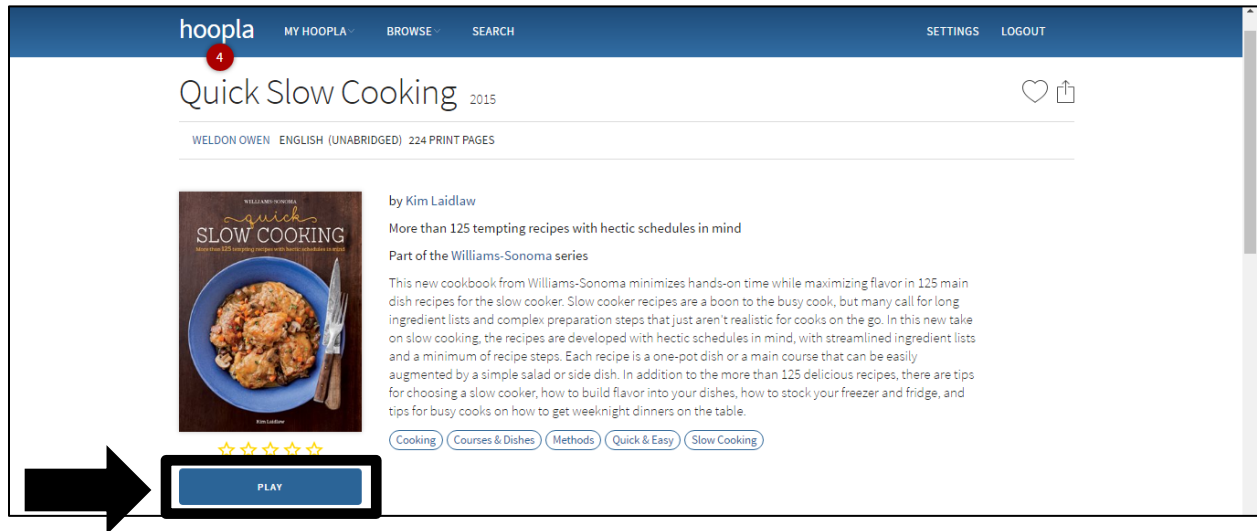


3. Click on the eBook you want to read.

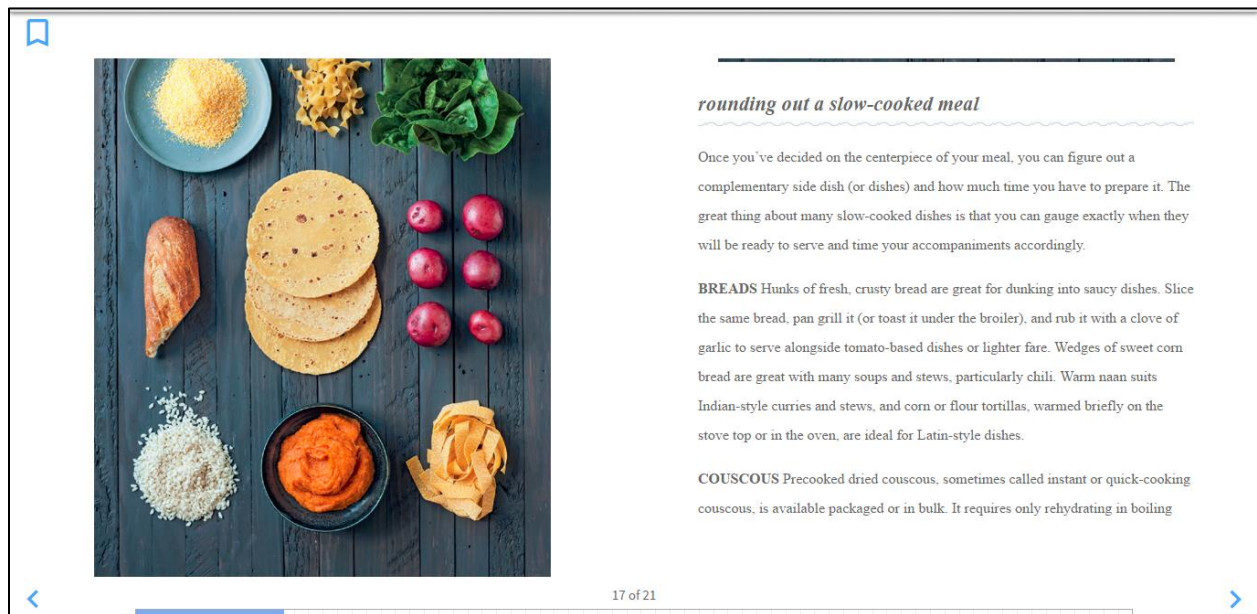


## Streaming Borrowed EBooks, continued

4. Click “Play.”



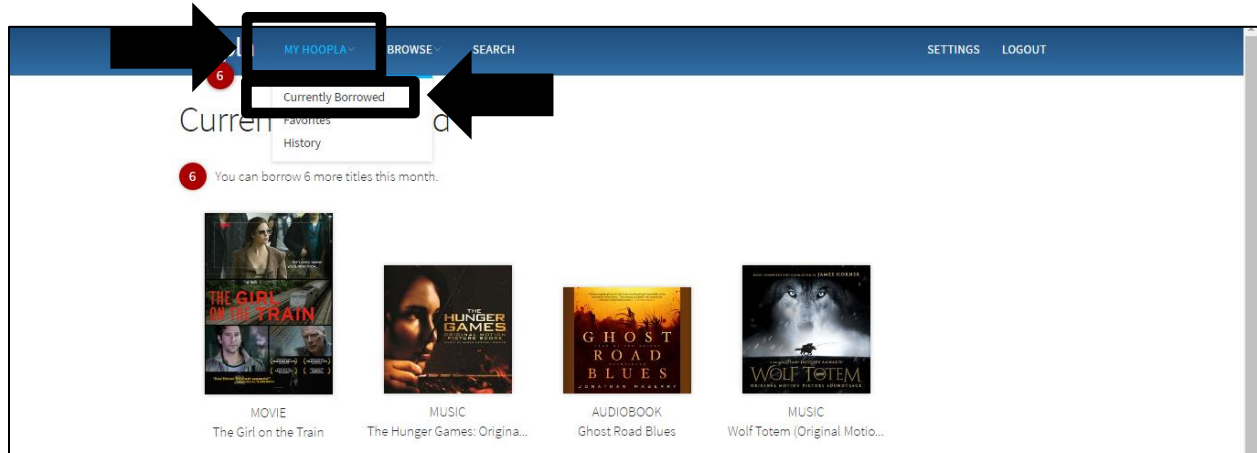
Once the eBook begins streaming, you can turn the pages by clicking on the arrows at the bottom of the screen. You can also point your mouse near the top of the page to reveal a drop down menu that allows you to change how your eBook is displayed.



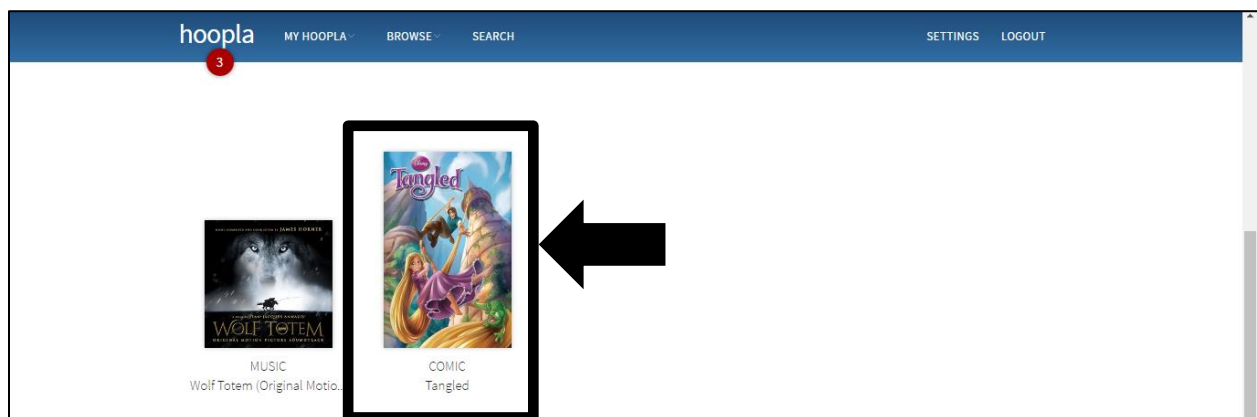
## Streaming Borrowed Comic Books

Follow the steps below to stream a borrowed comic book.

1. Point your cursor at "My Hoopla."
2. Click on "Currently Borrowed."



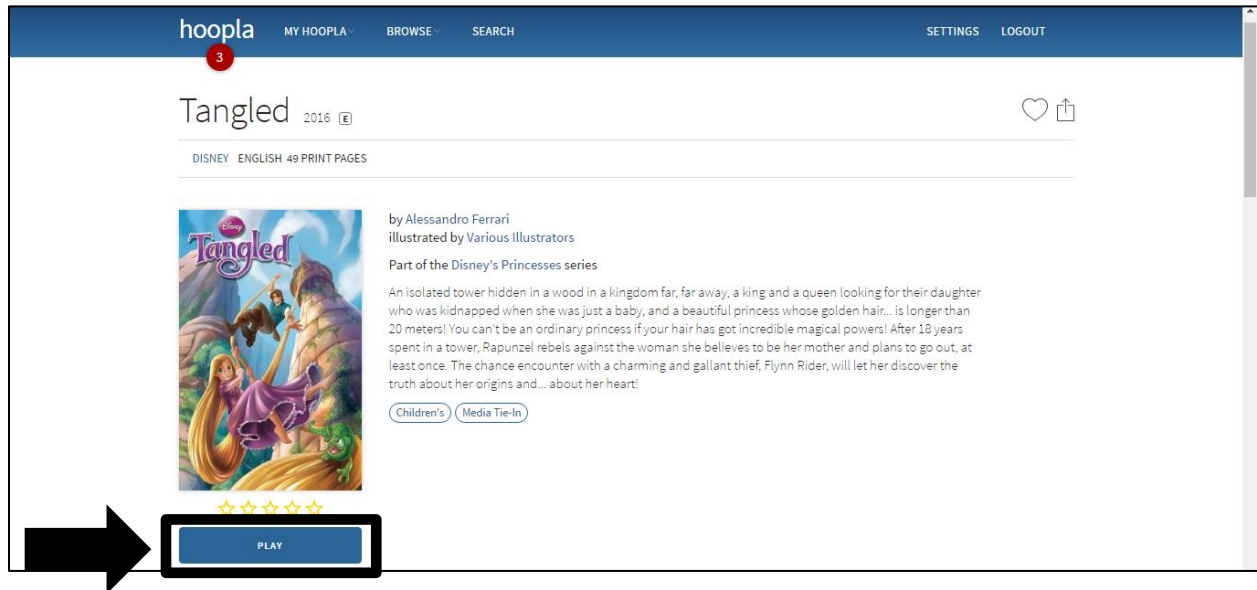
3. Click on the comic book you want to read.



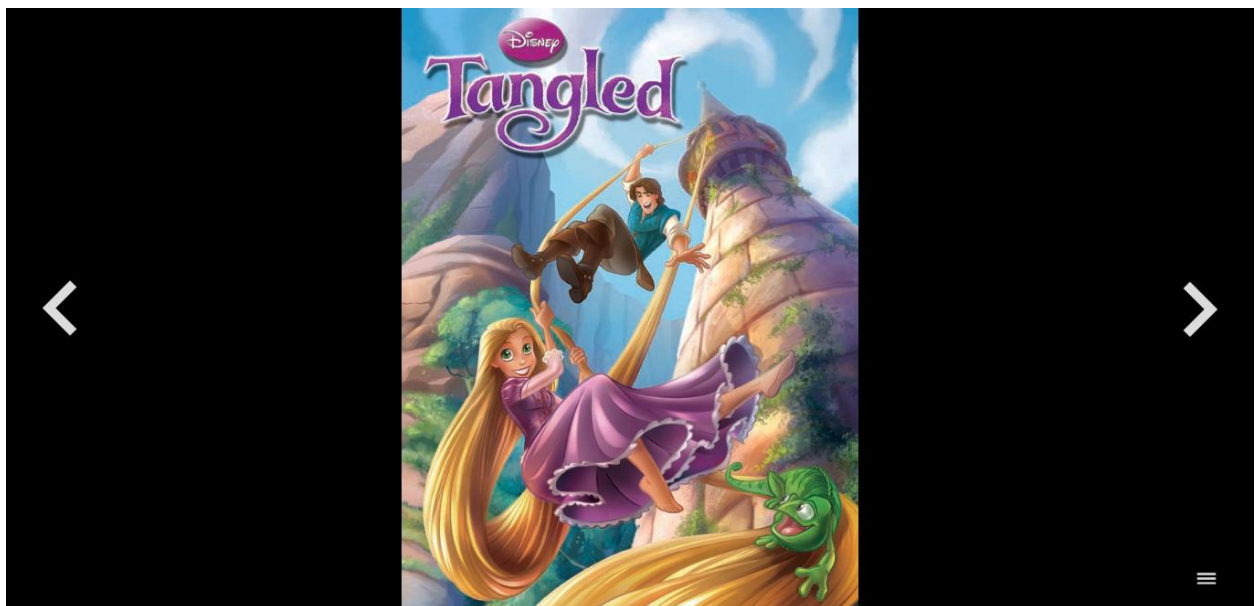


## Streaming Borrowed Comic Books, continued

4. Click “Play.”



Once the comic book begins streaming, you can turn the pages by clicking on the arrows on the left and right sides of the screen. You can also click on the three lined button on the bottom right of the screen to display additional options for reading your comic book. Additionally, when you get to a page in the comic books that have frames, you can click on a frame to zoom in on that frame and then the arrow buttons will take you from frame to frame.

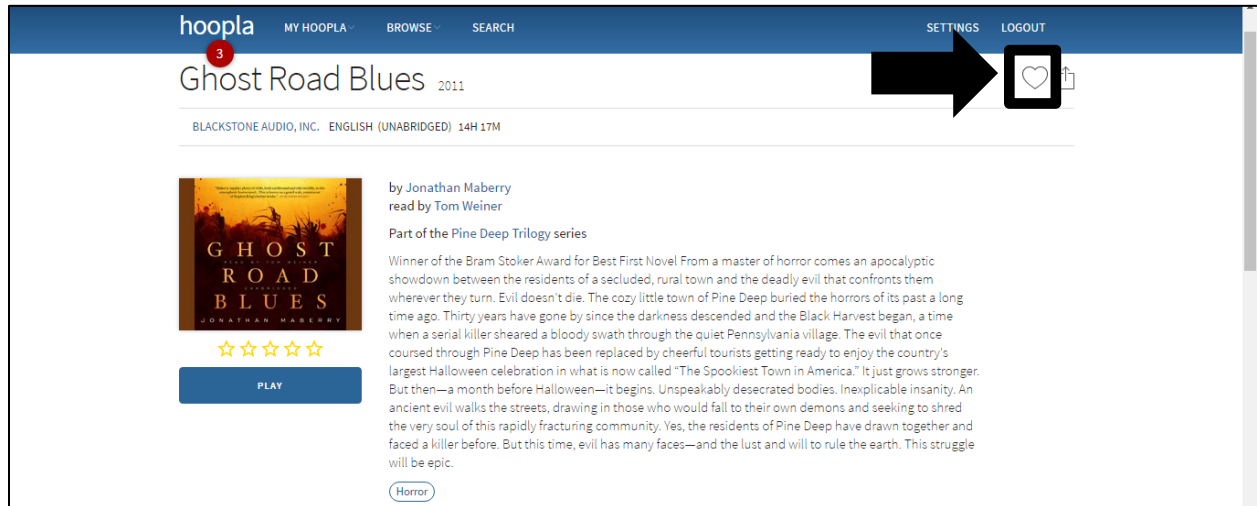




## Adding Titles to Favorites

Follow the steps below to add a title to your “Favorites” list. This process works for all items.

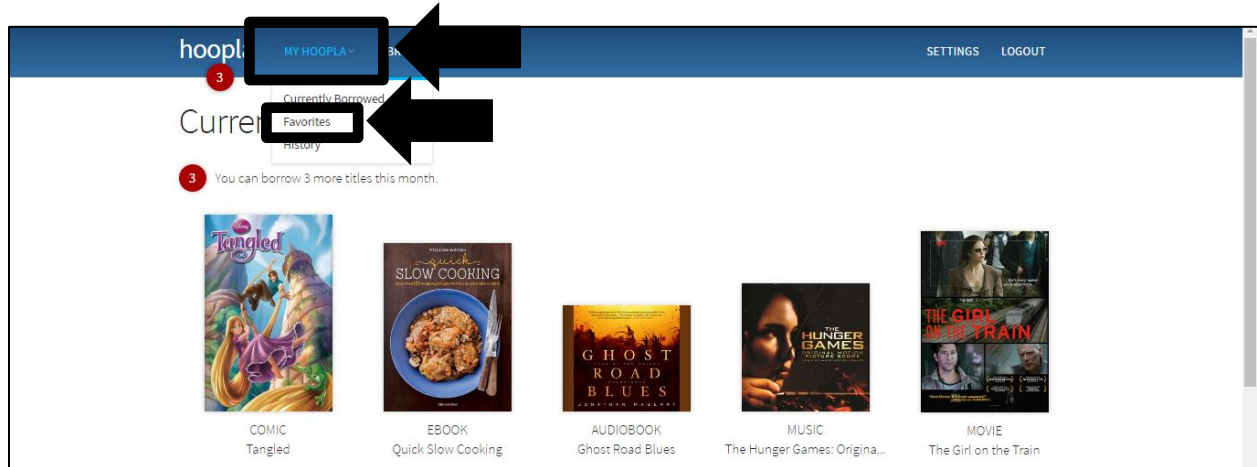
1. Find the title you wish to add to your “Favorites.”
2. Click on the heart to add the title to your favorites list.



## Accessing Your Favorites List

Follow the steps below to access your Favorites list.

1. Point your mouse at "My Hoopla."
2. Click on "Favorites."



## Hoopla Mobile App

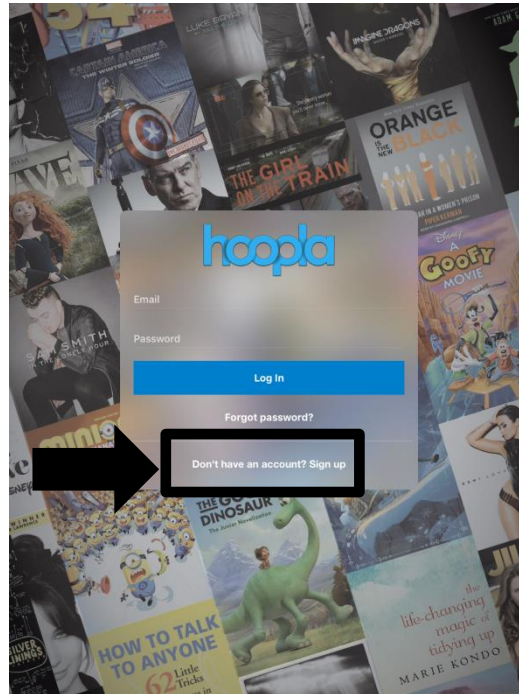
The Hoopla Mobile App is available on the following devices.

- Apple – Search for “Hoopla Digital” in the App Store.
- Android – Search for “Hoopla Digital” in the Google Play Store.
- Kindle Fire HDX – Search for “Hoopla Digital” in the Amazon App Store.
- Nook HD and HD+ - Search for “Hoopla Digital” in the Google Play Store.

Please note that the screen shots in this section were made using an iPad. If you have an Android device, your screens may look a little different. Generally speaking, buttons in Android devices are available through tapping a three-lined menu button.

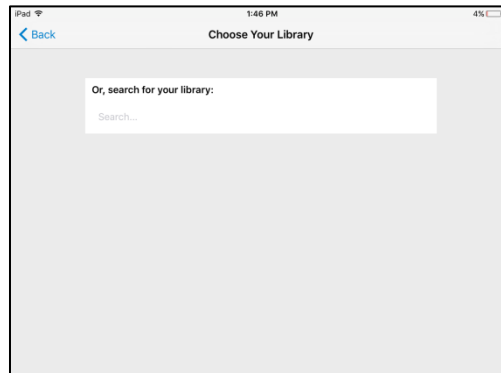
If you have not set up an account with Hoopla, you will need to do so using the app. Follow the steps below to set up an account with Hoopla.

1. Tap on “Don’t have an account? Sign up.”

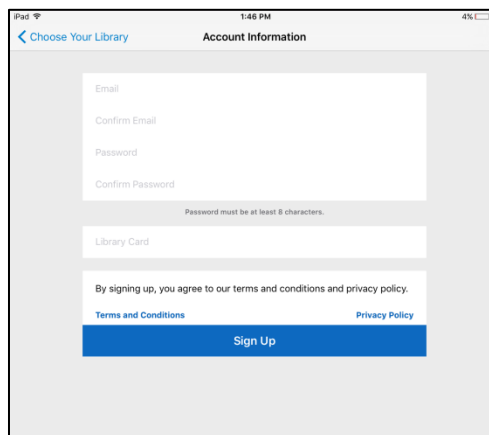


## Hoopla Mobile App, continued

2. Type in and tap on “Scenic Regional Library.”



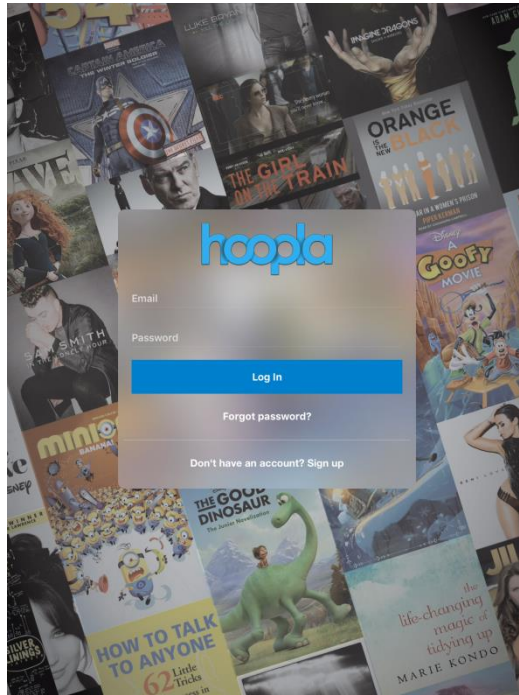
3. Complete all the fields and tap on “Sign Up.”



## Hoopla Mobile App, continued

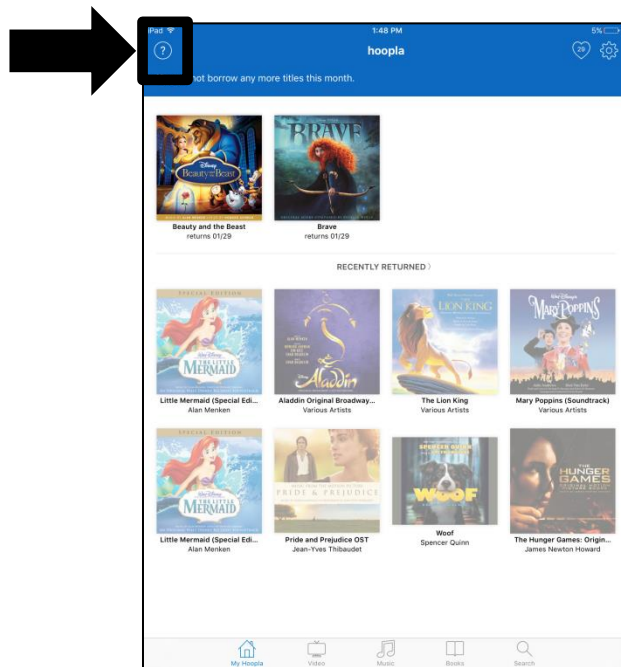
Follow the steps below to log into the mobile app.

1. Enter your email address and password and tap “Log In.”

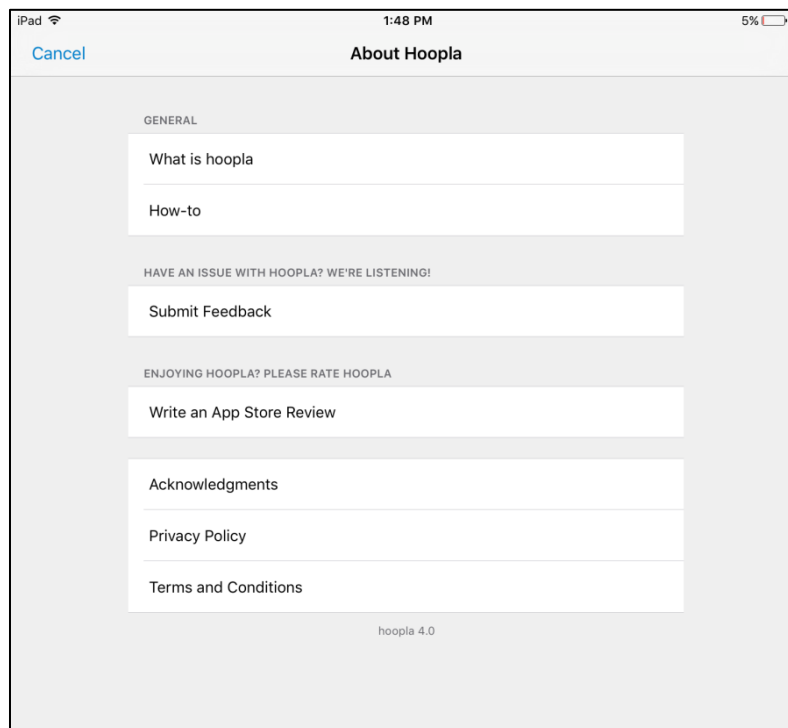


## Hoopla Mobile App – The Main Screen

Tap on the question mark to be taken to the “About Hoopla” page.

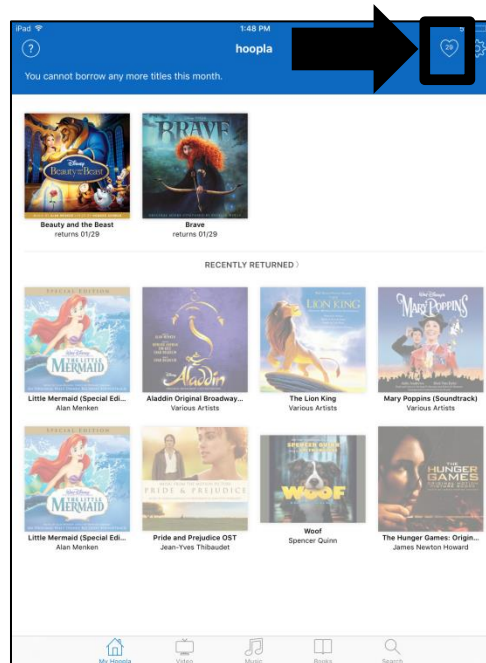


Here is what the “About Hoopla” page looks like.

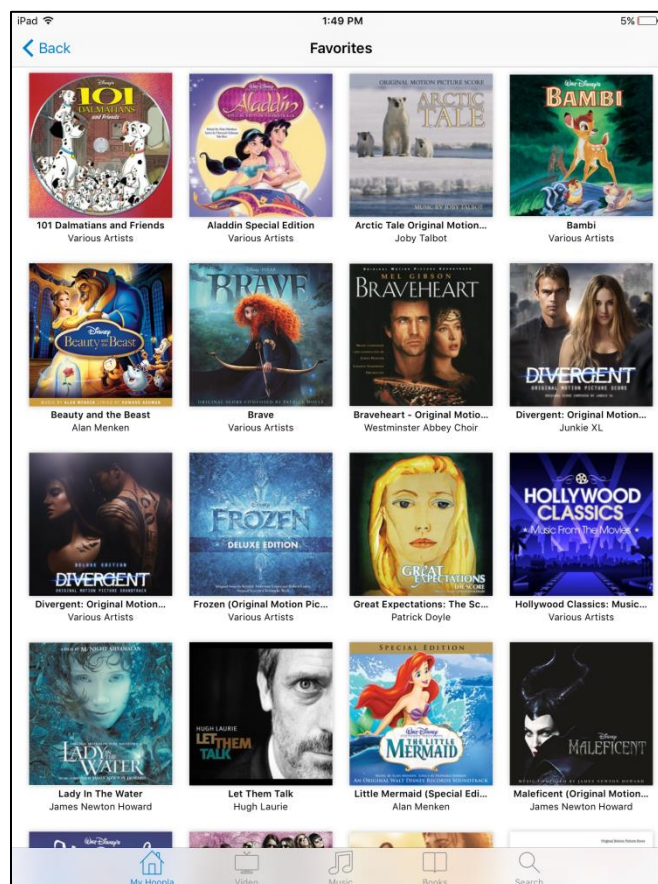


## Hoopla Mobile App – The Main Screen, continued

Tap on the heart button to see a list of your favorites.



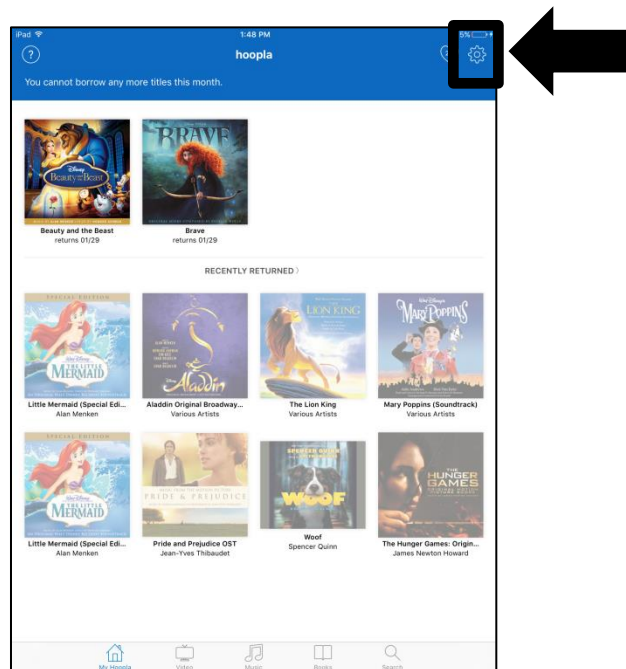
Here is what the favorites screen looks like.



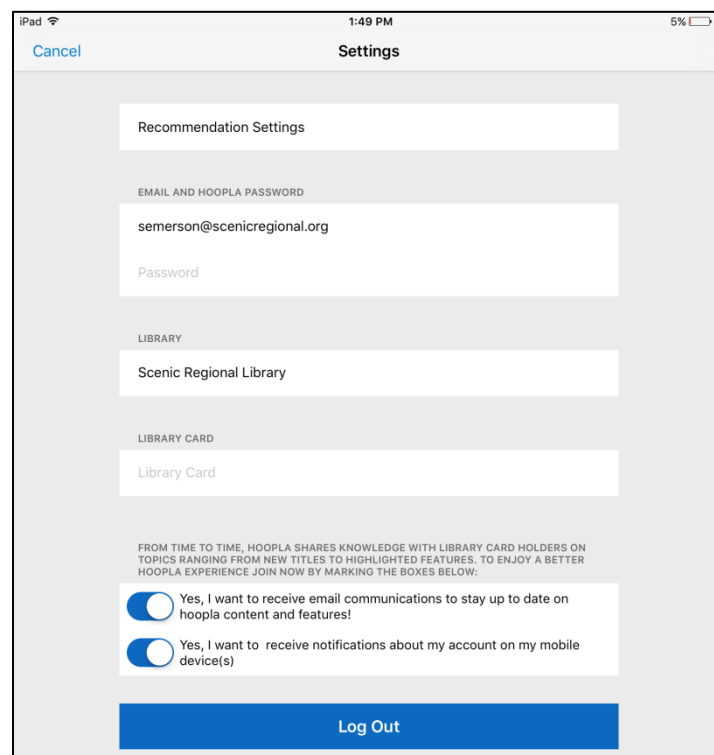


## Hoopla Mobile App – The Main Screen, continued

Tap on the gear to go to the settings page.

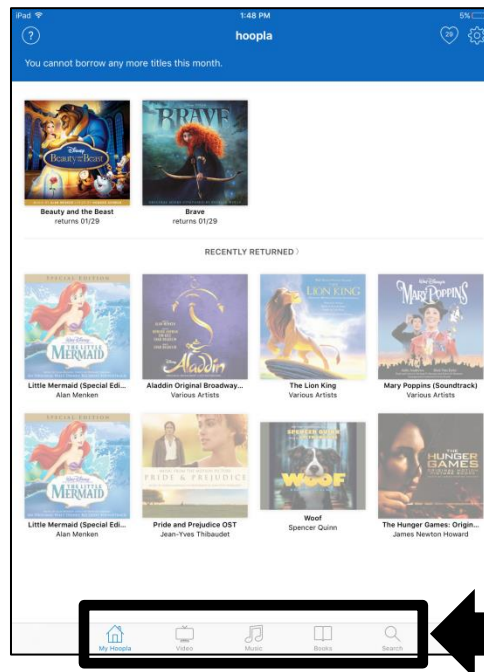


Here is what the settings page looks like.



## Hoopla Mobile App – The Main Screen, continued

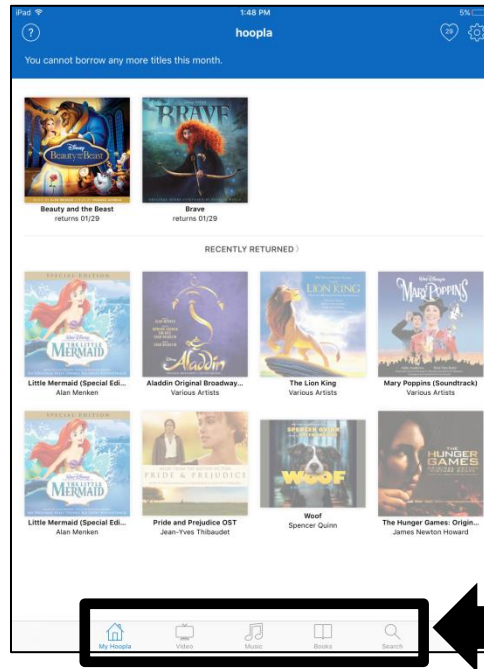
You can use the menu buttons at the bottom of the main screen to access the titles you have borrowed as well as browse the collection.



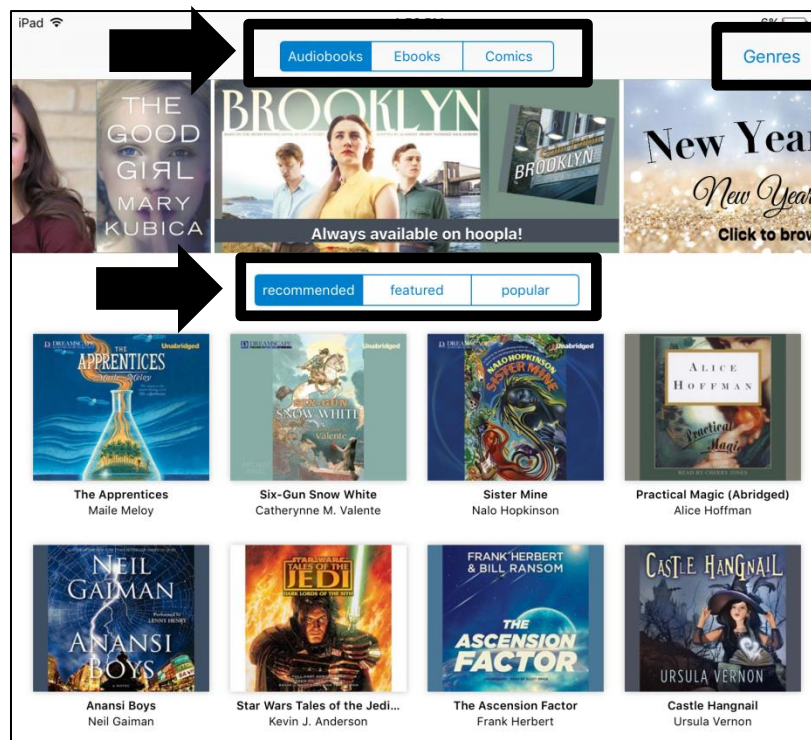
## Hoopla Mobile App – Browsing and Borrowing Titles

In order to browse for and borrow titles from Hoopla, follow these steps. This process works for all items.

1. Tap on the menu button for the type of item you would like browse.

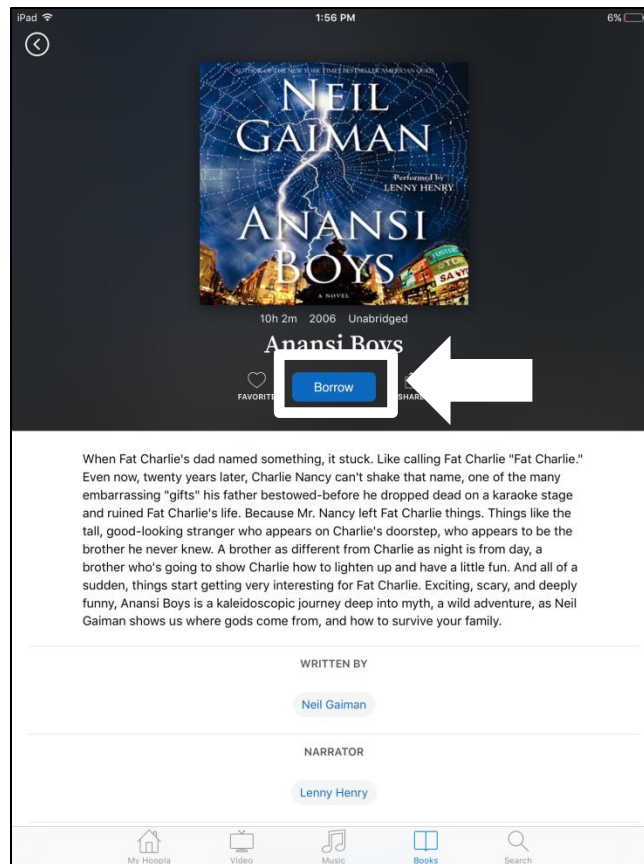


2. Tap a button at the top to narrow down the item type. You can then tap on “Recommended,” “Featured,” or “Genres.”



## Hoopla Mobile App – Browsing and Borrowing Titles

3. Tap on any title to see more information about it.
4. Tap on “Borrow” to check it out.

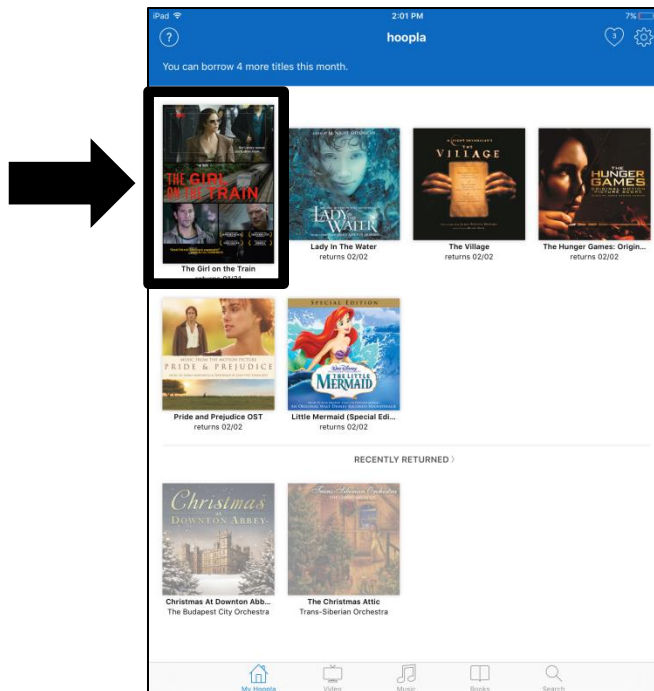


Please note that from this page, you can also tap on the heart to add the title to your favorites.

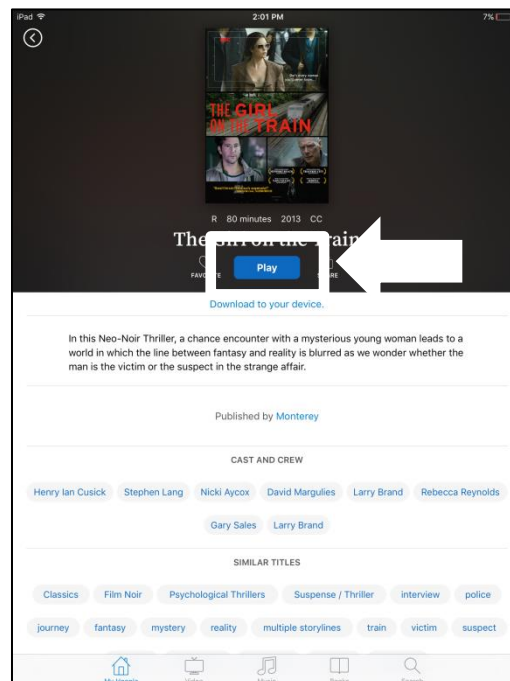
## Hoopla Mobile App – Streaming Movies

In order to stream movies, follow the steps below.

1. Tap on movie you want to stream.

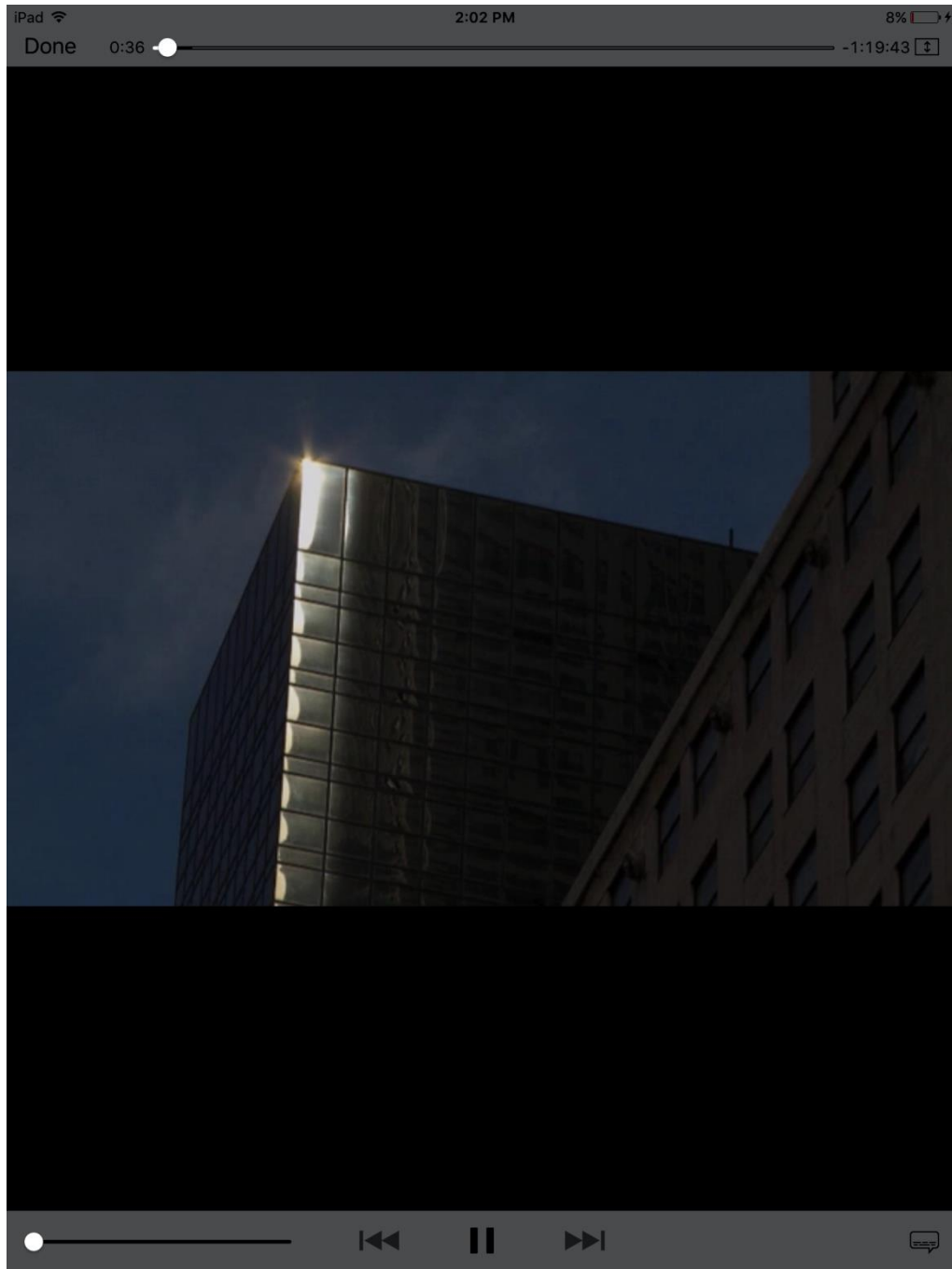


2. Tap on "Play."



## Hoopla Mobile App – Streaming Movies

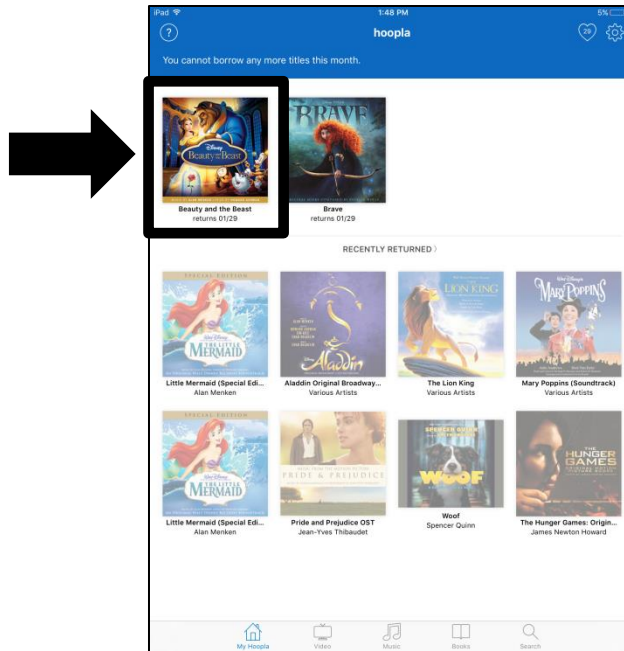
When the viewing window opens, fast forward / rewind using the scrub bar, increase the viewing window to full screen, increase / decrease the volume, pause / play the movie, go to previous or next tracks, and turn closed captioning on and off (if available for that title).



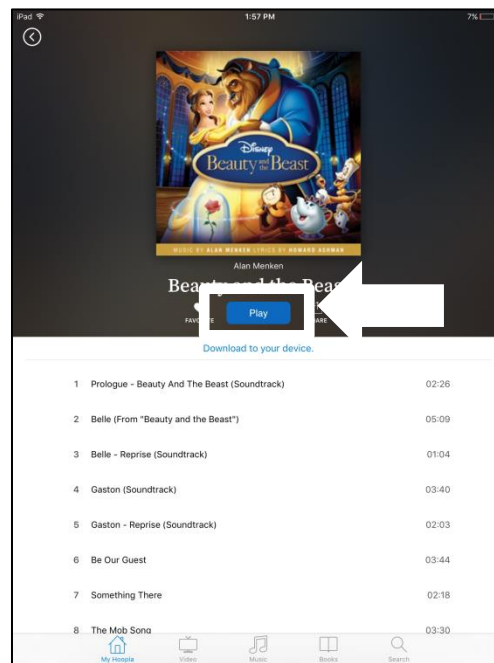
## Hoopla Mobile App – Streaming Music

In order to stream a music album, follow the steps below.

1. Tap on the album you want to stream.



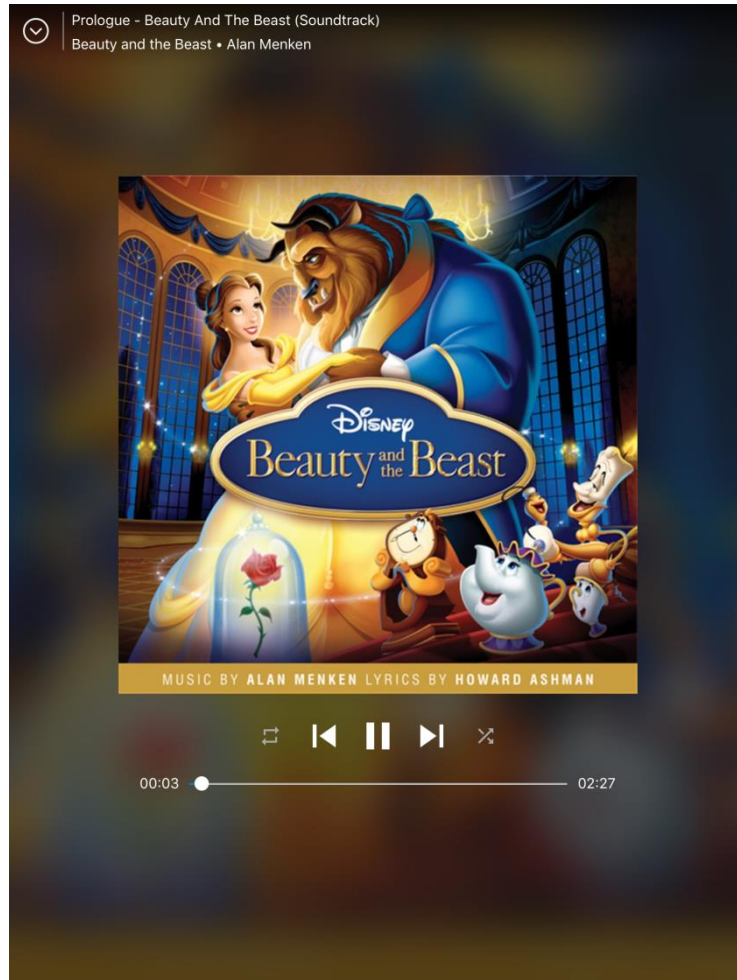
2. Tap on “Play.”





## Hoopla Mobile App – Streaming Music, continued

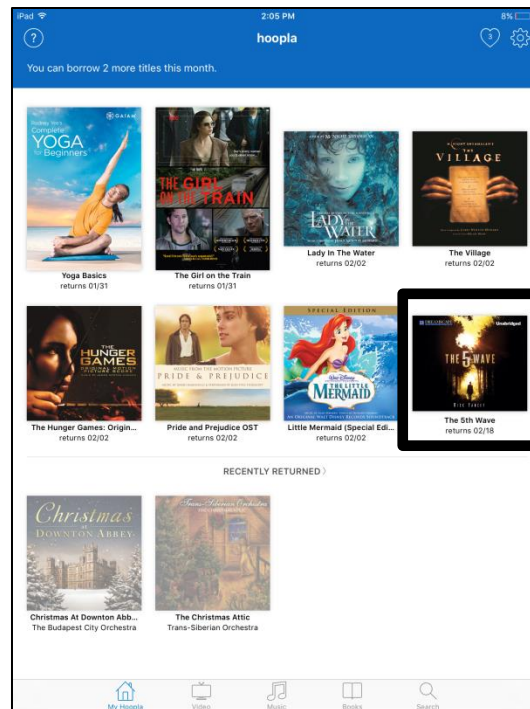
Once a song begins playing, you can use the music player buttons to manipulate the player. You can shuffle the songs on the album, listen to the previous song, play / pause the player, or listen to the next song. You can press the two arrows button to change what the other buttons control (the album that is currently streaming or your whole collection of borrowed albums).



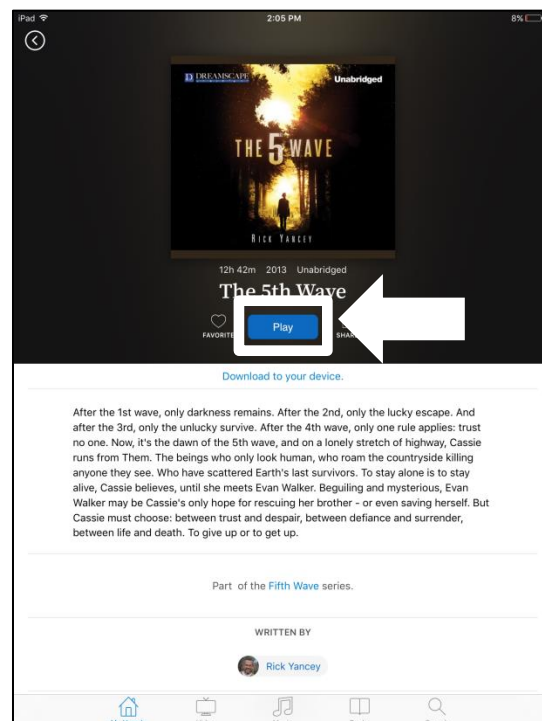
## Hoopla Mobile App – Streaming Audiobooks

In order to stream an audiobook, follow the steps below.

1. Tap on the audiobook you want to stream.



2. Tap "Play."



## Hoopla Mobile App – Streaming Audiobooks, continued

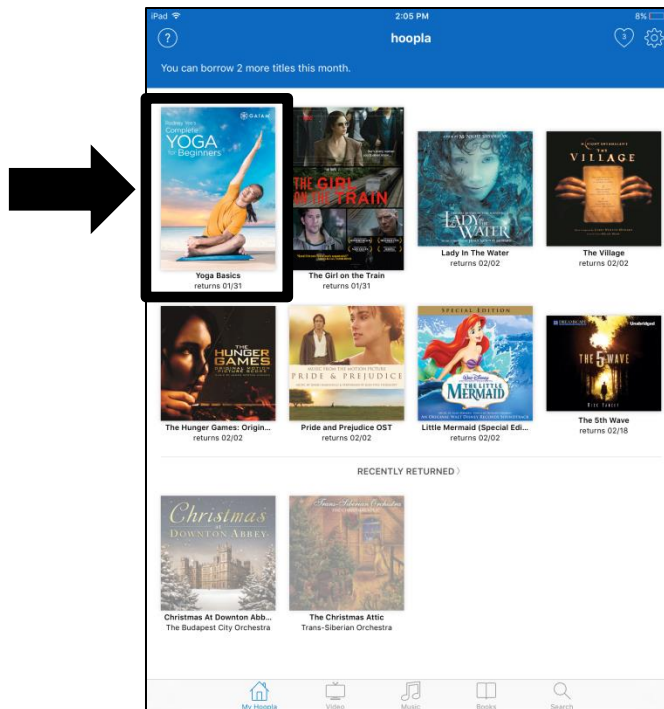
When the audiobook begins to play, you can control it with the available buttons. You can bookmark places in the audiobook, rewind the book in 30 second increments, pause / play the book, fast forward the book in 30 second increments, set a sleep timer, and increase the speed up to one and a half times the normal speaking rate.



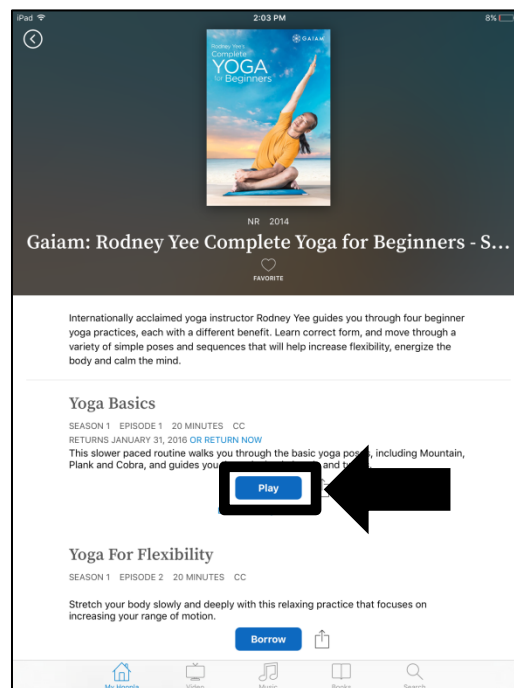
## Hoopla Mobile App – Streaming Television Episodes

In order to stream a television episode, follow the steps below.

1. Tap on the television show you want to stream.

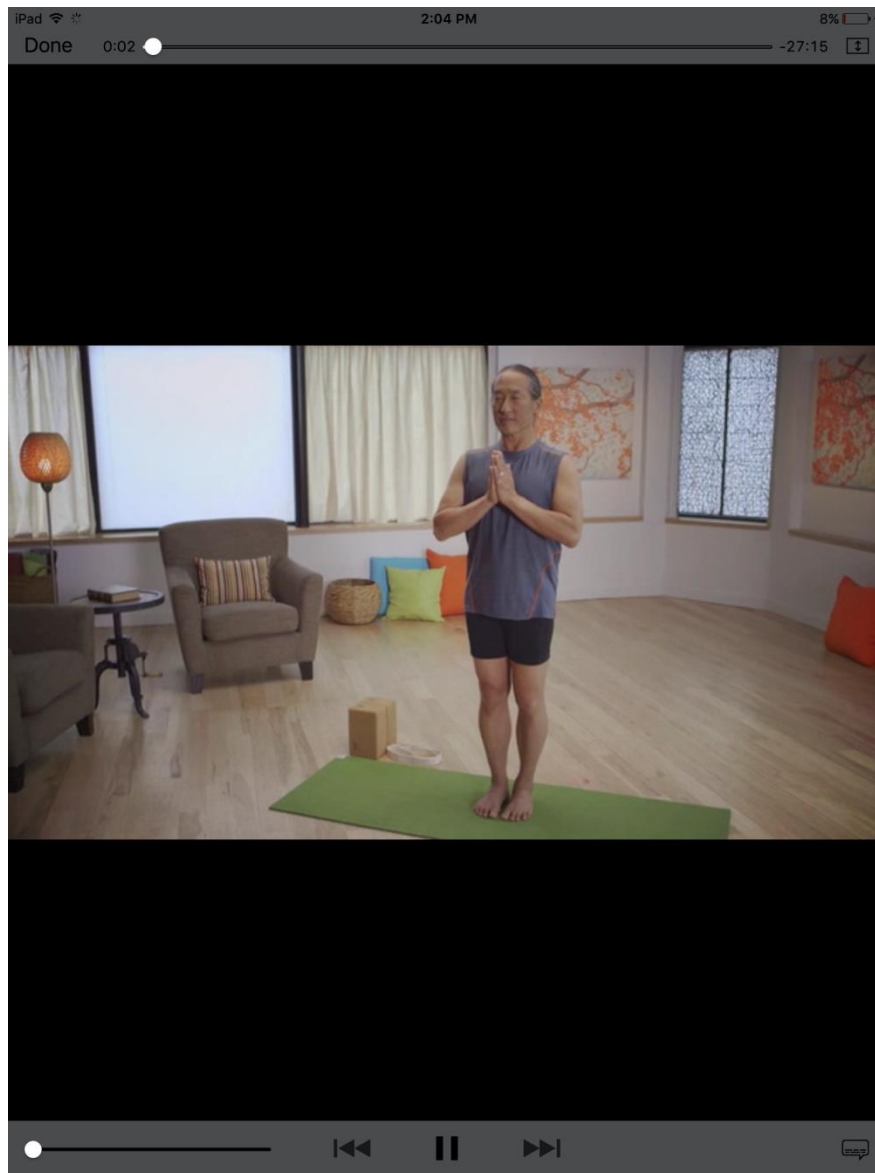


2. Tap “Play.”



## Hoopla Mobile App – Streaming Television Episodes, continued

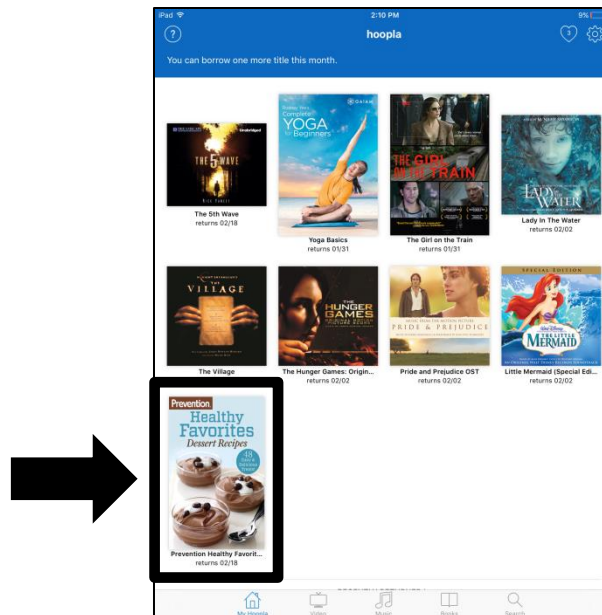
When the viewing window opens, fast forward / rewind using the scrub bar, increase the viewing window to full screen, increase / decrease the volume, pause / play the movie, go to previous or next tracks, and turn closed captioning on and off (if available for that title).



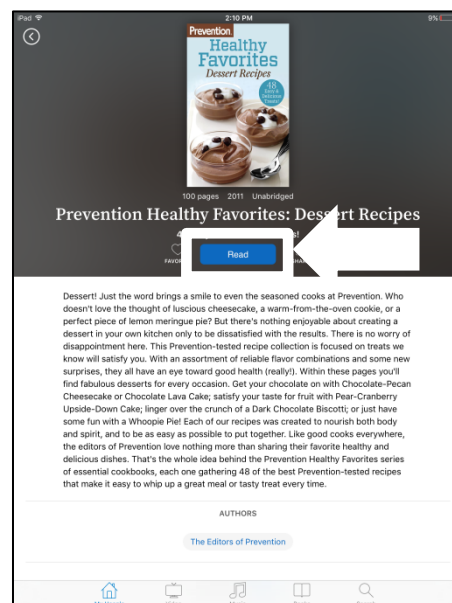
## Hoopla Mobile App – Streaming EBooks

In order to stream an eBook, follow the steps below.

1. Tap on the eBook you want to stream.



2. Tap “Read.”



## Hoopla Mobile App – Streaming EBooks, continued

Once the book opens, you can access an interactive table of contents, search the book for keywords, bookmark pages, change the text size and font, change the background color, change the line spacing, and text justification. To turn pages, you can swipe your finger across the screen or tap on the far left or right of the screen.

iPad 2:11 PM 10%

Done Prevention Healthy Favorites: Dessert Recipes

### Peanut Butter Bundt Cake



**PREP TIME:** 25 MINUTES  
**TOTAL TIME:** 1 HOUR 20 MINUTES  
MAKES 16 SERVINGS

**CAKE**

- 1½ cups whole grain pastry flour
- 1 cup cake flour
- 2 teaspoons baking powder
- ½ teaspoon baking soda

Peanut Butter Bundt Cake - page 1 of 3

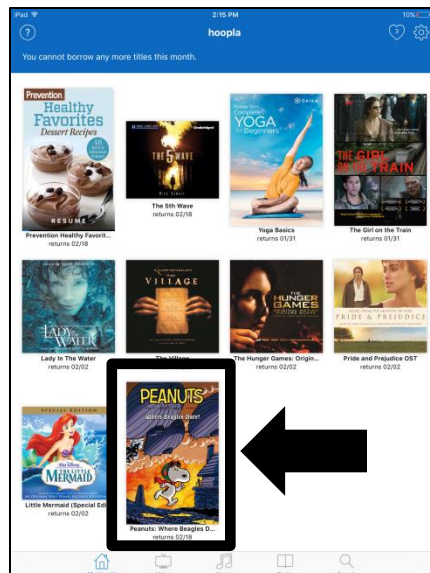
Aa



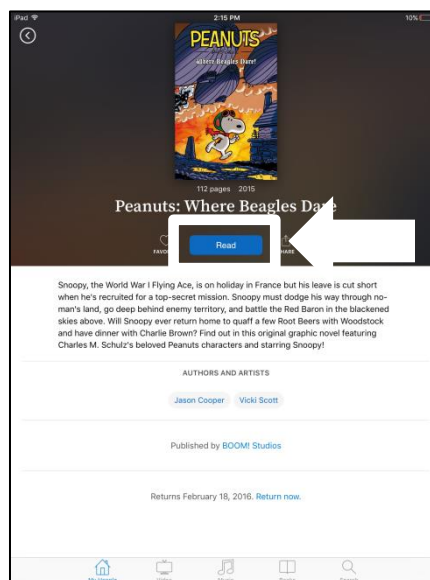
## Hoopla Mobile App – Streaming Comic Books

In order to stream a comic book, follow the steps below.

1. Tap on the comic book you want to stream.

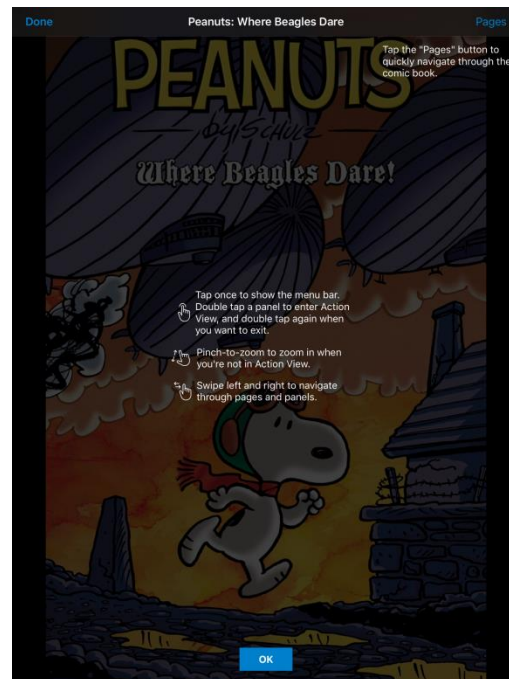


2. Tap “Read.”



## Hoopla Mobile App – Streaming Comic Books, continued

Once the comic book opens, you will be presented with short instructions on how to read it.



You can swipe from left to right or right to left to turn pages. You can double tap on some panels to zoom in on them. You can also use your index finger and thumb to expand the screen. You can tap on "Pages" to see a thumbnail view of all the pages of the comic book. Tap on any thumbnail to be taken to that page in the comic book. To exit the comic book, hold your finger on the screen until the top menu appears and tap "Done."



## Good to Know

The bulleted list below contains additional information about Hoopla and its services.

- You do not have to return any of the titles you borrow as they will disappear from your borrowed list when their lending time has concluded.
- On mobile devices, movies, audiobooks, and music albums can be temporarily downloaded onto your device in order to play them without an internet connection.
- While you are playing any title on a PC, you can click on “Report an Error” if something goes wrong. This will send a notification to Hoopla with all of the specifics about the error.

The best way to familiarize yourself with Hoopla is to use it. It becomes easier and easier each time you log in and borrow a title. So watch....listen....and you will be a pro in no time!