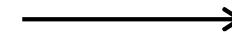




# FULL REGISTRATION GUIDE FOR EVENT ORGANISERS



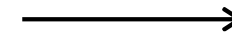


# Contents

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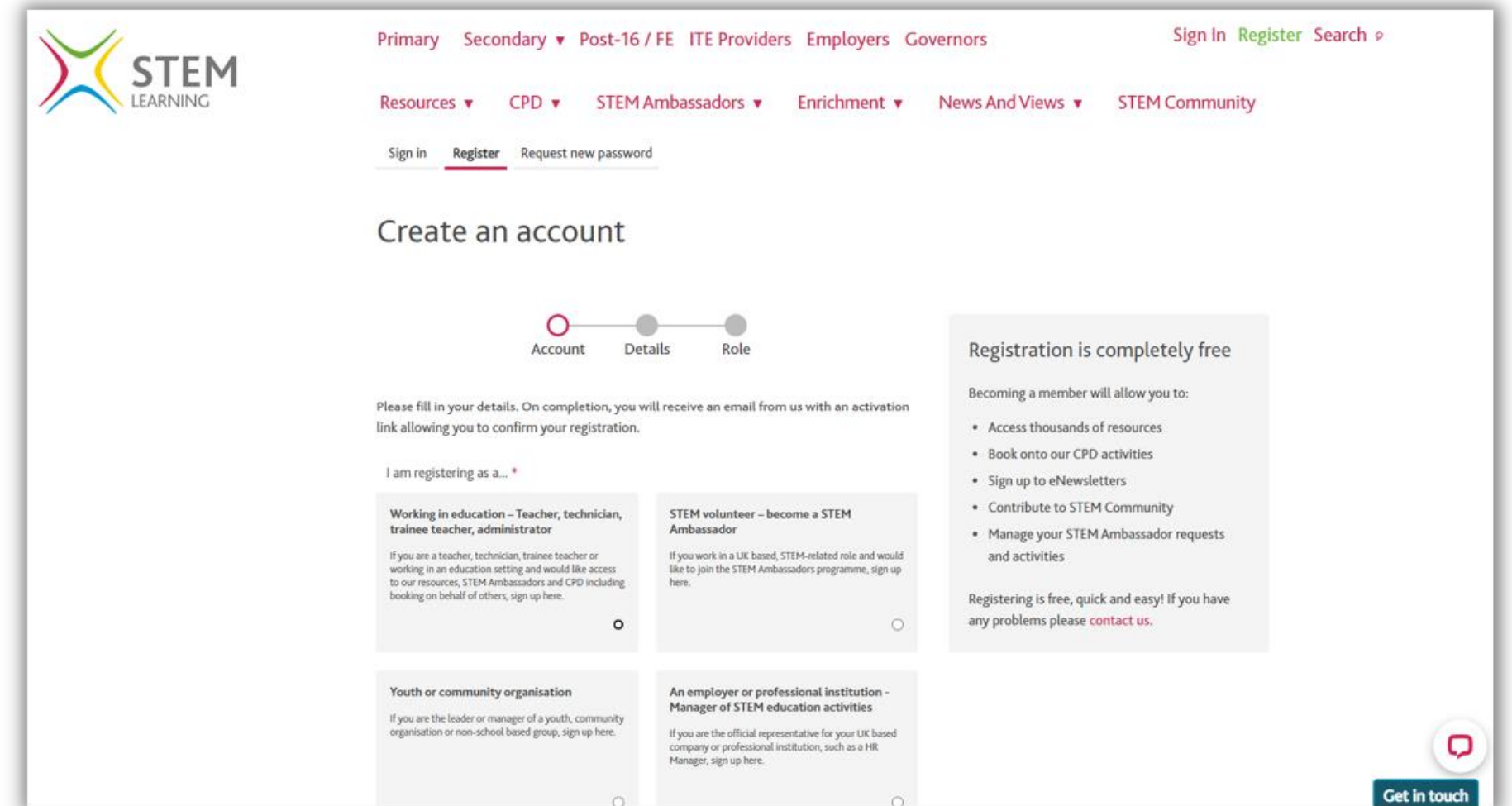




## SIGNING UP

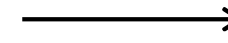
# Sign up as an 'Event Organiser' for access to Go Construct STEM Ambassadors

YOUR PAGE SHOULD LOOK LIKE THIS



To begin your registration please click or enter this link

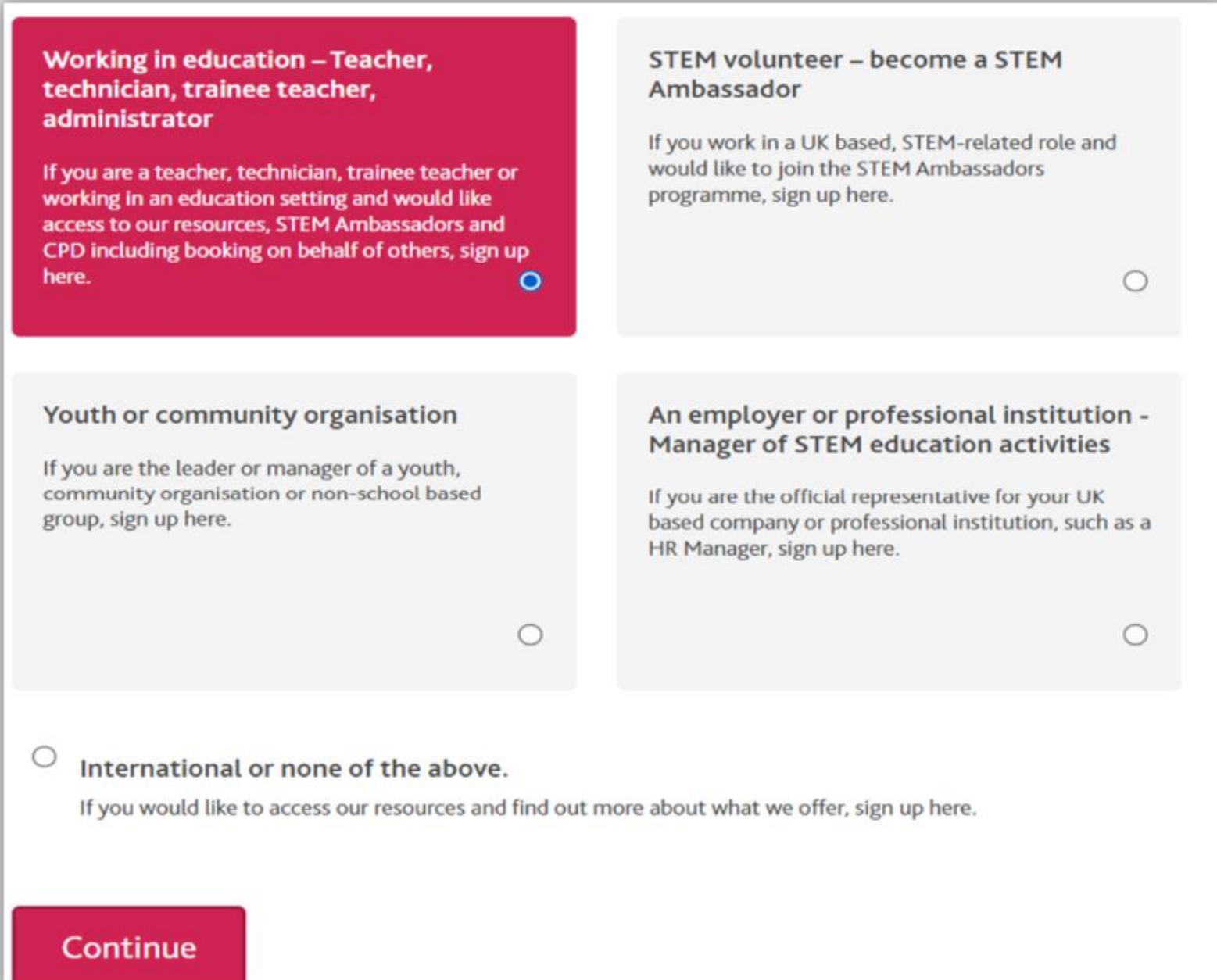
<https://www.stem.org.uk/register>



# REGISTER

## Select 'Working in Education'

YOUR PAGE SHOULD LOOK LIKE THIS



**Working in education – Teacher, technician, trainee teacher, administrator**  
If you are a teacher, technician, trainee teacher or working in an education setting and would like access to our resources, STEM Ambassadors and CPD including booking on behalf of others, sign up here.

**STEM volunteer – become a STEM Ambassador**  
If you work in a UK based, STEM-related role and would like to join the STEM Ambassadors programme, sign up here.

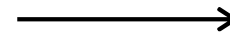
**Youth or community organisation**  
If you are the leader or manager of a youth, community organisation or non-school based group, sign up here.

**An employer or professional institution - Manager of STEM education activities**  
If you are the official representative for your UK based company or professional institution, such as a HR Manager, sign up here.

**International or none of the above.**  
If you would like to access our resources and find out more about what we offer, sign up here.

**Continue**

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

YOUR PAGE SHOULD LOOK LIKE THIS

### Create an account



Account Details Role

Please fill in your details. On completion, you will receive an email from us with an activation link allowing you to confirm your registration.

Title \*

**IMPORTANT:** If you are registering for a STEM Ambassador account, please ensure that the first name and surname you provide are identical to your official ID documents as these will be needed to carry out your Disclosure and Barring Service check (DBS).

First name \*

Surname \*

Username \*

This is your public screen name and will be visible to other users of the website.  
Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes and underscores.

Email address \*

Confirm e-mail address \*

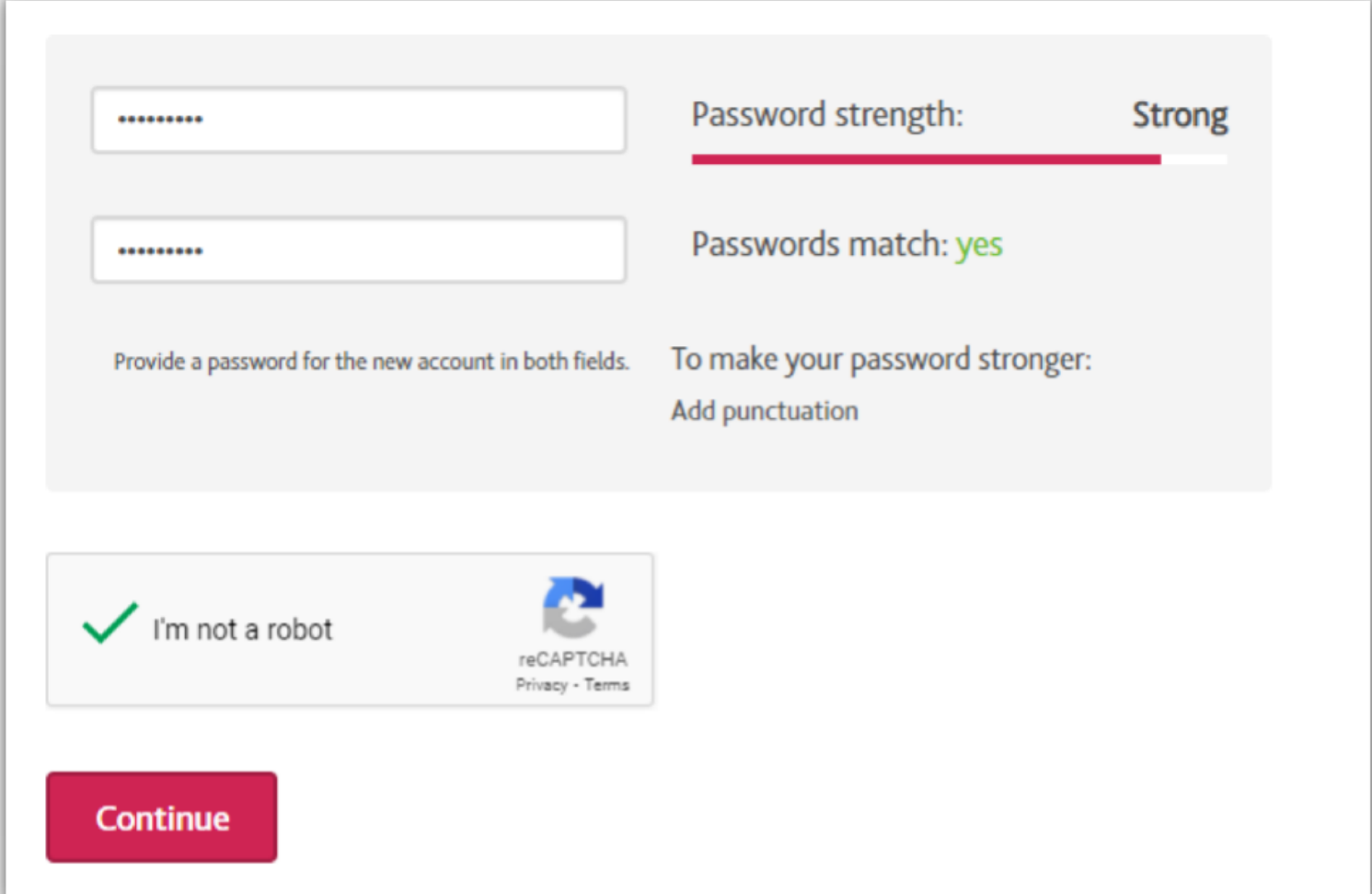


## CREATING YOUR PASSWORD

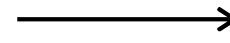
# Create your password

- When completed, click 'I'm not a robot'
- Then click **continue**

YOUR PAGE SHOULD LOOK LIKE THIS



The screenshot shows a password creation form with two input fields for password and confirmation. The password strength is indicated as 'Strong' with a red progress bar. The confirmation message says 'Passwords match: yes'. Below the fields, there is a note: 'Provide a password for the new account in both fields. To make your password stronger: Add punctuation'. At the bottom, there is a green checkmark and the text 'I'm not a robot' next to a reCAPTCHA logo and 'reCAPTCHA Privacy - Terms' link. A red 'Continue' button is at the bottom left.



# 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

YOUR PAGE SHOULD LOOK LIKE THIS

Account Details **Role**

Please fill in your details. On completion, you will receive an email from us with an activation link allowing you to confirm your registration.

Organisation type \*  
- Select a value -

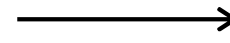
Primary Role \*  
Please select your main role, or the one most relevant to your interest in STEM learning.

<input type="checkbox"/> Head of department/Subject Lead	<input type="checkbox"/> Head Teacher
<input type="checkbox"/> ITE Lead/Mentor	<input type="checkbox"/> Lecturer
<input type="checkbox"/> Other	<input type="checkbox"/> Returning Teacher
<input type="checkbox"/> School Governor	<input type="checkbox"/> Senior Leader
<input type="checkbox"/> Supply Teacher	<input type="checkbox"/> Teacher
<input type="checkbox"/> Teaching Assistant/HLTA	<input type="checkbox"/> Technician
<input type="checkbox"/> Trainee Teacher	

Secondary role  
Please select any additional role you have.

<input type="checkbox"/> Head of department/Subject Lead	<input type="checkbox"/> Head Teacher
<input type="checkbox"/> ITE Lead/Mentor	<input type="checkbox"/> Lecturer
<input type="checkbox"/> Other	<input type="checkbox"/> Returning Teacher
<input type="checkbox"/> School Governor	<input type="checkbox"/> Senior Leader
<input type="checkbox"/> Supply Teacher	<input type="checkbox"/> Teacher
<input type="checkbox"/> Teaching Assistant/HLTA	<input type="checkbox"/> Technician
<input type="checkbox"/> Trainee Teacher	





## ORGANISATION DETAILS CONTINUED

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

YOUR PAGE SHOULD LOOK LIKE THIS



Name of school/college/university \*

Search by post code

My organisation is not in the list

Areas of Interest

Subject \*

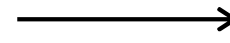
Choose some options

Does your school/college run a STEM Club?

Age range \*

4-5     5-7     7-11     11-14

14-16     16-19     FE/HE



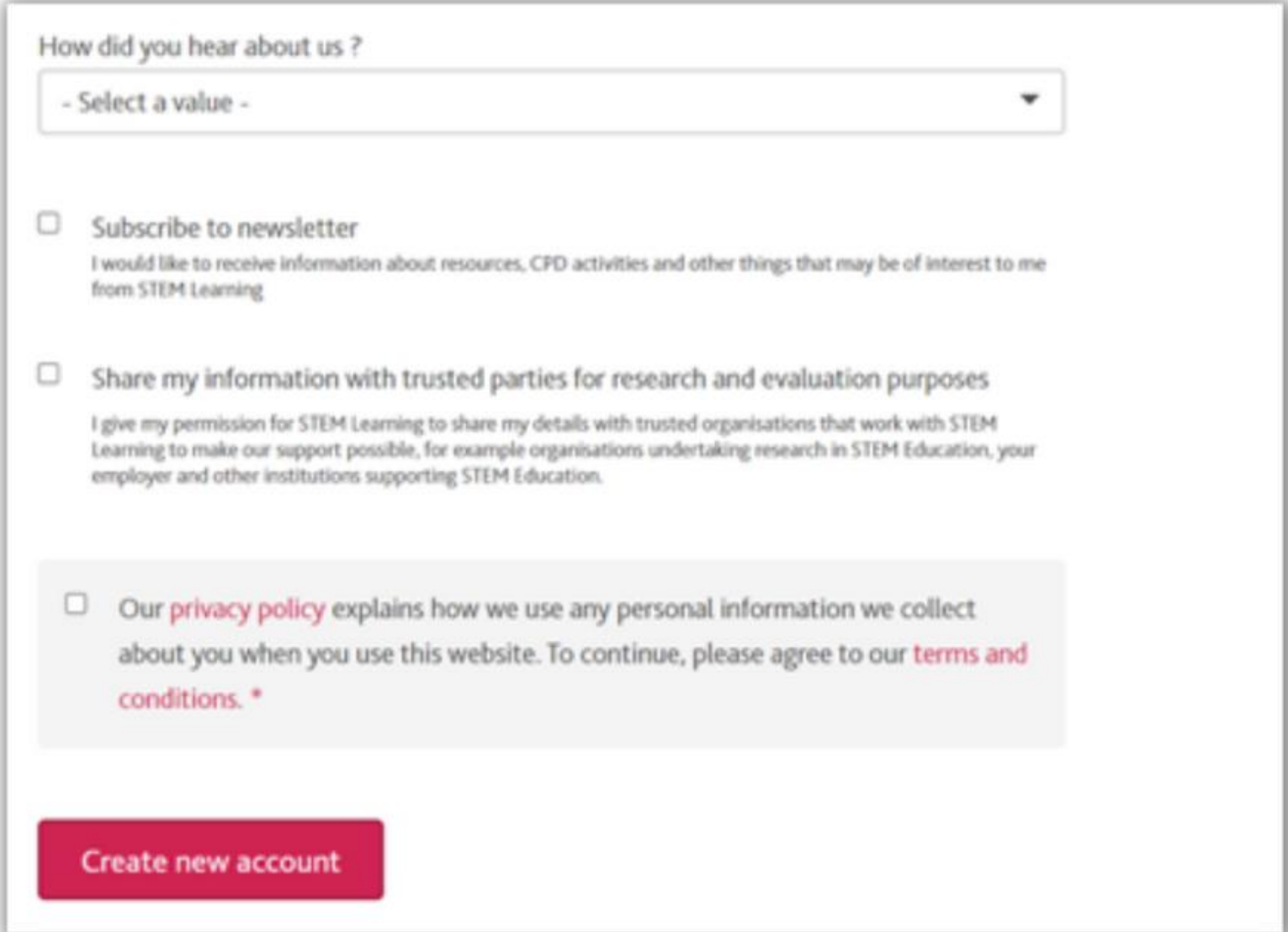
## CREATE ACCOUNT

# 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

YOUR PAGE SHOULD LOOK LIKE THIS



How did you hear about us ?

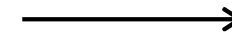
- Select a value -

Subscribe to newsletter  
I would like to receive information about resources, CPD activities and other things that may be of interest to me from STEM Learning

Share my information with trusted parties for research and evaluation purposes  
I give my permission for STEM Learning to share my details with trusted organisations that work with STEM Learning to make our support possible, for example organisations undertaking research in STEM Education, your employer and other institutions supporting STEM Education.

Our [privacy policy](#) explains how we use any personal information we collect about you when you use this website. To continue, please agree to our [terms and conditions](#). \*

Create new account



## ACCOUNT ACTIVATION

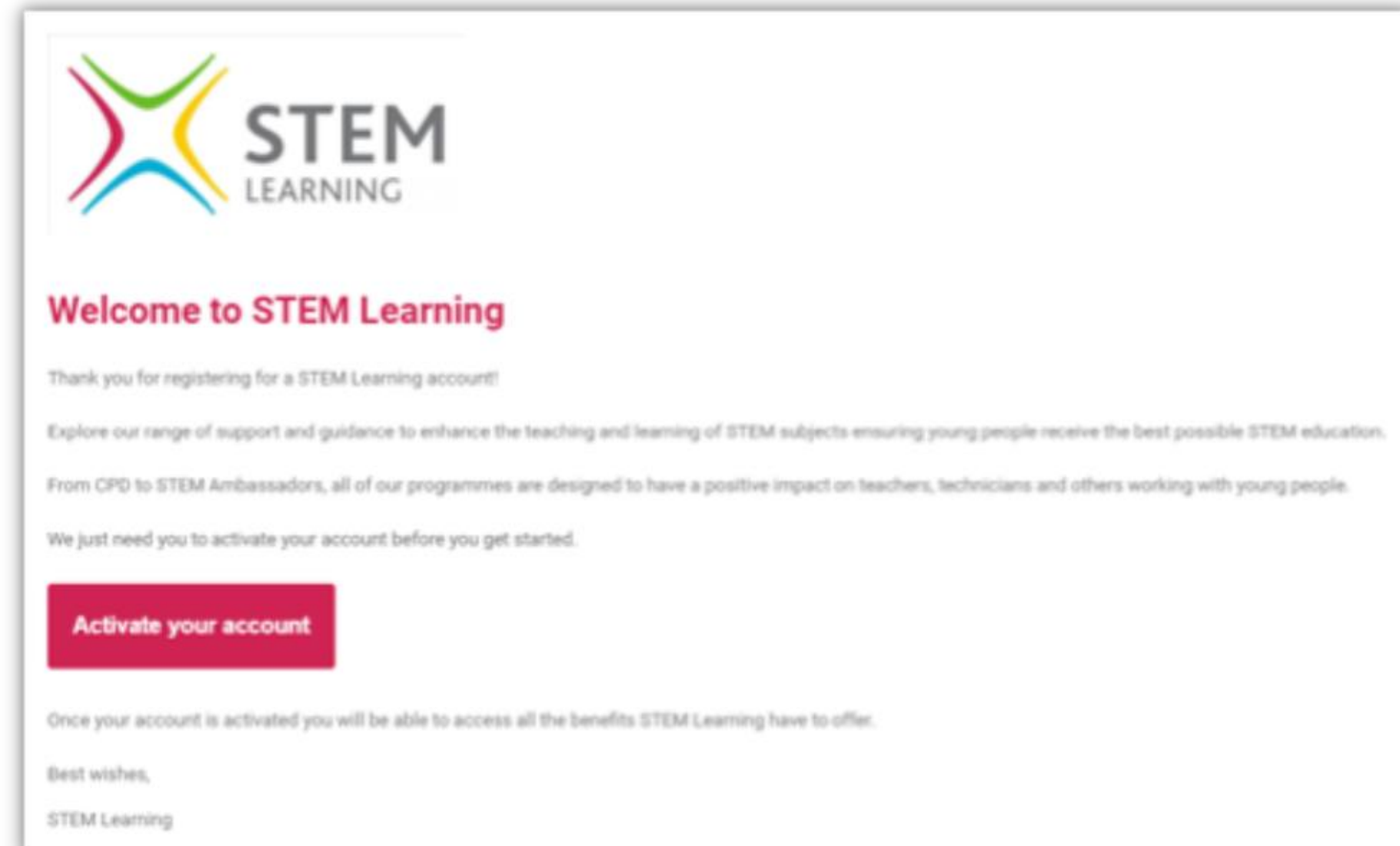
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# Activate your account

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

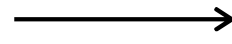
Once your account is activated you will be able to access all the benefits STEM Learning has to offer.

YOUR PAGE SHOULD LOOK LIKE THIS



A detailed line-art illustration in black and orange. It depicts a laboratory or workshop setting. In the center, a hand holds a magnifying glass over a globe. To the left, a hand holds a laptop. Below that, a hand holds a pair of safety goggles. In the foreground, a hand holds a saw cutting into a box labeled 'STEM'. To the right, a hand holds a gear. Other elements include a microscope, a test tube, a beaker, a pencil, a ruler, a compass, and various tools and equipment. The word 'STEM' is written in large, bold, orange-outlined letters at the bottom center.

How to create an activity request for a  
Go Construct STEM Ambassador

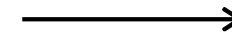


# HOW IT WORKS

## How it works



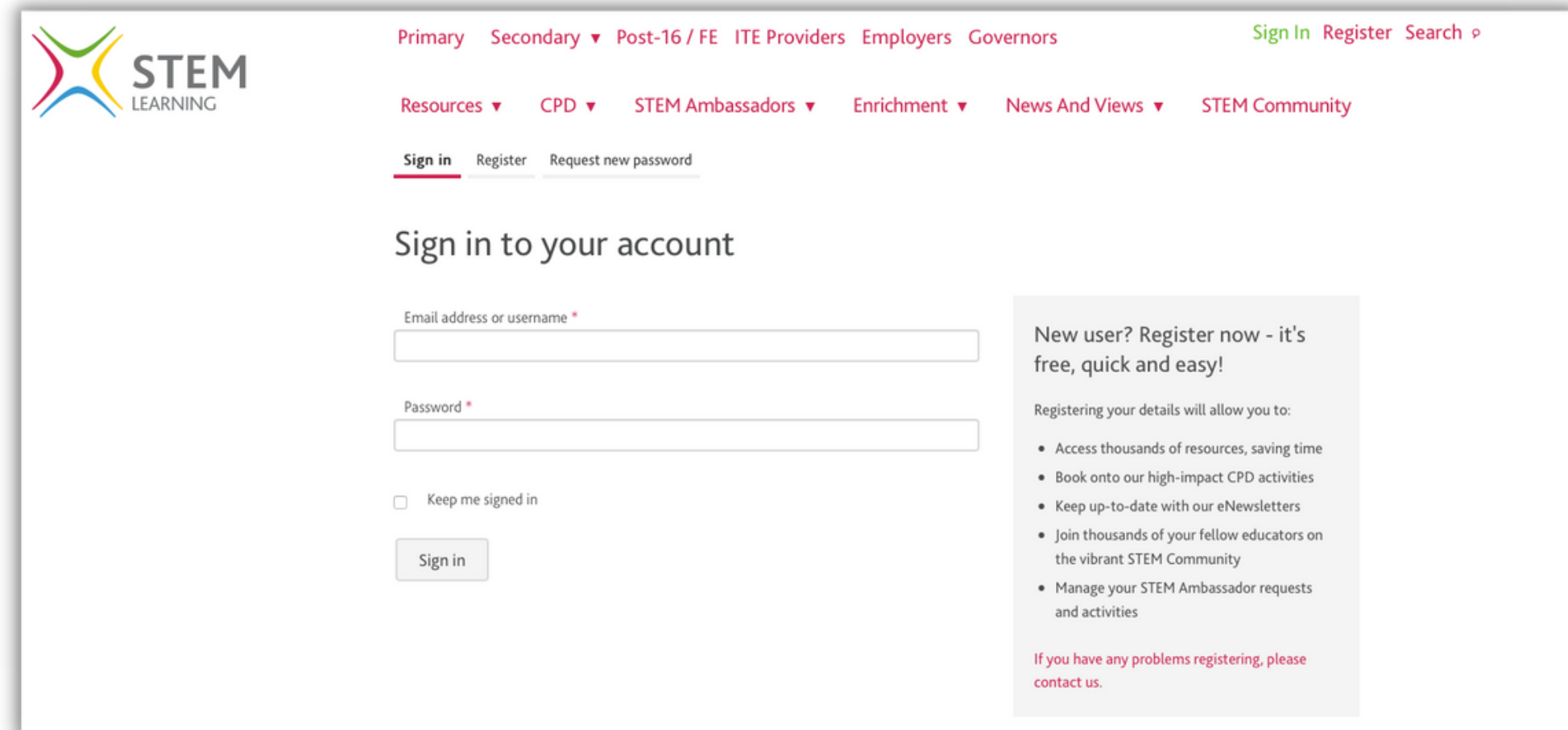
Sign in to your dashboard or create an account now. You can also use the STEM Teacher app to manage your activity requests.



## SIGN IN

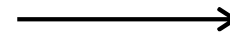
# Sign in to your STEM Learning account

YOUR PAGE SHOULD LOOK LIKE THIS



To sign in please click or enter this link

<https://www.stem.org.uk/user?destination=dashboard>



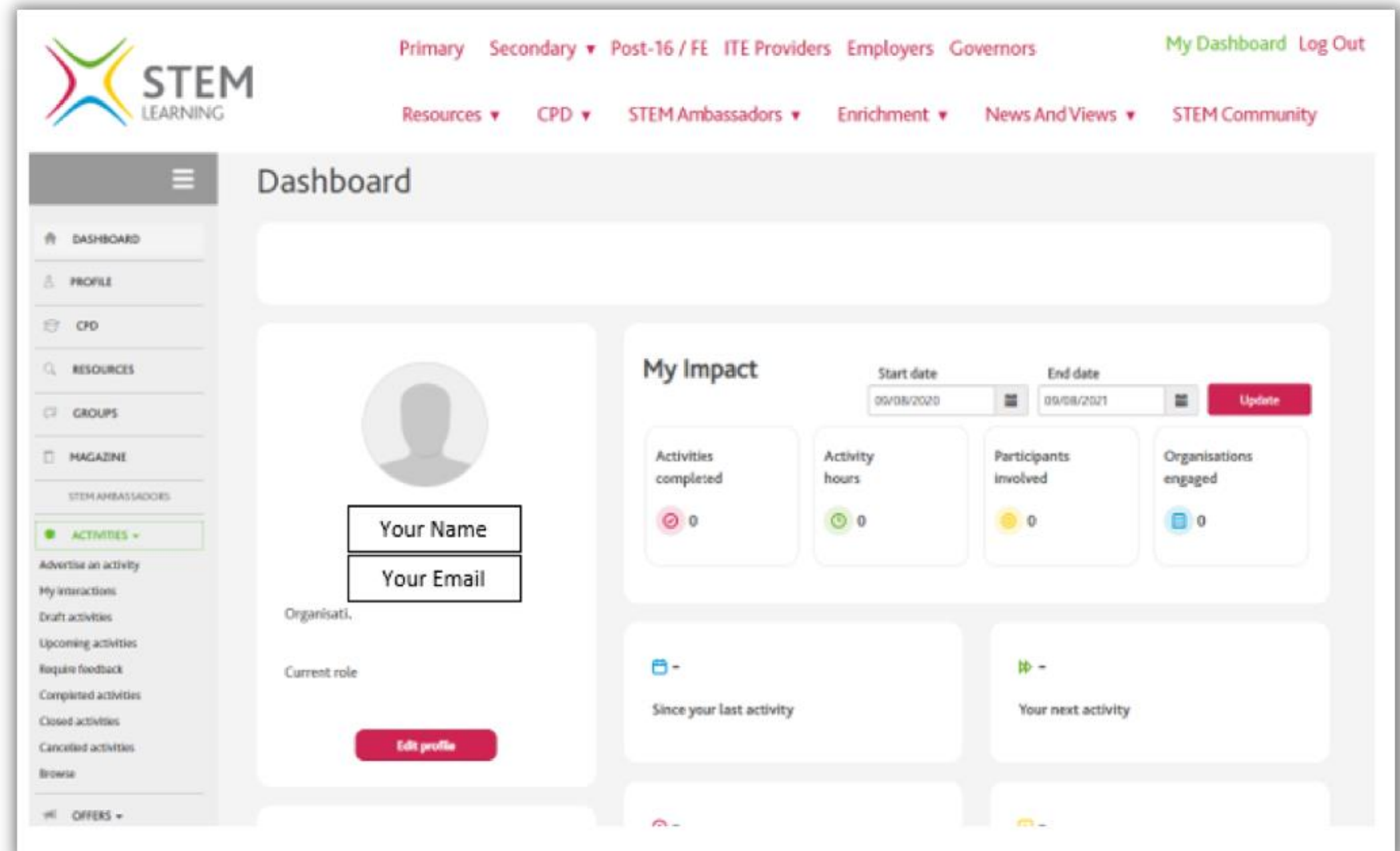
## ADVERTISE AN ACTIVITY

# How to advertise an activity

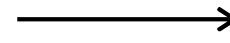
On your dashboard, you'll see on the far-left hand side there is an activities drop down option.

Click on the drop down and select advertise an activity.

YOUR PAGE SHOULD LOOK LIKE THIS



The screenshot shows the STEM Learning dashboard. At the top, there is a navigation bar with the STEM Learning logo on the left and links for 'Primary', 'Secondary', 'Post-16 / FE', 'ITE Providers', 'Employers', 'Governors', 'My Dashboard', and 'Log Out' on the right. Below this is a secondary navigation bar with links for 'Resources', 'CPD', 'STEM Ambassadors', 'Enrichment', 'News And Views', and 'STEM Community'. The main content area is titled 'Dashboard' and features a left-hand sidebar with a menu. The 'ACTIVITIES' menu item is highlighted in green and expanded to show options: 'Advertise an activity', 'My interactions', 'Draft activities', 'Upcoming activities', 'Require feedback', 'Completed activities', 'Closed activities', 'Cancelled activities', and 'Browse'. The main dashboard area includes a profile card with a placeholder for a user's name and email, and an 'Edit profile' button. To the right of the profile card is a 'My Impact' section with a date range selector (Start date: 09/08/2020, End date: 09/08/2021) and an 'Update' button. Below this are four cards showing 'Activities completed', 'Activity hours', 'Participants involved', and 'Organisations engaged', each with a zero count. At the bottom, there are two more cards: 'Since your last activity' and 'Your next activity'.



## ABOUT YOUR ACTIVITY

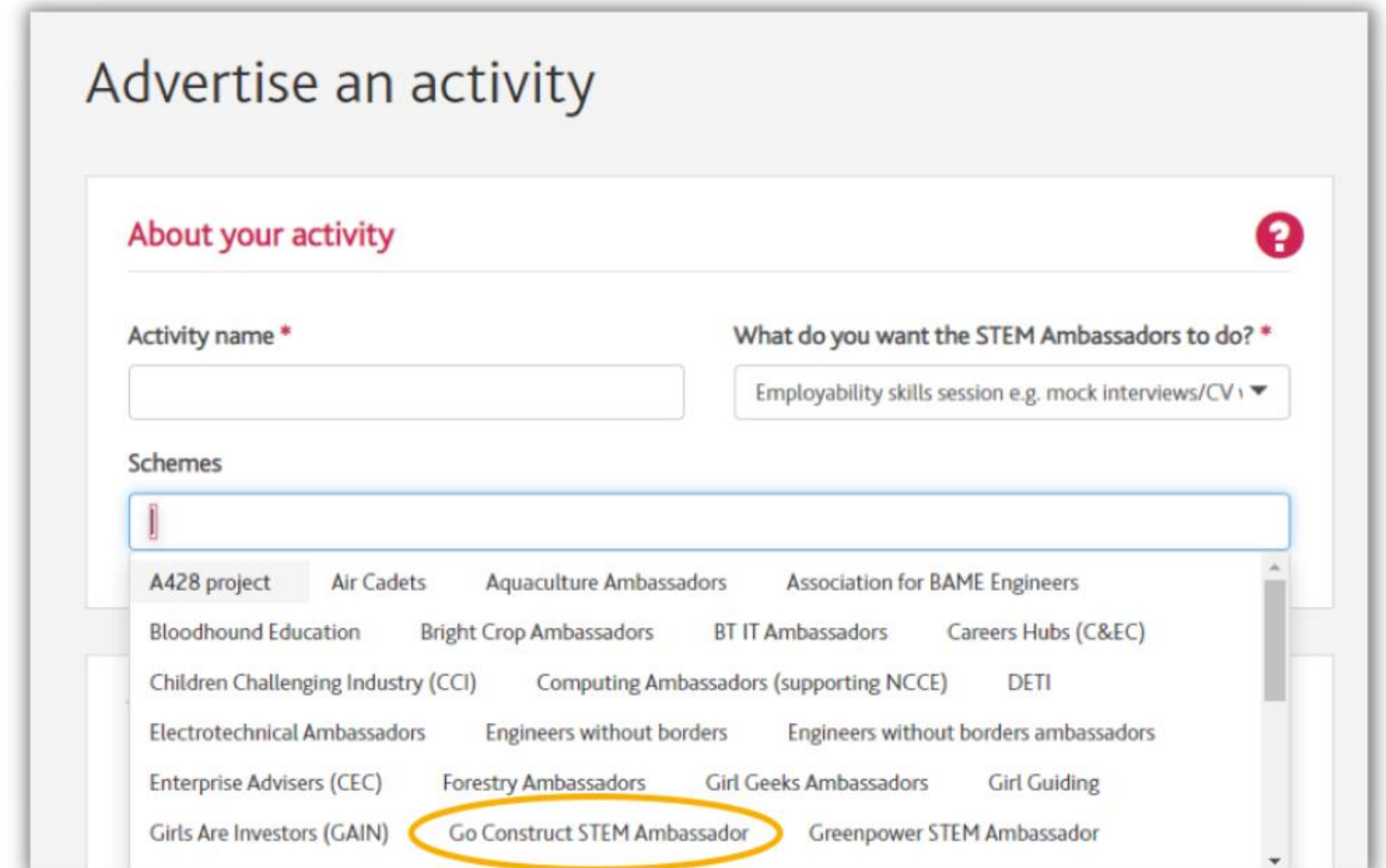
# Enter the activity details here

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'

YOUR PAGE SHOULD LOOK LIKE THIS



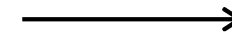
The screenshot shows a web form titled "Advertise an activity". It has a section "About your activity" with a red question mark icon. Below this are two input fields: "Activity name \*" and "What do you want the STEM Ambassadors to do? \*". The second field has a dropdown menu with the selected option "Employability skills session e.g. mock interviews/CV". Below these is a "Schemes" section with a search box. A dropdown menu is open, showing a list of schemes. The option "Go Construct STEM Ambassador" is highlighted with a yellow circle.

Activity name *	What do you want the STEM Ambassadors to do? *
<input type="text"/>	Employability skills session e.g. mock interviews/CV   ▾

Schemes

A428 project	Air Cadets	Aquaculture Ambassadors	Association for BAME Engineers
Bloodhound Education	Bright Crop Ambassadors	BT IT Ambassadors	Careers Hubs (C&EC)
Children Challenging Industry (CCI)	Computing Ambassadors (supporting NCCE)	DETI	
Electrotechnical Ambassadors	Engineers without borders	Engineers without borders ambassadors	
Enterprise Advisers (CEC)	Forestry Ambassadors	Girl Geeks Ambassadors	Girl Guiding
Girls Are Investors (GAIN)	Go Construct STEM Ambassador	Greenpower STEM Ambassador	





## WHERE YOUR ACTIVITY WILL TAKE PLACE

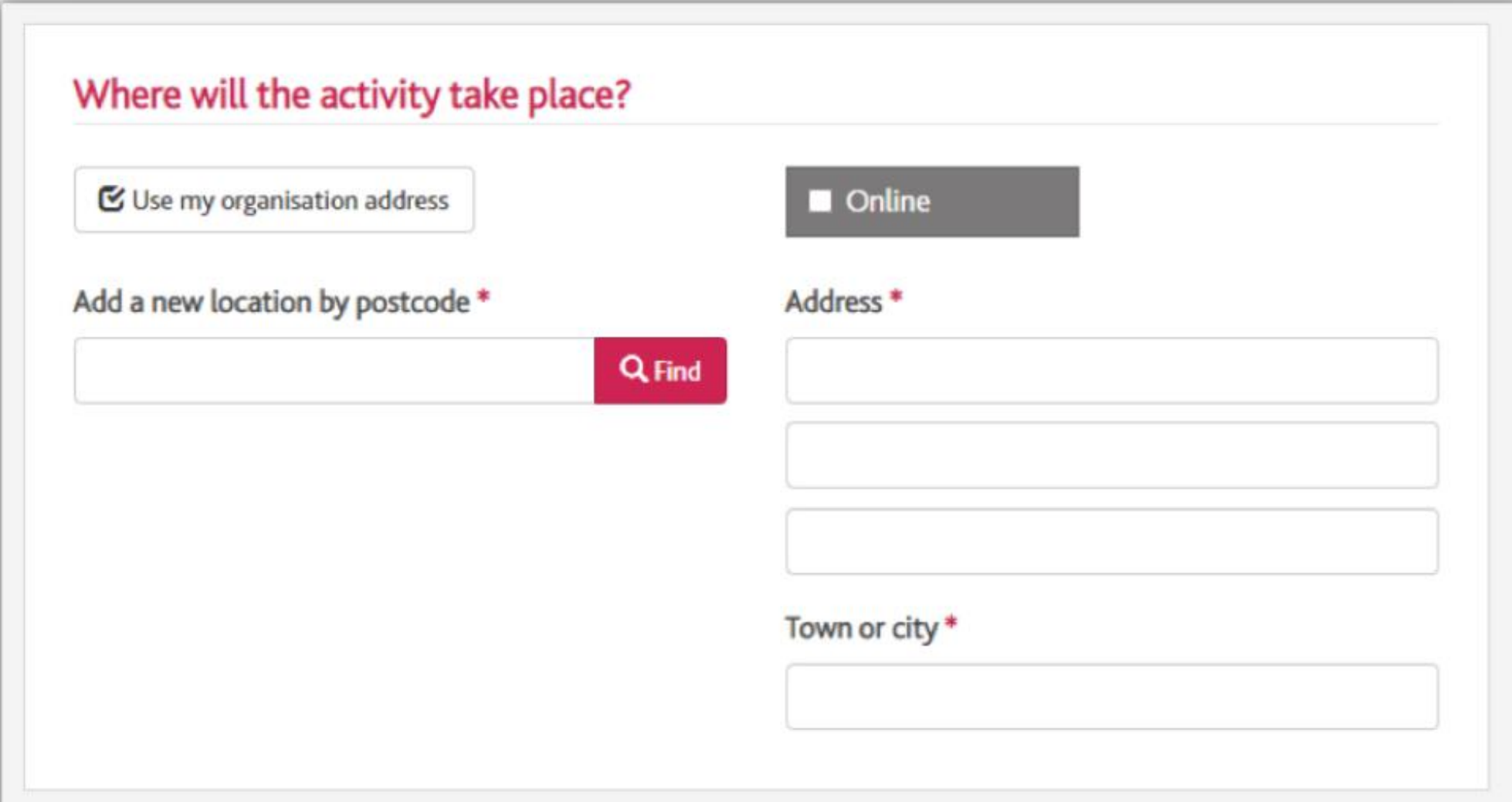
---

# Enter your chosen location here

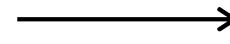
Enter in the address where you want your activity to be held.

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

YOUR PAGE SHOULD LOOK LIKE THIS



The screenshot shows a form titled "Where will the activity take place?". It features a checkbox labeled "Use my organisation address" which is checked. To the right is a radio button labeled "Online" which is selected. Below the checkbox is a text input field for "Add a new location by postcode \*" with a red "Find" button. To the right of this is a multi-line text input field for "Address \*". Below the address field is another multi-line text input field for "Town or city \*".



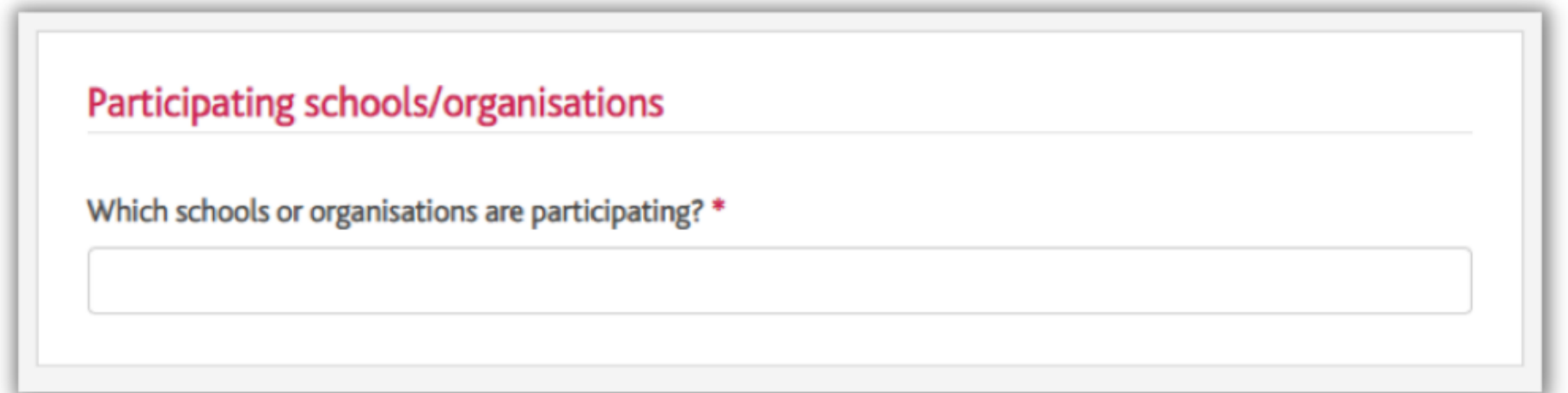
## PARTICIPATING SCHOOLS/ORGANISATIONS

---

# Which schools or organisations will be participating?

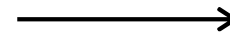
Click in the box and enter which school or organisations will be taking part.

YOUR PAGE SHOULD LOOK LIKE THIS



Participating schools/organisations

Which schools or organisations are participating? \*

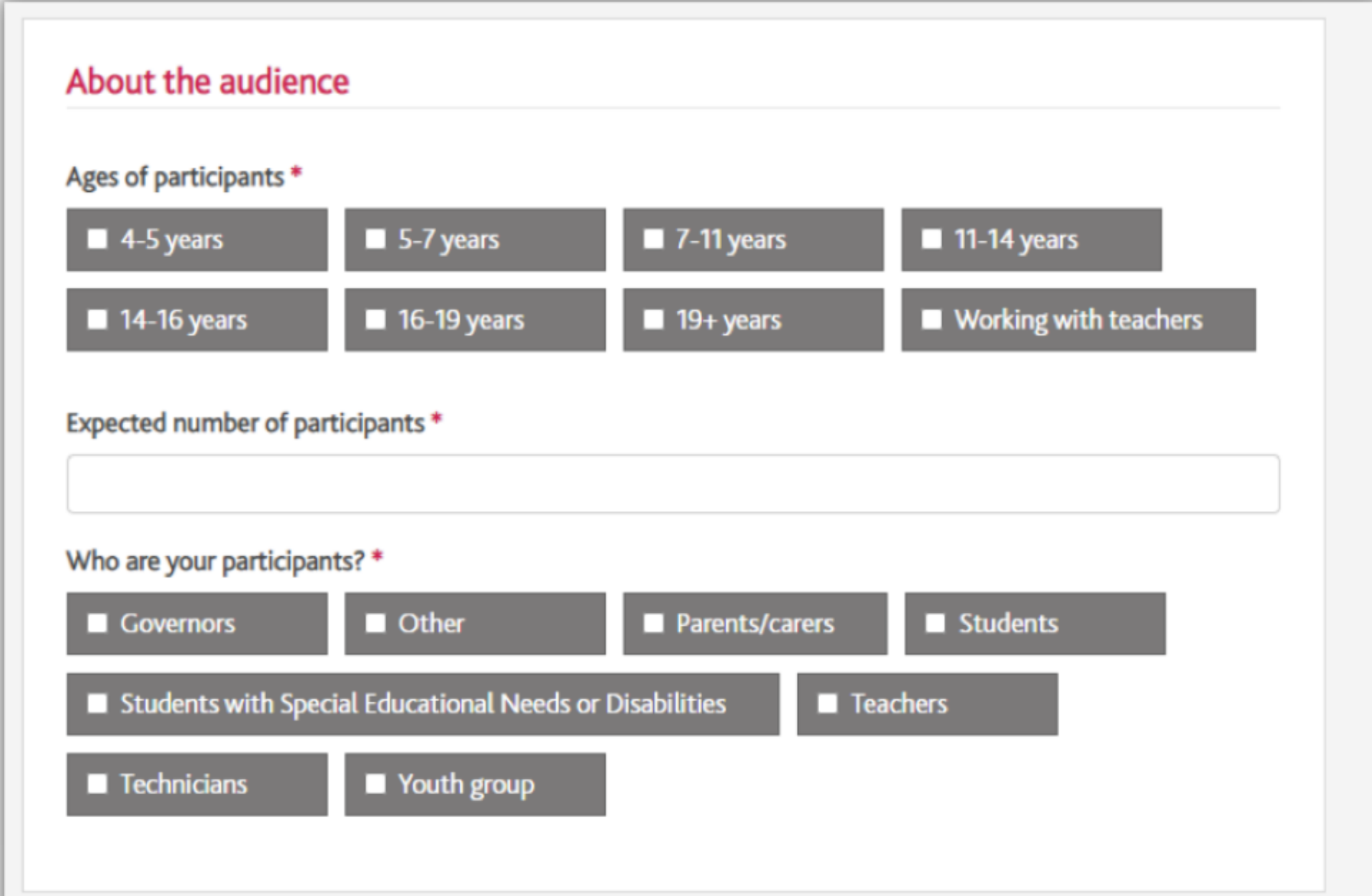


## ABOUT THE AUDIENCE

# 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



**About the audience**

**Ages of participants \***

4-5 years  5-7 years  7-11 years  11-14 years

14-16 years  16-19 years  19+ years  Working with teachers

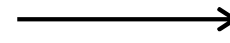
**Expected number of participants \***

**Who are your participants? \***

Governors  Other  Parents/carers  Students

Students with Special Educational Needs or Disabilities  Teachers

Technicians  Youth group



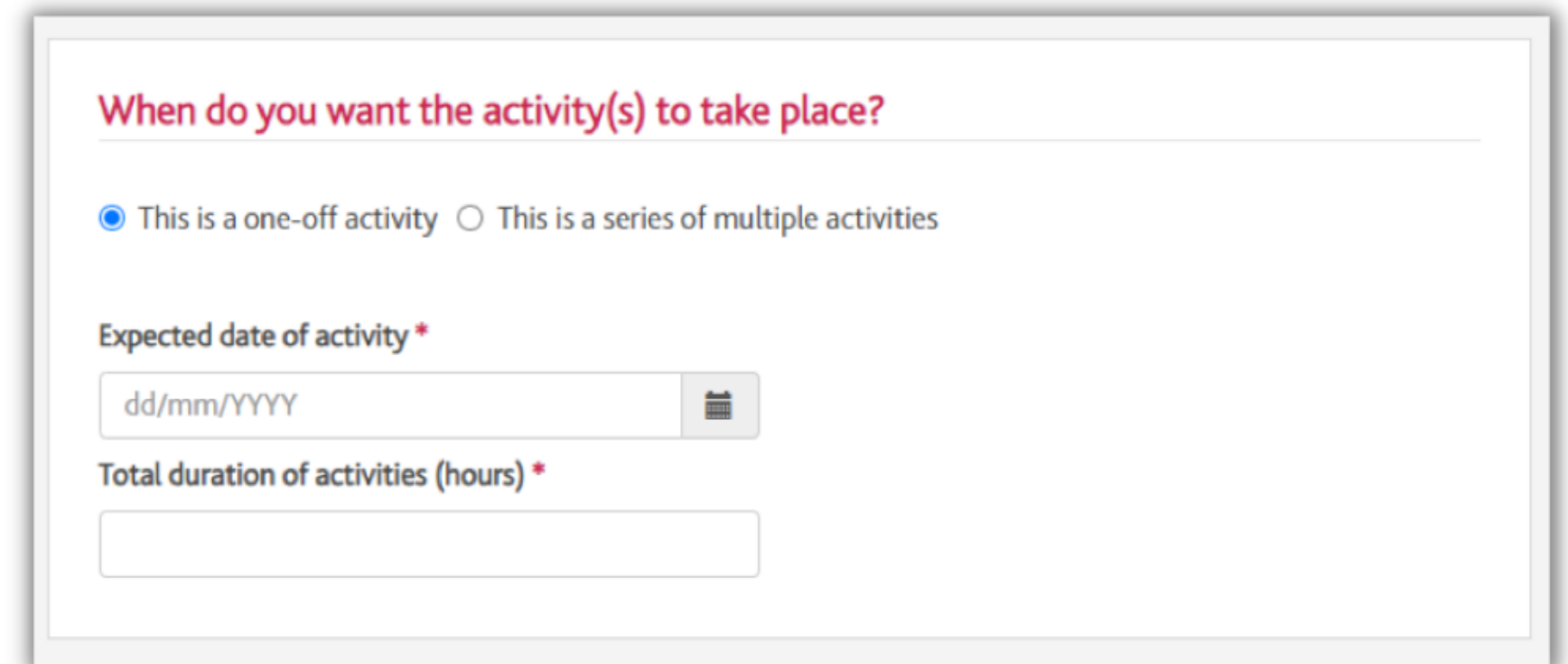
## WHEN THE ACTIVITY WILL TAKE PLACE

# 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.


YOUR PAGE SHOULD LOOK LIKE THIS



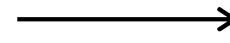
When do you want the activity(s) to take place?

This is a one-off activity  This is a series of multiple activities

Expected date of activity \*

dd/mm/YYYY 

Total duration of activities (hours) \*



## STEM AMBASSADOR REQUIREMENT

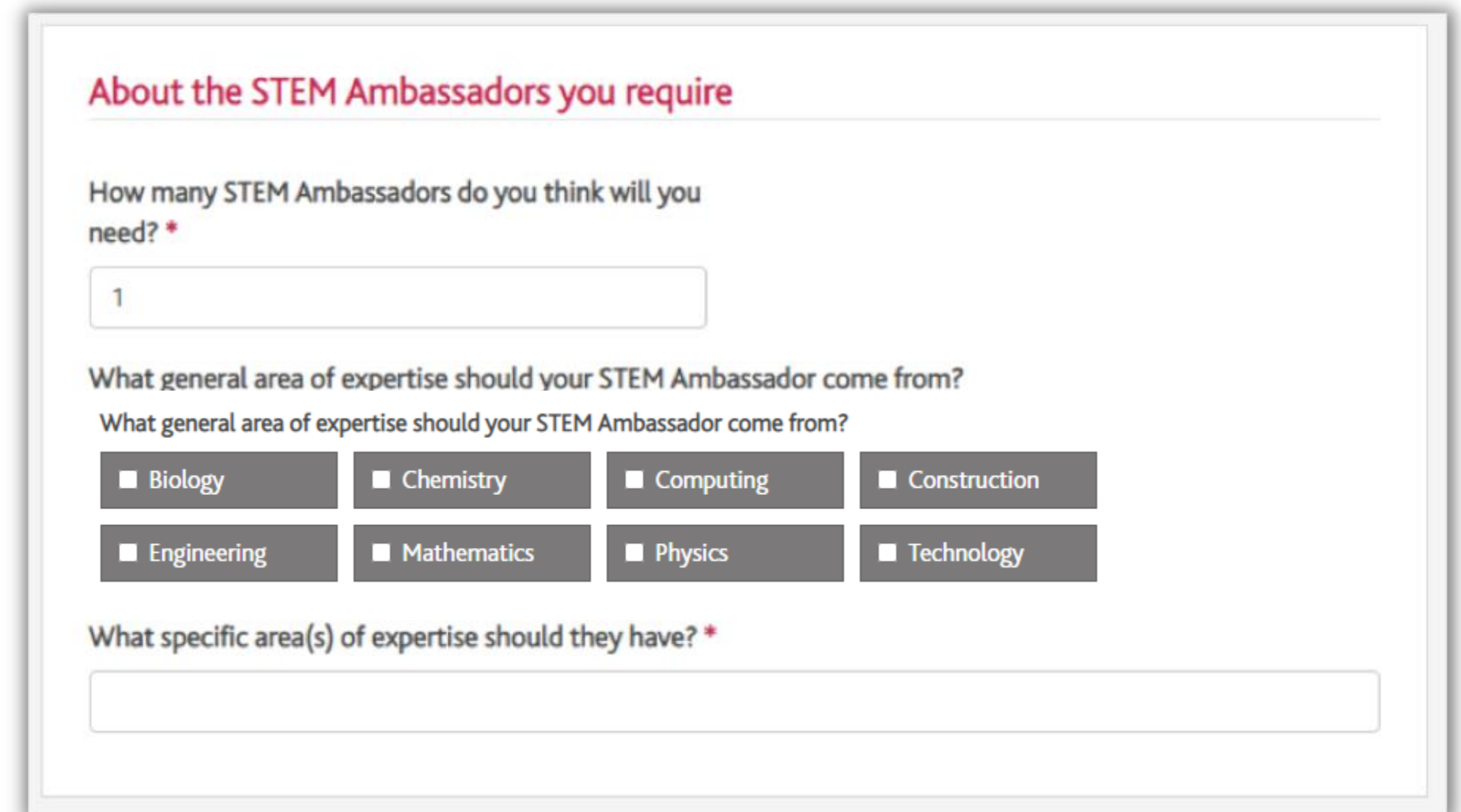
# About the STEM Ambassadors you require

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.

YOUR PAGE SHOULD LOOK LIKE THIS



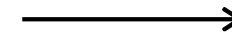
**About the STEM Ambassadors you require**

How many STEM Ambassadors do you think will you need? \*

What general area of expertise should your STEM Ambassador come from?  
What general area of expertise should your STEM Ambassador come from?

<input type="checkbox"/> Biology	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Computing	<input type="checkbox"/> Construction
<input type="checkbox"/> Engineering	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Physics	<input type="checkbox"/> Technology

What specific area(s) of expertise should they have? \*



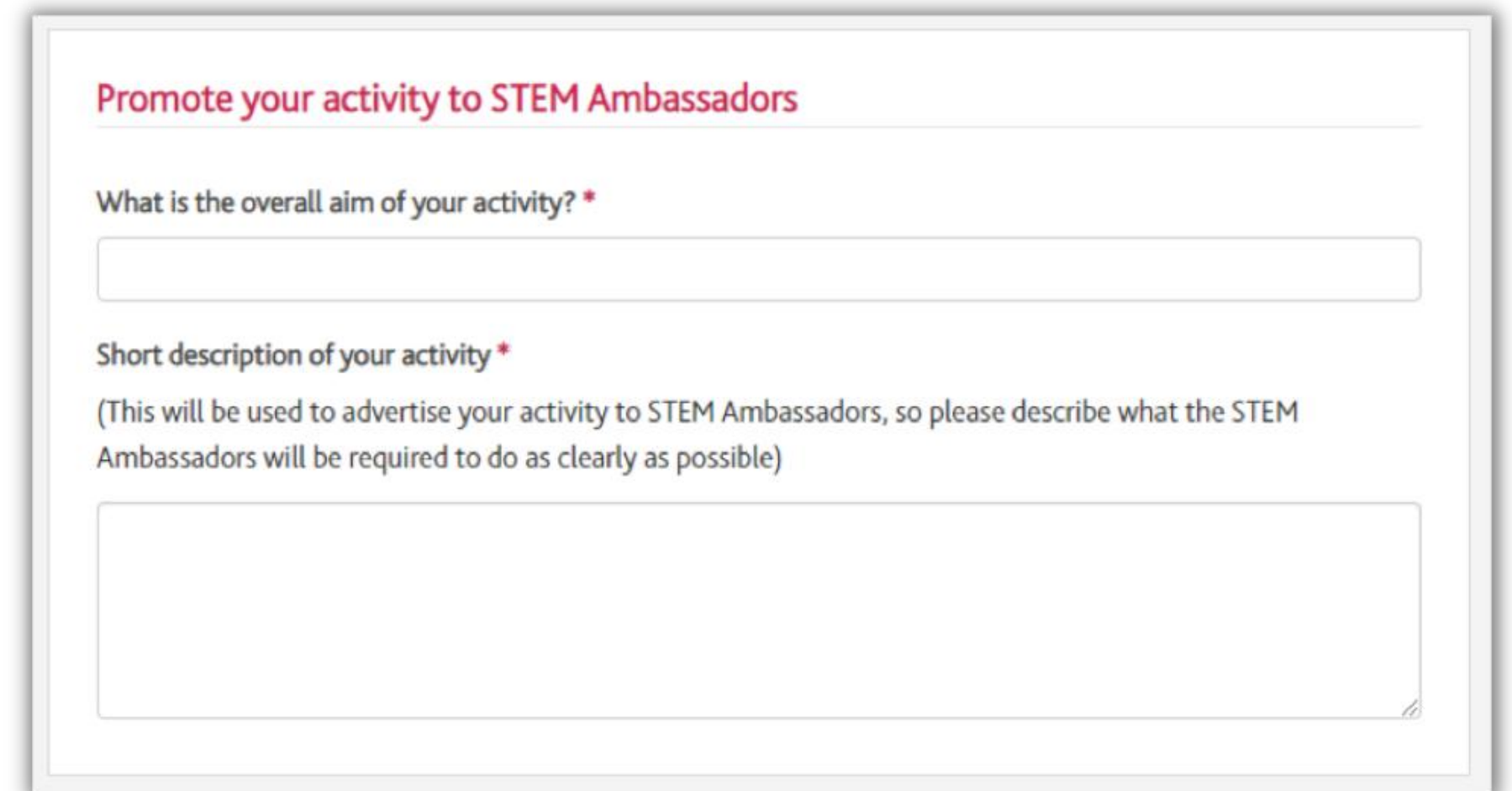
## PROMOTE YOUR ACTIVITY

---

# 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.

YOUR PAGE SHOULD LOOK LIKE THIS



**Promote your activity to STEM Ambassadors**

What is the overall aim of your activity? \*

Short description of your activity \*

(This will be used to advertise your activity to STEM Ambassadors, so please describe what the STEM Ambassadors will be required to do as clearly as possible)



## 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

YOUR PAGE SHOULD LOOK LIKE THIS

### Measuring the impact of your activity

Please help us help you; we'd like to know what outcomes you want to achieve from this activity. It also helps us improve the programme. After the activity we'll be in touch again to ask how things went.

#### Impact for young people \*

*(Tick all that apply)*

- Engagement, interest, enjoyment in STEM subjects
- Attainment and progress in STEM subjects
- Learning what the workplace is like and developing employability skills
- Awareness and aspirations for STEM-related study and careers
- Building STEM identity e.g. by challenging stereotypes about STEM careers

#### Impact for you and your colleagues \*

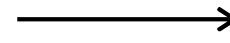
*(Tick all that apply)*

- Build our confidence and enthusiasm for STEM
- Ability to link (curriculum) learning with STEM careers and real-life contexts
- Support and enhance our passion for what we do
- Increase our knowledge of STEM subjects

#### Wider impact \*

*(Tick all that apply)*

- Work with employers and Higher Education institutions to provide STEM encounters with young people
- Informed parents/carers about study options and job opportunities in STEM
- Building links across local community, including other schools and colleges
- Support other providers of youth activities and STEM enrichment (e.g. science museums, Scouts)



## 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](mailto:ca@citb.co.uk)

Alternative email contacts:

Carla Tidd  
[Carla.tidd@citb.co.uk](mailto:Carla.tidd@citb.co.uk)

Sameerah Marshall  
[Sameerah.marshall@citb.co.uk](mailto:Sameerah.marshall@citb.co.uk)

Robbie Smith  
[Robertj.smith@citb.co.uk](mailto:Robertj.smith@citb.co.uk)