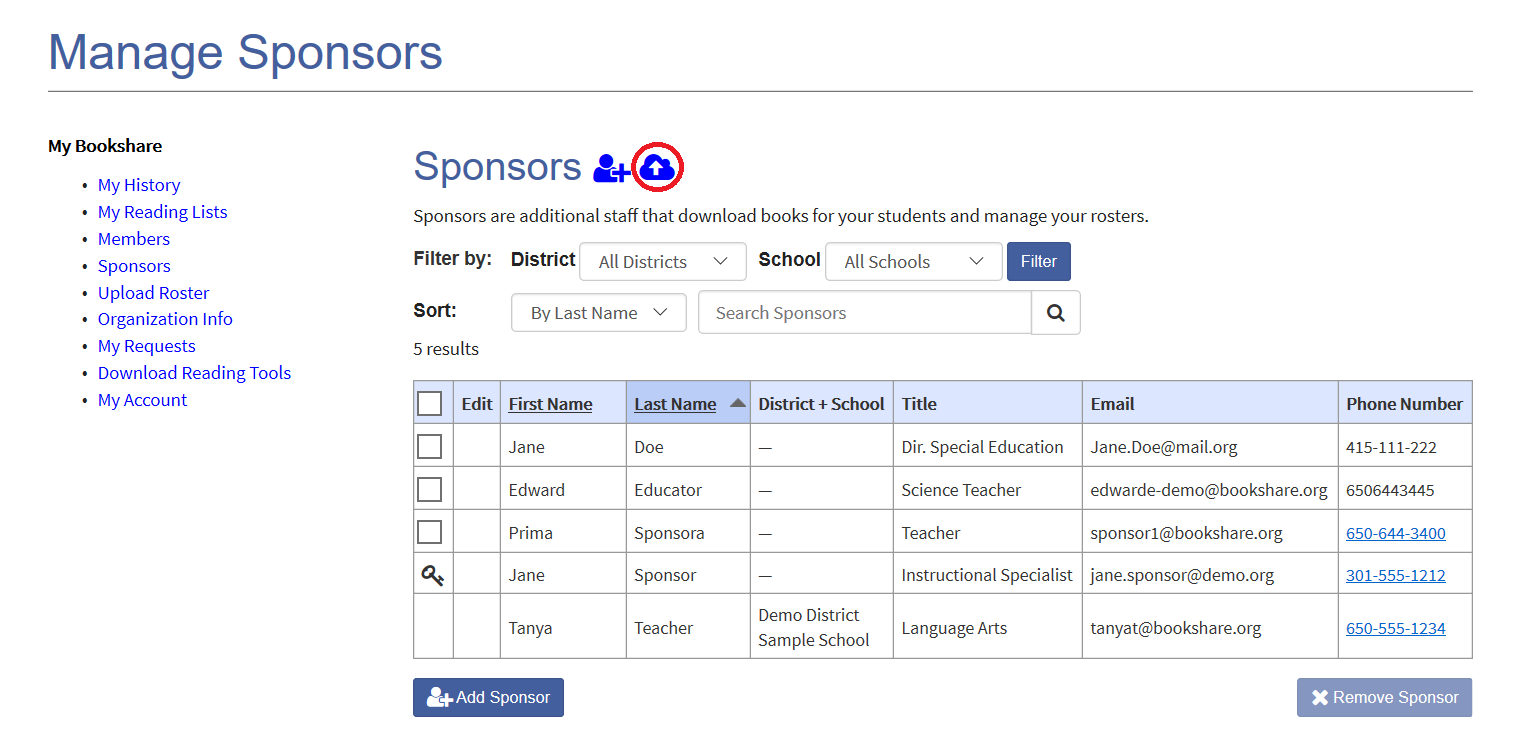
**Add a Group of Sponsors**

1. Select "Sponsors" on the "My Bookshare" page, then select the "Upload Roster” icon.



1. Download the “New Member/Sponsor Roster Template”.

Upload Roster page with link to roster template circled.


1. The Template has three tabs: “Members”, “Sponsors”, and a “Help” tab. Select “Sponsor Roster” and enter names and information.

Screenshot of the excel spreadsheet used to upload multiple sponsors and members at the same time.
 

1. Save and upload the file.

Screenshot of the Upload Roster page with the button to upload the roster highlighted.


Note: Sponsors will be added to your roster in 2-4 business days.