**Add Several Students**

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



1. Download the “New Member Roster Template”.



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

 

1. Save and upload the file. Students will be added to your roster in 2-4 business days.

