

Requesting a STEM Ambassador





1a. If you **do not** already have a STEM Learning Teacher Account, you will need to set one up <u>here</u>. (www.stem.org.uk)

Teacher If you are a teacher, technician, trainee teacher or are working in education setting and would like access to our resources, CPD and STEM Ambassadors, sign up here.	STEM volunteer – become a STEM Ambassador If you work in a STEM-related role and would like to join the STEM Ambassador, programme, sign up here.
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Youth or community group leader	Manager of STEM education activities for an employer or professional institution
youth, community group or non-school based group, sign up here.	If you are the official representative for

1a. If you **do** already have a STEM Learning Teacher Account, you will need to log-in <u>here</u> (www.stem.org.uk)

RESOURCES	CPD	STEM CLUBS	STEM AMBASSADORS	
Sign in Register	Reque	st new password		
Sign in to your account				
Email address or use	rname *			
Password *				

2. On your 'Dashboard', click the 'Activities' link on the left-hand side, then select 'Advertise an Activity'.

		PRIMARY SECONDARY	Y FE HE EMPLOYERS	MY DASHBOARD LOG OUT Q SEARCH
	STEM RESOURCES CPD	STEM CLUBS STEM AMBA	SSADORS ENRICHMENT	NEWS AND VIEWS
≡		Logged in as		
A DASHBOARD	Dashboard			
8 PROFILE		5019 100		
CPD		My profile		
		Name Email		
		Organisation		
MAGAZINE		Current Role	Other	
STEM AMBASSADORS	Edit account details	Edit personal Information	Edit organisation information	Edit public profile
Advertise an activity Draft activities	CPD		Activities	
Upcoming activities	You have 0 current CPD activities	View	You have 0 draft	activities View
Closed activities	You have 0 recommended CPD	View	You have 0 upco	ming activities View
Browse	activities		You have 0 activ	ties requiring View
	3 There are 3 CPD activities near you	View	feedback	nes redoning

3. Complete the form that opens and provide information about your activity to help STEM Ambassadors decide whether they would like to offer help.

		PRIMARY SECONDARY Y FE HE EN	MPLOYERS MY DASHBOARD LOG OUT Q SEARCH
	STEM RESOURCES CPD	STEM CLUBS STEM AMBASSADORS ENRI	ICHMENT NEWS AND VIEWS
≡	Advertise an activity		
A DASHBOARD	2		
A PROFILE	About your activity	6	9
CPD	Activity name*	What do you want the STEM Ambassadors to do?*	
		Employability skills session e.g. mock interviews/CV · 🕶	
MAGAZINE	Where will the activity take place?		
STEM AMBASSADORS	CUse my organisation address		
	Add a new location by postcode *	Address *	
		Town or city *	

4. Ambassadors will be able to view your activity online and express an interest in helping. You will be able to message them via the website to make arrangements.

Below is an example activity as it appears on the website. The messaging facility has been cut off the bottom of the image for privacy reasons.



5. Once the activity has taken place, you'll need to click the 'Ambassadors Confirmed' button. This will log the activity on the Ambassadors' volunteering profiles. You, and both the Ambassadors who took part, will also receive an email asking for feedback about the activity.

