

Add 15 or More Students

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

Members

Members are students or clients that have a qualifying print disability.

Filter by: **Members** All Members **Grade** All Grades
District All Districts **School** All Schools Filter

Sort: By Last Name Q

6 results

<input type="checkbox"/>	Edit	First Name	Last Name	Username	District + School	Grade	Quicklist	Birth Date	Membership	Qualifying Disability	Plan
<input type="checkbox"/>		Jane	Doe		—	7	Yes	03/05/1997	Organization	Learning	
<input type="checkbox"/>		Jane	Doe	JDoe12345	—	6	Yes	05/05/1996	Organization	Learning	
<input type="checkbox"/>		John	Doe		Demo District Demo High School	9	Yes	11/19/1989	Organization	Visual	
<input type="checkbox"/>		June	Doe	JuneDoe1	District N P101X	5	Yes	07/17/2002	Organization	Physical	IEP
<input type="checkbox"/>		Stan	Smith		—	9	Yes	03/05/1996	Organization	Learning	
<input type="checkbox"/>		Susi	Smith	SusieSmith123	—	5	-	05/05/2002	Organization	Visual	504

Add Member
 Add to Reading List
More Actions

- 2) Download the "New Member Roster Template".

My Bookshare

My Bookshare

[Manage Members](#) |
 [View Individual Members](#) |
 [Upload Roster](#)

- [My History](#)
- [My Reading Lists](#)
- [Members](#)
- [Sponsors](#)
- [Organization Info](#)
- [My Requests](#)
- [Download Reading Tools](#)
- [My Account](#)

Upload Roster

If you have many Members or Sponsors you'd like to add to your roster at once, you can send these names to Bookshare electronically using the Upload Roster function instead of adding each Member separately.

Step 1: Download New Member Roster (Excel template)

Download the roster template by selecting the link below and saving the file to your computer. The template is an Excel workbook file with three tabs; new Members, new Sponsors, and a help tab.

NOTE: The roster upload function adds Members and Sponsors to your account; it does not replace or modify your current roster. Each time you send a roster to Bookshare, start with a new, blank copy of the template to avoid creating duplications in your roster.

This form is a ~~template~~ **template** for disability in place of sending signed documentation.

[New Member/Sponsor Roster Template](#)

Step 2: Upload a New Member Roster

Send the roster to Bookshare by uploading your saved copy below. Select the "Browse" button and choose your saved roster. Then select the "Upload" button.

NOTE: Your Members and Sponsors will be added to your list after Bookshare has reviewed and processed your submission. Please allow 2-4 business days for processing.

