Three zoned graphic. On the far left is a boy sitting against a tree, smiling, and looking at the screen of a laptop. His arms are raised.
The middle graphic is the Bookshare logo in a orange box.
On the far right is a man wearing glasses looking intently at a tablet screen.

# **How to Guide:**

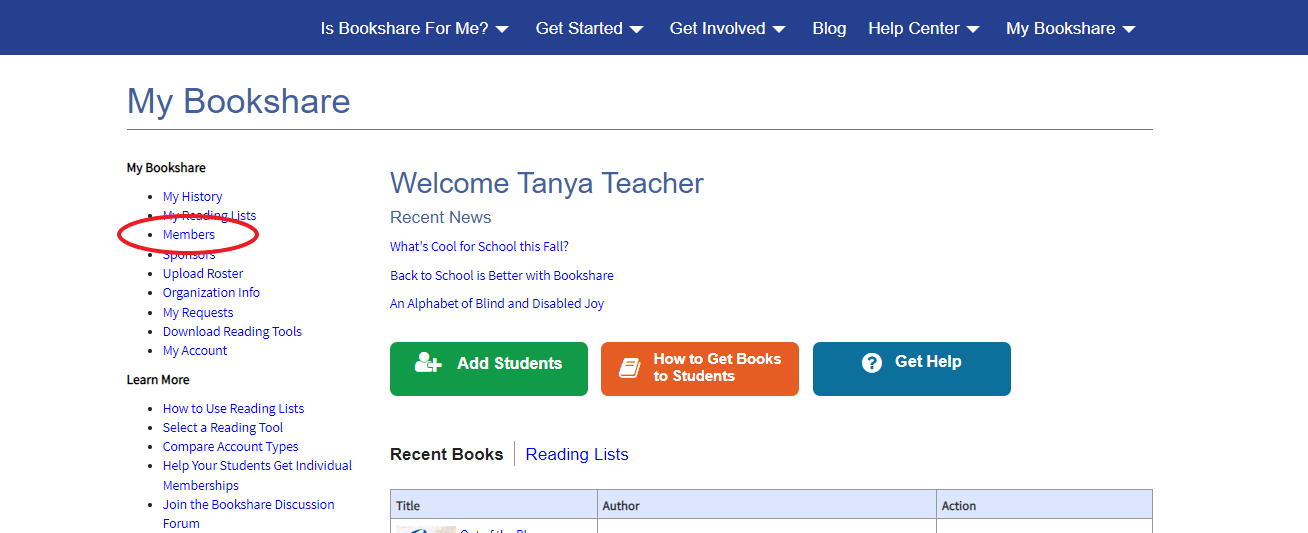
# **Add Qualified Students and Sponsors to your Bookshare Roster**

## **Sign up Students:**

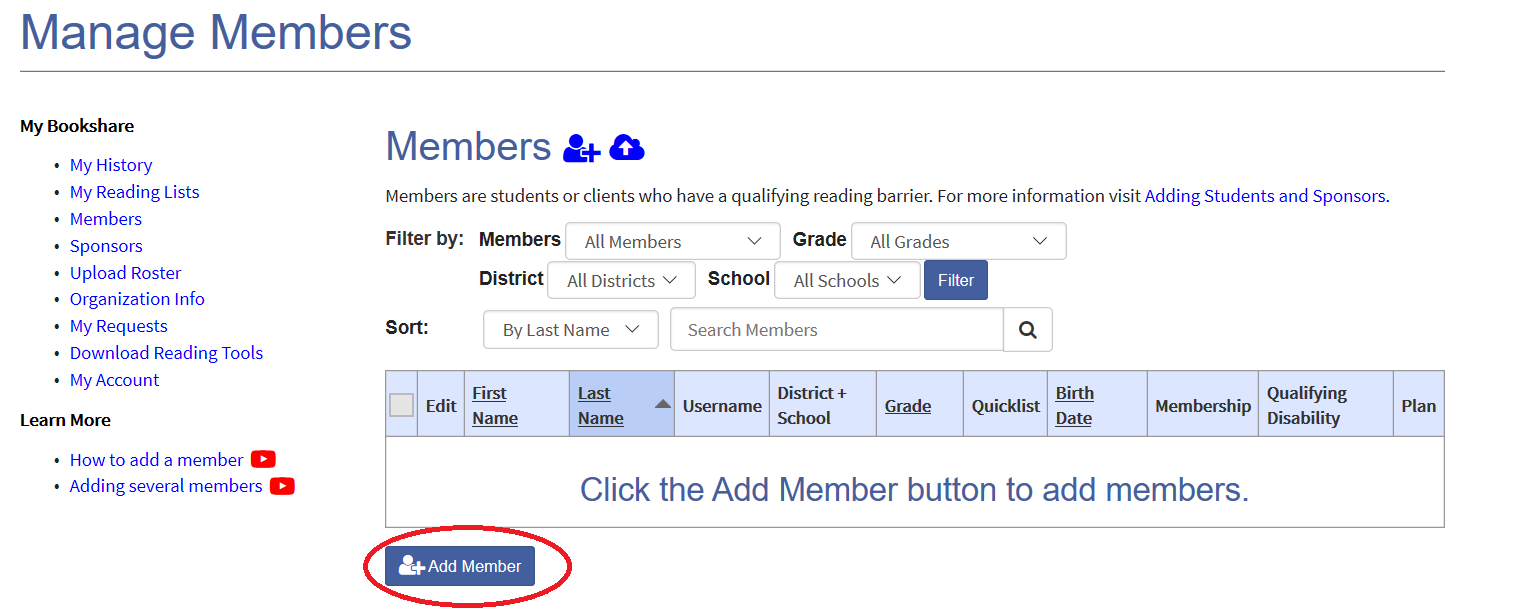
Log into [www.Bookshare.org](http://www.bookshare.org/) with your username and password.

Screenshot of the Bookshare homepage with log in box highlighted in a red rectangle on the right side of the screen. 

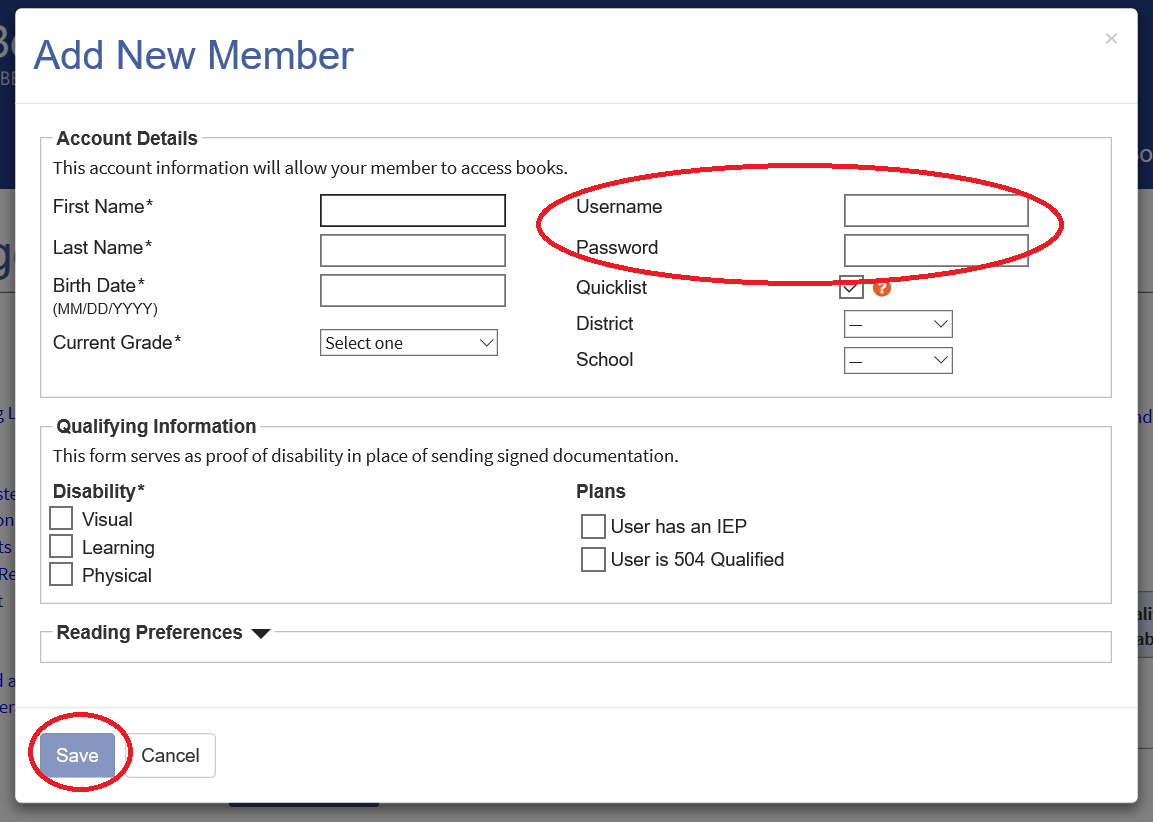

You will be directed to the “**My Bookshare”** page, or you can select the “**My Bookshare”** link in the main navigation. From there, select the **"Members"** link.



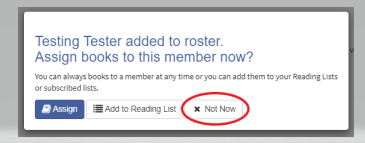
Select the blue **"Add a Member**" button.



Complete the New Member form. **NOTE: Be sure to set a username and password for the student. Usernames can be anything including email addresses or student IDs.** Select **"Save."**

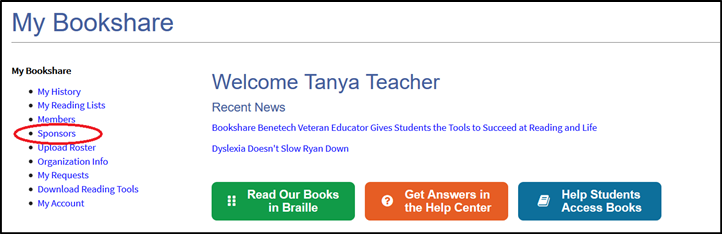


After you add the member, you will be prompted to **“Assign Books.”** For now, select **“Not Now.”**

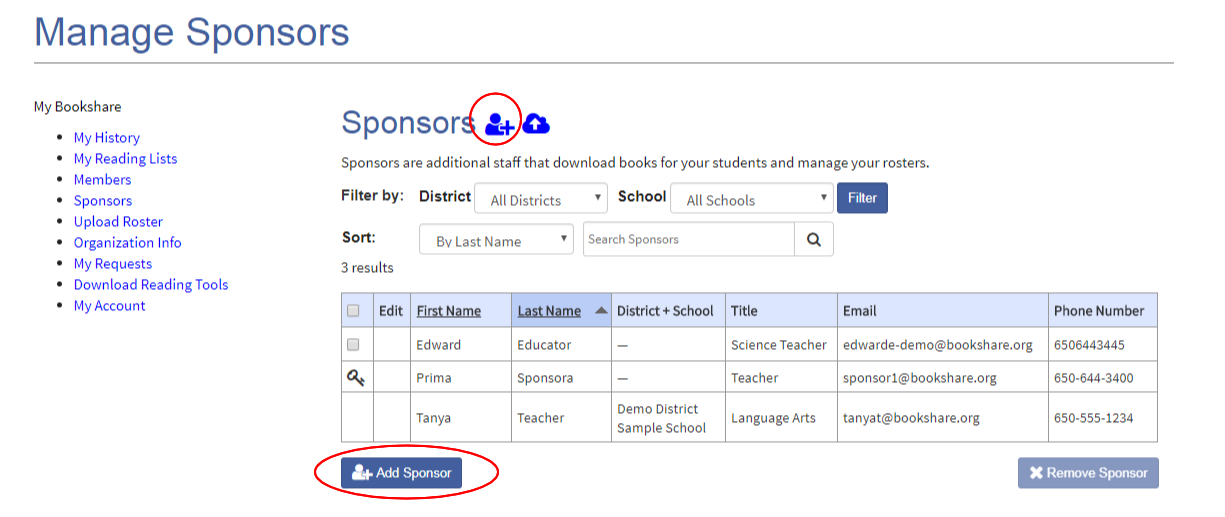


## **Sign Up Sponsors or Teachers:**

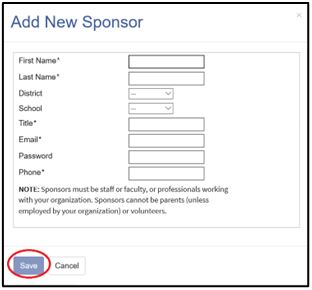
Next, add Sponsors or Teachers by selecting the **“Sponsors”** link on **your “My Bookshare**” page.



Select the **“Add Sponsor”** button, or the icon to add a new Sponsor.



Complete the “**Add New Sponsor”** form and select the “Save” button.



**Congratulations! Thank you for choosing Bookshare to support your students!**

**If you would like to learn more, please visit our**

**[Training and Learning Center!!!](https://www.bookshare.org/cms/help-center/learning-center)**