

# **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.



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)**