

## Recording Your STEM Ambassador Activities

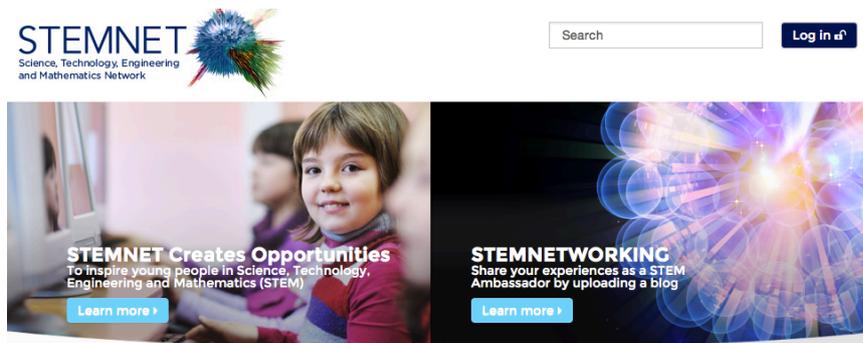
Firstly, thank you for all your interest in & support for the STEM Ambassador Programme. It really does make a difference to the lives of our local young people! However, to hit our funding-targets, we need to ensure that everything our volunteers do is also recorded.

### Information

- All ambassador outreach activities need to be recorded on your personal STEM Ambassador profile.
- To maintain your STEM Ambassador status, you need to complete & record at least one activity in any twelve-month period.
- Activities can be recorded in advance so you can log them as soon as they have been planned.
- To be covered by STEM Learning's insurance, your activity must be logged before it happens.

### Instructions for logging activities

1. Go to [www.stemnet.org.uk](http://www.stemnet.org.uk) & click the blue 'Log in' button in the top right-hand corner.



2. Log in using the email address & password you used when you first set up your STEM Ambassador profile. If you have forgotten these, contact [ambassadors@allaboutstem.co.uk](mailto:ambassadors@allaboutstem.co.uk). Our staff will be able to provide the email address you used & then you can use the password reset facility on the log in page.

A screenshot of the STEMNET login/register form. At the top left is the STEMNET logo. The form is titled 'Login or register' and contains two input fields: 'Email Address' and 'Enter your password'. Below the password field is a link for 'Forgotten Your Password?'. At the bottom of the form is a 'Login' button.

3. On the welcome screen, click 'Keep a record of your volunteer activities'.

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**Welcome to STEMNetworking**

STEMNetworking is the home of the STEM Ambassadors Programme online.

You can use STEMNetworking to:

- [Search for volunteer opportunities across the UK](#)
- [Keep a record of your volunteer activities](#)
- [Find useful resources to support your volunteering](#)
- [Update your personal details](#)

If you have any problems using STEMNetworking or any questions about the STEM Ambassadors programme more generally, please [contact your STEM Ambassador Hub](#) for support.

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**Address:** STEM Learning, 5th Floor, Woolgate Exchange, 25 Basinghall Street, London EC2V 5HA  
**Email:** [stem-ambassadors@stem.org.uk](mailto:stem-ambassadors@stem.org.uk)  
**Telephone:** 020 3206 0450  
**Website:** [www.stem.org.uk/stem-ambassadors](http://www.stem.org.uk/stem-ambassadors)



4. Give the activity a name, preferably including the school name e.g. 'Any School – Careers Talk' or 'Any School – Balloon Rockets Activity'.

Provide a brief description of the activity.

Click to indicate whether the activity was a single school, a multi school, STEM Club or non-school activity.

**Add Ambassador Activity**

Activity Title

Activity Details

Activity Category

- Single School
- Multi School
- STEM Club (Single School)
- STEM Club (Multi School)
- Non-School

5. Choose an 'Activity Type' from the drop-down menu & select the relevant 'STEM Focus'.

Choose the 'Curriculum Focus' (i.e. age-group)

- KS1 – Infants R, Y1 & Y2
- KS2 – Juniors Y3,4,5 & 6
- KS3 – Secondary Y7,8 & 9
- KS4 – Secondary Y10, 11
- KS5 – Sixth Form Y12 & 13
- (P/S choices – Scotland only)

Add the activity start & end date.

Click the box if the event was free of charge to the school and if it was delivered over video.

Add the approximate number of pupils involved.

Activity Type

STEM Focus

Science  Engineering

Technology  Maths

Curriculum Focus (Optional)

KS1  KS2  KS3  KS4  KS5

P1  P2  P3  P4  P5  P6  P7

S1  S2  S3  S4  S5  S6

Activity Start

Activity End

Free of Charge

Was delivered over video conferencing (e.g. Skype, WebEx)

Number of Pupils/Students

6. The 'Contract Holder' field should be pre-populated with 'STEM Ambassador Hub Merseyside and Cheshire' and the 'STEM Ambassador' field should be pre-populated with your name.

Add the number of hours you volunteered for.

If you wish, you can add your Employer name from the drop-down menu. If you can't find your Employer in the menu, you can leave this field blank. (If you wish to have your Employer added to the drop-down menu for the future, please send the details to [ambassadors@allaboutstem.co.uk](mailto:ambassadors@allaboutstem.co.uk).

7. To add the name of the school(s) you worked with, click 'Add School'. If you wish, filter the search options by selecting the Hub or School Type. Type the school name, or part of the school name, in the search box & hit return. Possible schools will appear in a drop-down list if you click on the arrows of the 'School Search Results' box. Click on the appropriate school & then click the 'Add Selected School' button. If you don't know the names of the schools involved (e.g. if it was a public event), you can tick the 'No schools were involved in the activity & explain why you don't know the names).

8. If you experience any problems, please just contact [ambassadors@allaboutstem.co.uk](mailto:ambassadors@allaboutstem.co.uk)

**Hub** ⓘ

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STEM Ambassador Hub Merseyside and Cheshire

Change Hub

**STEM Ambassadors** ⓘ

**Hours Volunteered** ⓘ

Alison Christoffer

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**Employers (Optional)** ⓘ

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Add Employer

**Schools** ⓘ

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No Schools Were Involved In This Activity

Add School

**Venues (Optional)** ⓘ

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Add Venue

Save Activity