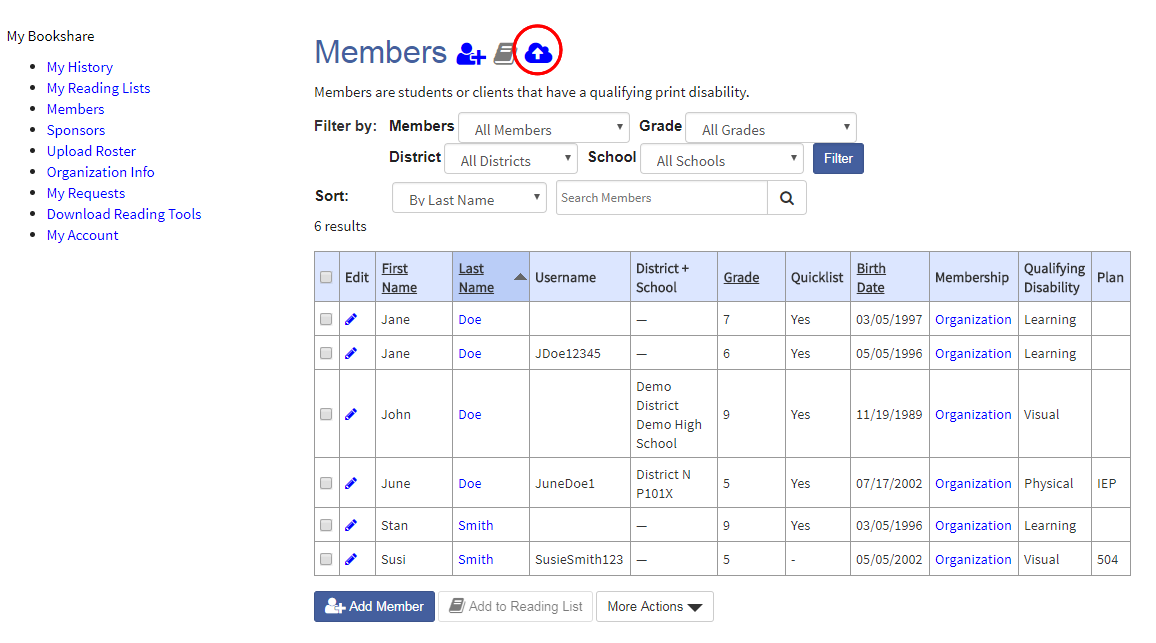
**Add Several Students**

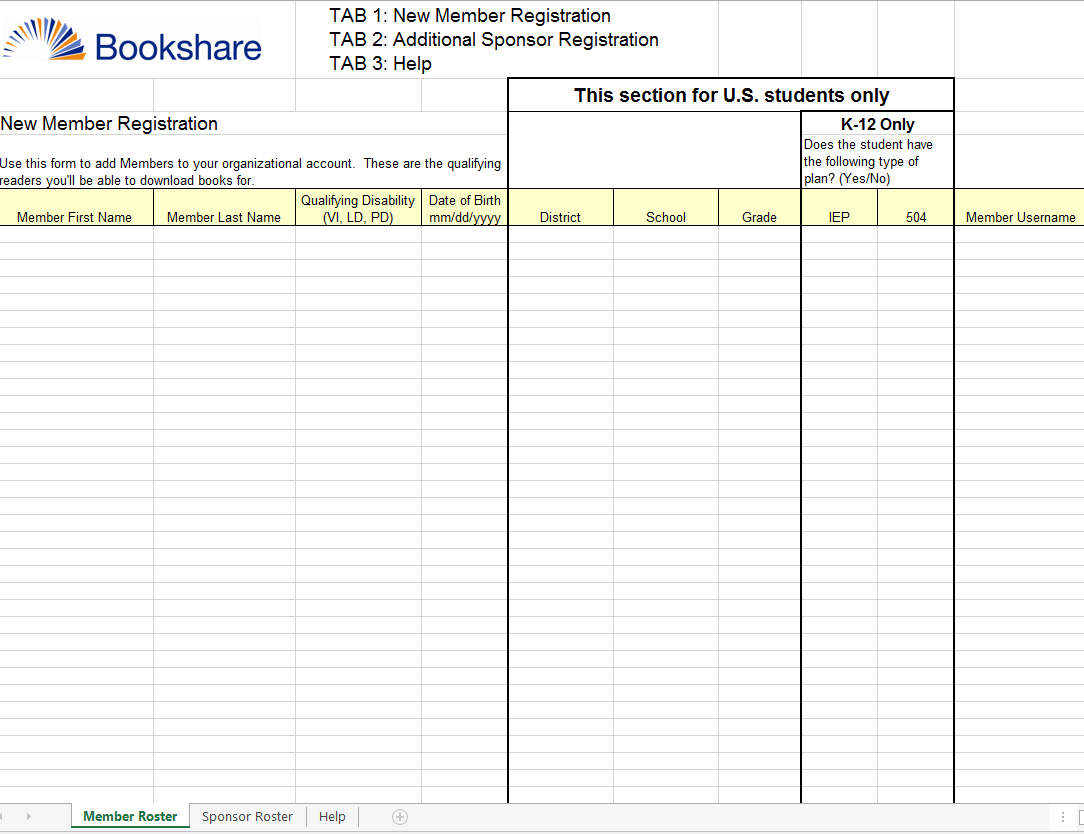
1. Select "Members" on the "My Bookshare" page, then select the "Upload Roster" icon.



1. Download the “New Member Roster Template”.

Upload Roster page with link to roster template circled.


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.

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