FULL REGISTRATION GUIDE FOR EVENT ORGANISERS
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>01</td>
</tr>
<tr>
<td>Signing Up</td>
<td>02</td>
</tr>
<tr>
<td>Register</td>
<td>03</td>
</tr>
<tr>
<td>Personal details</td>
<td>04</td>
</tr>
<tr>
<td>Create your password</td>
<td>05</td>
</tr>
<tr>
<td>Organisation details</td>
<td>06/07</td>
</tr>
<tr>
<td>Create your account</td>
<td>08</td>
</tr>
<tr>
<td>Account activation</td>
<td>09</td>
</tr>
<tr>
<td>Requestor guide</td>
<td>10</td>
</tr>
<tr>
<td>How it works</td>
<td>11</td>
</tr>
<tr>
<td>Sign in</td>
<td>12</td>
</tr>
<tr>
<td>Advertise an activity</td>
<td>13</td>
</tr>
<tr>
<td>About your activity</td>
<td>14</td>
</tr>
<tr>
<td>Where your activity will take place</td>
<td>15</td>
</tr>
<tr>
<td>Participating schools/organisations</td>
<td>16</td>
</tr>
<tr>
<td>About the audience</td>
<td>17</td>
</tr>
<tr>
<td>When the activity will take place</td>
<td>18</td>
</tr>
<tr>
<td>STEM Ambassador requirement</td>
<td>19</td>
</tr>
<tr>
<td>Promote your activity</td>
<td>20</td>
</tr>
<tr>
<td>Measuring your activity</td>
<td>21</td>
</tr>
<tr>
<td>Add your activity</td>
<td>22</td>
</tr>
<tr>
<td>Contact Us</td>
<td>23</td>
</tr>
</tbody>
</table>
INTRODUCTION

This guide will provide visual step-by-step instructions to help you register with STEM Learning and organise an event with a Go Construct STEM Ambassador.
SIGNING UP

Sign up as an ‘Event Organiser’ for access to Go Construct STEM Ambassadors

To begin your registration please click or enter this link

https://www.stem.org.uk/register
REGISTER

Select 'Working in Education'

Then click continue
PERSONAL DETAILS

Enter your contact details here

You will need to fill out:
• Title
• First Name
• Surname
• Enter in a Username
• Email Address
• Confirm Email Address
CREATING YOUR PASSWORD

Create your password

• When completed, click 'I'm not a robot'
• Then click continue
ORGANISATION DETAILS

Enter in your organisation details

You will need to fill out:

• Your organisation type

• Your primary role

• Give a secondary role if you have one
Complete the following:

- The name of your school/college, if it doesn’t appear on the list, please click ‘my organisation is not on the list’
- Your subject area for areas of interest
- Tick if your school/college runs a STEM Club
- Age range of students
CREATE ACCOUNT

Create your account

• On the drop down, select where you heard about STEM Learning.

• Tick if you wish to subscribe to the newsletter.

• Tick share my information, this gives permission for STEM Learning to share your details with trusted organisations that work with them.

• Tick the privacy policy button.

Click create new account
ACCOUNT ACTIVATION

Activate your account

An email will have been sent to the email address you provided so you can activate your account.

Once your account is activated you will be able to access all the benefits STEM Learning has to offer.
How to create an activity request for a Go Construct STEM Ambassador
HOW IT WORKS

How it works

**STEP 1**
Sign in at www.stem.org.uk/dashboard

**STEP 2**
Select ‘Advertise an activity’ in the menu on your online dashboard, fill in the details and publish your activity.

**STEP 3**
STEM Ambassadors will express an interest in your activity and you can offer them a place.

**STEP 4**
Once the STEM Ambassador has accepted, click confirm and communicate through the integrated messaging tool to arrange the details for your activity.

**STEP 5**
Complete your activity.

**STEP 6**
Give us feedback on your activity.

Sign in to your dashboard or create an account now. You can also use the STEM Teacher app to manage your activity requests.
SIGN IN

Sign in to your STEM Learning account

To sign in please click or enter this link

https://www.stem.org.uk/user?destination=dashboard
ADVERTISE AN ACTIVITY

How to advertise an activity

On your dashboard, you'll see on the far-left hand side there is an activities drop down option.

Click on the drop down and select advertise an activity.
ABOUT YOUR ACTIVITY

Enter the activity details here

Enter in the name of your activity.

On the drop down menu under 'what do you want the STEM Ambassadors to do?' select what type of activity you want to hold.

In the schemes section, click in the box and a drop down will appear, please select 'Go Construct STEM Ambassador'
WHERE YOUR ACTIVITY WILL TAKE PLACE

Enter your chosen location here

Enter in the address where you want your activity to be held.

Alternatively, you can select the 'online' option if you want the activity to be held virtually.
PARTICIPATING SCHOOLS/ORGANISATIONS

Which schools or organisations will be participating?

Click in the box and enter which school or organisations will be taking part.
ABOUT THE AUDIENCE

Enter your audience details here

- Click the appropriate options for the age of the participants
- Enter how many participants are expected to be in attendance
- Select who your participants will be

YOUR PAGE SHOULD LOOK LIKE THIS

[Image of a webpage showing the 'About the audience' section with options for ages and participant roles]
WHEN THE ACTIVITY WILL TAKE PLACE

Enter when you want the activity to take place

Select whether this will be a one-off activity, or if it will be a series of multiple activities.

Put in the expected date and the total duration (in hours) you want your activity to last.
About the STEM Ambassadors you require

Enter how many STEM Ambassadors you think you are going to need.

Select the general area of expertise for the STEM Ambassador.

Click in the box for 'area of expertise’ and type in the area they should have, for example, bricklaying.
PROMOTE YOUR ACTIVITY

Promote your activity to STEM Ambassadors

Enter in the aim of your activity, plus give a description of what you require the STEM Ambassadors to do as part of your activity.
MEASURING YOUR ACTIVITY

Measuring the impact of your activity

To help keep improving the programme, please select what outcomes you would like to achieve from this activity

Complete the following:

• Impact for young people
• Impact for you and your colleagues
• Wider impact
ADD YOUR ACTIVITY

Add your activity

At the bottom of the page, select 'Add this activity'.

Once a STEM Ambassador has expressed an interest in your activity you can offer them a place.

The STEM Ambassador will then accept your offer and you can click confirm, you will find this in your dashboard.

Your request has been completed.
A STEM Ambassador will be in touch soon to confirm their attendance.
CONTACT US

Once you have completed the registration will have successfully signed up to request activities with Go Construct STEM Ambassadors.

If you need any further assistance, we are here to support you so please contact the team via the following email address:

For all general enquiries please contact ca@citb.co.uk

Alternative email contacts:

Carla Tidd Carla.tidd@citb.co.uk
Sameerah Marshall Sameerah.marshall@citb.co.uk
Robbie Smith Robertj.smith@citb.co.uk