

## Quick Guide

### Recommend Individual Memberships for U.S. Students

Organizations and schools can help their Members obtain individual memberships. An individual membership allows the Member or student to log in and download books on his/her own at school, at home or anywhere with Internet access.

An individual membership is like an unlimited Bookshare™ library card.

- 1** Log in to your organizational account from the Bookshare home page.
- 2** Select 'My Organization' from your 'task bar' in the upper left corner of the page.
- 3** Select 'Members' from the 'My Organization' page.
- 4** Select the Member/s that you would like to recommend for individual memberships and then select the 'Individual Membership Form' button below the roster.
- 5** Save or open the form/s and then print them. Some of the Member's information will be auto-populated in the form. Please send the form with the Member to take home, or if the Member is over 18 to complete.
  - Bookshare requires a parent or guardian signature for all individual memberships for students under 18.
- 6** If the student is under 18, have a parent FAX or send the form to Bookshare with parental signature. If the student is over 18, the student can FAX or send the form directly. You can also send the form, helping the parent or student when the form has appropriate signatures. All contact information is on the form.

For registration support please visit: <http://bookshare.org/contactUs> and select "Membership and Registration."