

Sign up for a Bookshare Organizational Membership and Add Sponsors to the Account

If you do not know if your school, school district (SD), or intermediate unit (IU) has an **Organizational Membership**, contact Bookshare Membership:

1. Send an email to membership@bookshare.org asking if your school, district, or IU has an Organizational Membership and, if so, how you can contact the Primary Contact person.
2. Bookshare membership should respond to your inquiry within 48 hours.

If your school, district, or IU does not have an **Organizational Membership**, a school administrator should designate a **Primary Contact** to sign up for a membership. The Primary Contact is the point of contact for your school, district, or IU.

If you are designated as the **Primary Contact**:

1. Go to www.bookshare.org.
2. Click *Sign Up Today* button on the home page.
3. Click *Sign up Organization*.
4. Follow the prompts and complete the application. Click *Continue* after completing each page.
 - As the Primary Contact for your school, district, or IU, you will be asked for your contact information. You will create a password during the sign up process.
 - You will also agree to Bookshare's terms. You are required to sign and print a copy of the Organizational Membership Agreement and mail, fax, or scan/email it to Bookshare.
 - After you complete the sign up process, you can add Sponsors (i.e., other downloaders) and Members (i.e., qualified students) to the account. You can also assign passwords to Sponsors when you add them to your Organization. If you do not assign a password to a Sponsor during the sign up process, the Sponsor will receive a welcome email from Bookshare with instructions to create a password.

If your school, district, or IU has an **Organizational Membership**, you should contact the Primary Contact and request to be added as a **Sponsor** to the organizational account.

- If your school, district, or IU has an Organizational Membership, the Primary Contact can add Sponsors who will download books for students. In addition, Sponsors can add other Sponsors.
- If the Primary Contact hasn't assigned a password to a Sponsor, the Sponsor will get an email from Bookshare with instructions to create a password. Sponsors cannot assign passwords to other Sponsors.
- When Sponsors log in for the first time, they are asked to agree to Bookshare's terms. Once this is complete, they can begin downloading books for Members.

NOTE: After an Organizational Membership has been set up, the Primary Contact and Sponsors can add new Members to the organizational account.