

Step by Step Guidance for Educators

'How to Add an Activity and Request STEM Ambassadors'



STEP 1: Create a FREE account on the platform

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



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.

I am registering as a... *

<p>Working in education – Teacher, technician, trainee teacher, administrator</p> <p>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. <input checked="" type="radio"/></p>	<p>STEM volunteer – become a STEM Ambassador</p> <p>If you work in a UK based, STEM-related role and would like to join the STEM Ambassadors programme, sign up here. <input type="radio"/></p>
<p>Youth or community organisation</p> <p>If you are the leader or manager of a youth, community organisation or non-school based group, sign up here. <input type="radio"/></p>	<p>An employer or professional institution - Manager of STEM education activities</p> <p>If you are the official representative for your UK based company or professional institution, such as a HR Manager, sign up here. <input type="radio"/></p>

STEP 2: Activate your account by clicking on the email you receive

Welcome to STEM Learning

Thank you for registering for a STEM Learning account!

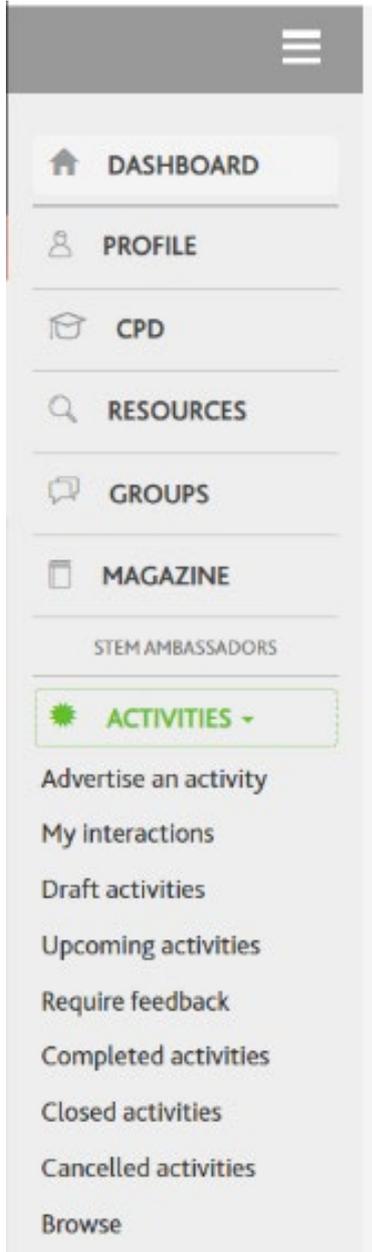
Explore our range of support and guidance to enhance the teaching and learning of STEM subjects ensuring young people receive the best possible STEM education.

From CPD to STEM Ambassadors, all of our programmes are designed to have a positive impact on teachers, technicians and others working with young people.

We just need you to activate your account before you get started.

Activate your account

STEP 3: Advertise an Activity



Participating schools/organisations

Which schools or organisations are participating? *

Knebworth Primary and Nursery School; Swangleys Lane, Knebworth, SG3 6AA x

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 *

32

Who are your participants? *

Community/Non-School Group Governors Other

Parents/carers Students

Students with Special Educational Needs or Disabilities Teachers

Technicians

About your activity ?

Activity name *

What do you want the STEM Ambassadors to do? *

Schemes

Where will the activity take place?

Use my organisation address

Add a new location by postcode *

Address *

Town or city *

Note: You must add your school name into both the participating organisation and the location of activity fields.

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) *

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?

<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 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)

Please give as much detail as possible.

The more information you can provide the greater the chance of volunteers responding to your request. We also advise adding an email address into the description making it easier for the STEM Ambassadors to contact you.

Add this activity

**STEP 4: Once you have checked all of the details are correct click
PUBLISH**

Clone Activity

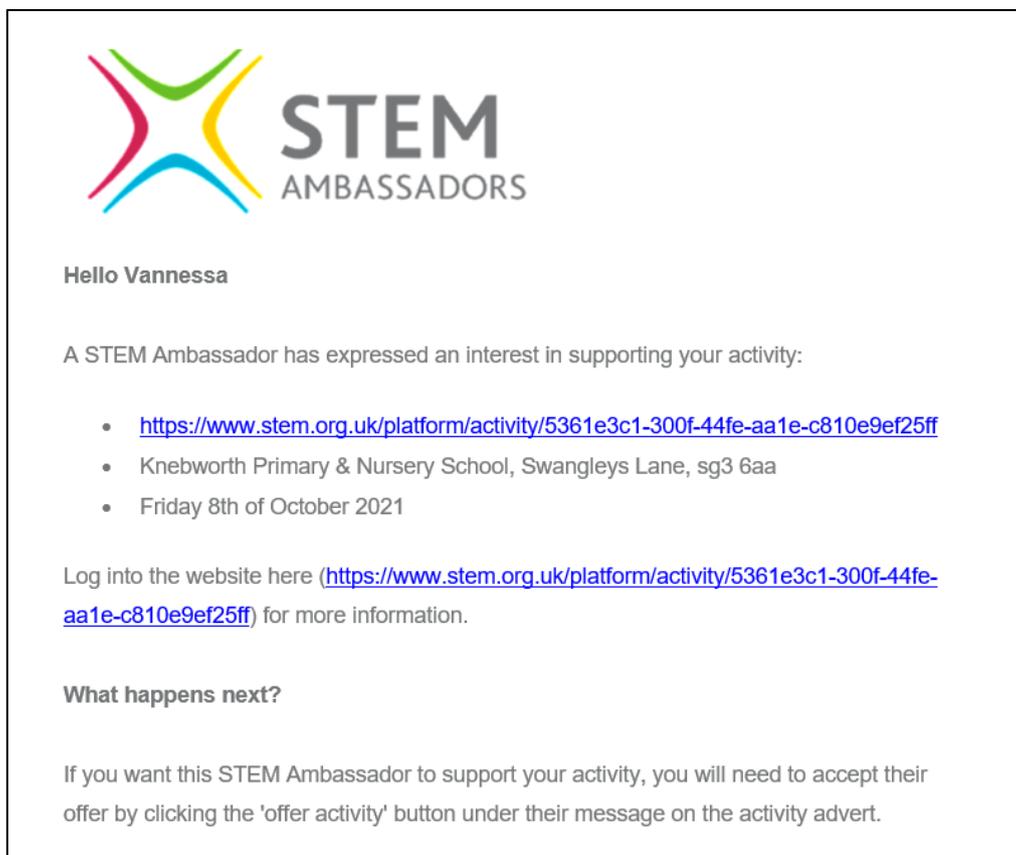
Publish

Update

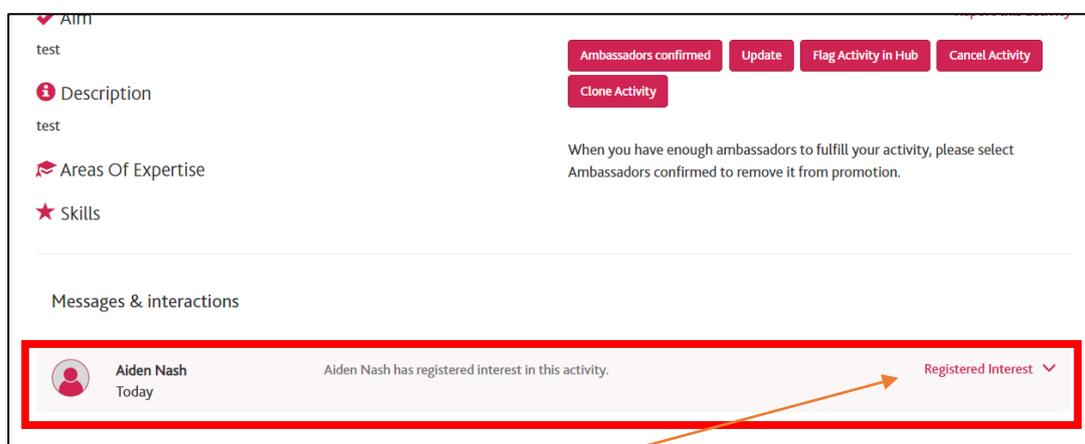
Cancel Activity



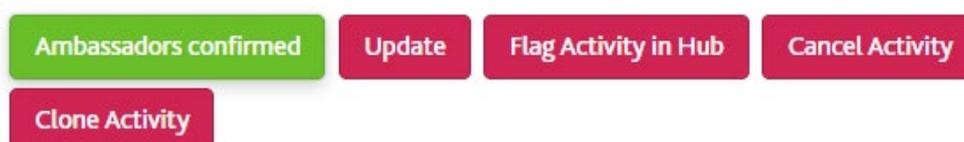
When a STEM Ambassador expresses interest in supporting your request you will receive an email...please keep an eye on your junk folder.



STEM Ambassadors who volunteer will appear at the bottom – you can message them directly to ask any questions and arrange their visit.



Use the drop down menu to offer them the position



Once you have a STEM Ambassador and are happy to accept their offer of support you can click **Ambassadors Confirmed**

By clicking this – your request is no longer visible as an active request. If you still require more volunteers DO NOT click this just yet!

Activity successfully updated.

✓ Ambassadors confirmed, your activity is no longer visible to other volunteers.

Talk to Year 5 about STEM careers

08/10/2021 1 hour Knebworth Primary & Nursery School

Number of Participants	Age Range	Ambassadors
32	7-11 years	1

Owner
Vanessa Nash

Browse Offers

STEM LEARNING

- DASHBOARD
- PROFILE
- CPD
- RESOURCES
- GROUPS
- MAGAZINE
- STEM AMBASSADORS
- ACTIVITIES
 - OFFERS**
 - Browse offers
 - My offers

Activity	Type	Ambassador	Subject	Participants
Access All Eras Timeline Learning Top Moments In History	STEM presentation e.g. assembly or learning	Jennifer Claire Haigh	Biology / Physics / Technology	
Airships: Past, Present & Promise	STEM presentation e.g. assembly or learning	Alan Shrimpton	Engineering / Technology	
Amazelab	Hands on practical	Leonie Briggs	Chemistry	
An Introduction to Evidence-Based Health Care	STEM presentation e.g. assembly or learning	Selene Ryan-Vig	Biology	
Architecture and Design: Frame structures and design processes	Other	TATIANA GENTIL MACHADO	Biology / Engineering	
Assembly / Workshop - Climate Change	STEM presentation e.g. assembly or learning	Paula MCMAHON	Biology / Mathematics / Computing / Engineering / Technology	
Astronomy Lecture	STEM presentation e.g. assembly or learning	Christopher Joly	Mathematics / Engineering	
Atmospheric pressure	STEM presentation e.g. assembly or learning	John Parkin	Mathematics / Physics / Engineering	Students
Automata & Robotics	STEM presentation e.g. assembly or learning	John Parnum	Physics / Technology	Students Teachers

ONLINE OFFER

Assembly / Workshop - Climate Change

14/07/2022 1 hour

Number of Participants	Age Range	Participant Type
300	4-5 years 5-7 years 7-11 years 11-14 years 14-16 years 16-19 years 19+ years Working with teachers	Students Community/Non-School Group Other Students with Special Educational Needs or Disabilities

Owner
Paula MCMAHON

Offer Type
STEM presentation e.g. assembly or learning

Aim
Educate students about climate change and how they can make a difference

Description
DUE TO HIGH DEMAND I

Message

Express Interest

Send a direct message to the STEM Ambassador expressing your interest in arranging for them to visit your school.

Browse Offers

22 Offers found

ACTIVITY TITLE	TYPE	OWNER	AMBASSADOR'S AREAS OF EXPERTISE	SUGGESTED PARTICIPANTS	SUGGESTED PARTICIPANTS AGE RANGE
This Is Me - Amy - I'm A STEM Ambassador - CIVIL ENGINEER STUDENT	STEM presentation e.g. assembly or learning	Amy Stevenson	Engineering	Students Community/Non-School Group Teachers Students with Special Educational Needs or Disabilities	7-11 years 11-14 years 14-16 years 16-19 years 19+ years Working with teachers
This is me - I am a STEM Ambassador - Drew Steel, Aircrew Advisor	STEM presentation e.g. assembly or learning	Andrew Steel		Students Community/Non-School Group Teachers	4-5 years 5-7 years 7-11 years 11-14 years 14-16 years 16-19 years 19+ years Working with teachers
This is me - I am a STEM Ambassador - John Hanson Systems Engineer	STEM presentation e.g. assembly or learning	John Hanson	Computing Engineering Technology	Students Community/Non-School Group Teachers Technicians Parents/carers Governors Other	4-5 years 5-7 years 7-11 years 11-14 years 14-16 years 16-19 years Working with teachers
This is Me - I am a STEM Ambassador - Lauren Ketteridge - Digital Healthcare Science Student	Interactive STEM session e.g. speed networking or Q&A session	Lauren Ketteridge	Biology Computing Engineering Technology	Students Community/Non-School Group Teachers Parents/carers	4-5 years 5-7 years 7-11 years 11-14 years 14-16 years 16-19 years 19+ years Working with teachers

Search filters

Refine

Keywords

This is me

Online Only

In-person Only

Distance from

City / Postcode

Participant ages

4-5 years

5-7 years

7-11 years

11-14 years

14-16 years

16-19 years

19+ years

You can also search the offers section of the platform using the title **THIS IS ME**

THIS IS ME – I am a STEM Ambassador: NAME + JOB TITLE

STEP 1

Sign in at
[www.stem.org.uk/
dashboard](http://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

