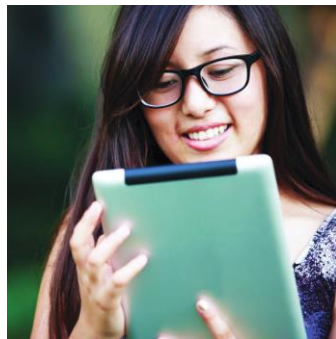




How to Guide

Add Sponsors to an Organizational Account



The Primary Contact can add additional teachers, or Sponsors, who can download books for students and members. Sponsors can also add additional educators as Sponsors. Sponsors and members can be added one by one or in a group using a downloadable spreadsheet.

Add Sponsors One by One

1) Select the "Sponsors" link on the "My Bookshare" page.

My Bookshare

- My History
- My Reading Lists
- Members
- Sponsors**
- Upload Roster
- Organization Info
- My Requests
- Download Reading Tools
- My Account

Welcome Tanya Teacher

Recent News

Bookshare Benetech Veteran Educator Gives Students the Tools to Succeed at Reading and Life

Dyslexia Doesn't Slow Ryan Down

Read Our Books in Braille | **Get Answers in the Help Center** | **Help Students Access Books**

Recent Books | Reading Lists

Title	Author	Action
A Very Large Expanse of Sea	Mafi, Tahereh	Add to Reading List Download...

2) Select "Add a Sponsor".

Manage Sponsors

Sponsors

Sponsors are additional staff that download books for your students and manage your rosters.

Filter by: District: All Districts | School: All Schools | Filter

Sort: By Last Name | Search Sponsors

3 results

<input type="checkbox"/>	Edit	First Name	Last Name	District + School	Title	Email	Phone Number
<input type="checkbox"/>		Edward	Educator	—	Science Teacher	edwarde-demo@bookshare.org	6506443445
<input type="checkbox"/>		Prima	Sponsora	—	Teacher	sponsor1@bookshare.org	650-644-3400
<input type="checkbox"/>		Tanya	Teacher	Demo District Sample School	Language Arts	tanyat@bookshare.org	650-555-1234

Add Sponsor | Remove Sponsor

- 3) Enter the information and select "Save." The new Sponsor will get an email prompting him/her to agree to Bookshare's membership terms and to create a password.

Add New Sponsor

First Name*

Last Name*

District

School

Title*

Email*

Phone*

NOTE: Sponsors must be staff or faculty, or professionals working with your organization. Sponsors cannot be parents (unless employed by your organization) or volunteers.

Add a Group of Sponsors

- 1) On the "Sponsors" page, select the cloud icon to access the "Upload Roster" page.

Manage Sponsors

My Bookshare

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

Learn More

- [How to add sponsors](#)

Sponsors

Sponsors are additional staff that download books for your students and manage your rosters.

Filter by: District School

Sort:

6 results

<input type="checkbox"/>	Edit	First Name	Last Name	District + School	Title	Email	Phone Number
<input type="checkbox"/>		Jane	Doe	--	Dir. Special Education	Jane.Doe@mail.org	415-111-222
<input type="checkbox"/>		Edward	Educator	--	Science Teacher	edwarde-demo@bookshare.org	6506443445
<input type="checkbox"/>		Sam	Smith	--	English Teacher	SamSmith@bookshare.org	301-555-1212
<input type="checkbox"/>		Prima	Sponsora	--	Teacher	sponsor1@bookshare.org	650-644-3400
<input type="checkbox"/>		Jane	Sponsor	--	Instructional Specialist	jane.sponsor@demo.org	301-555-1212
<input type="checkbox"/>		Tanya	Teacher	Demo District Sample School	Language Arts	tanyat@bookshare.org	650-555-1234

- 4) Save the file to your computer, then and upload the file on the Upload Roster Page. Sponsors will be added to your roster in 2-4 business days.

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 serves as proof of 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.

Choose File No file chosen

Upload