Getting Started with the Hoopla App

Get Started

1. Download the Hoopla Digital app from the app store by searching "Hoopla Digital" and tapping the **Get** or **Install** button.

2. Open the app and select **Sign up** along the bottom.

   *If you have already created a Hoopla account, for example using a computer browser, **Login** using the email address and password for your Hoopla account and go straight to borrowing.

3. Enter your email address and create a password.

4. Choose Your Library. Search Belleville then select Belleville Public Library from the list. Read the terms of conditions and privacy policy then select **Agree**.

5. Enter your library card number and pin (usually the last four digits of your phone number) then select **Next**. Allow Hoopla to verify library information. You can agree to receive notifications and/or emails if you wish, but this is not required.

6. Select **Sign up**. You are now ready to start borrowing!

Searching Hoopla

You can search for a specific title by selecting the magnifying glass icon (along the top or bottom depending on device) and typing in a title, artist, author, etc.

You can filter the search results by clicking **filter** then selecting your preferences (format, release date, etc.)

Downloading Titles

iOS:

1. When you find an item you are interested in borrowing, tap the title and the blue **Borrow** button.

2. You can now either read, listen, watch the item online, or download it. Tap **My Hoopla** to see the titles you have borrowed.

3. Tap on the TITLE of the item (instead of the cover page icon). You will then see a screen with the option to read, listen, watch, resume. Below this is also an option to **Download to your device**. Once an item is downloaded, you can use it offline. Simply access the Hoopla app and the items you have downloaded will be available for you. Tap the title to start reading, listening, or watching.

Android
1. When you find an item you are interested in borrowing, tap the title and the blue **Borrow** button.

2. You can now either read, listen, watch the item online, or download it. Tap **Borrowed** to see the items you have checked out (you may have to click on the white back button located in the blue banner at the top of the page to navigate back to your Home).

3. Tap on the TITLE of the item (instead of the cover page icon), you will then see a screen with the option to read, listen, watch, resume, or **Download to your device**. Once an item is downloaded, you can use it offline. Simply access the Hoopla app and the items you have downloaded will be available for you. Tap the title to start reading, listening, or watching.

App Settings
In the Settings menu you can change your library card number, password, and email address. You can also access the "Kids Mode", hide your history, customize your reccomendations and log out of your account.

On your **Android** device, access the Settings menu by tapping the three vertical dots in the upper right hand corner, and select **Settings**.

On your **iOS** device, tap the gear icon in the top left hand corner to access the Settings menu.

For more assistance visit www.hoopladigital.com/help or call our Information Services staff at 613-968-6731 ext. 2037.