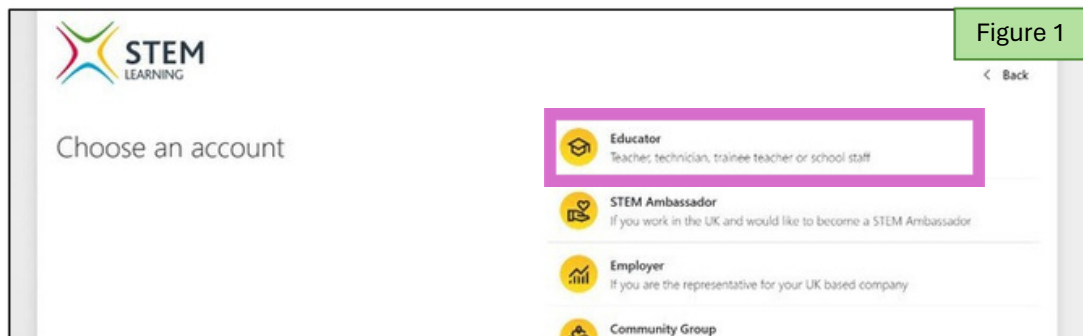


## Requesting a Climate Ambassador

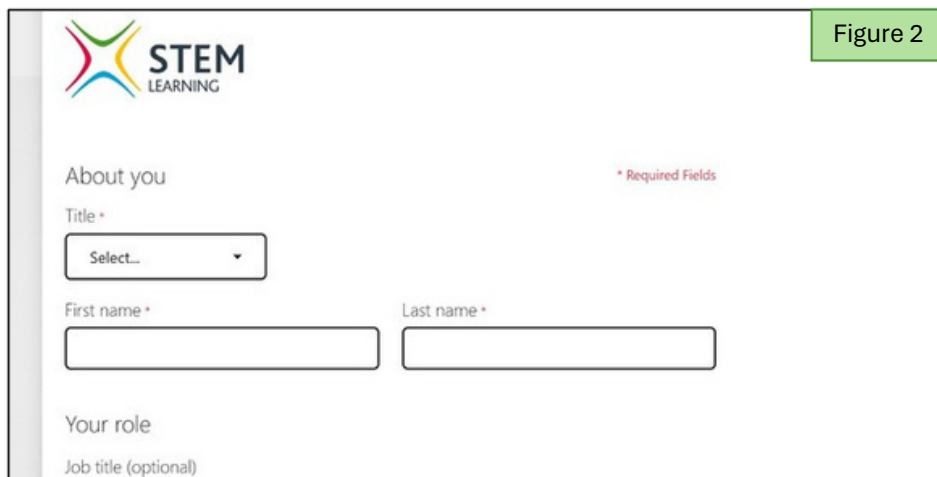
### STEP 1: Create an account

Follow this link and create an account on STEM Learning - [Create an account | STEM](#) (please open in a new tab). Enter your email address and create a password before continuing to the next step. You will now be asked to 'choose an account'. Please select that you are registering as an Educator (Figure 1) before continuing.



The screenshot shows the 'Choose an account' page on the STEM Learning website. The page features the STEM Learning logo in the top left corner and a '< Back' button in the top right corner. The main heading is 'Choose an account'. Below this, there are four options, each with a yellow circular icon and a description: 'Educator' (Teacher, technician, trainee teacher or school staff), 'STEM Ambassador' (If you work in the UK and would like to become a STEM Ambassador), 'Employer' (If you are the representative for your UK based company), and 'Community Group'. The 'Educator' option is highlighted with a pink rectangular box.

Fill in the registration form shown in Figure 2. You will be asked to give further details about your education setting and your role, before completing registration.



The screenshot shows the 'About you' registration form on the STEM Learning website. The page features the STEM Learning logo in the top left corner and a 'Figure 2' label in the top right corner. The main heading is 'About you'. Below this, there is a '\* Required Fields' label. The form includes a 'Title \*' dropdown menu with 'Select...' as the current selection. Below this are two text input fields for 'First name \*' and 'Last name \*'. At the bottom, there is a section for 'Your role' with a 'Job title (optional)' text input field.

### STEP 2: Activate your account

You should receive an account verification email shortly after completing registration (Figure 3). Please click the 'Activate your account' button in this email to complete activation.



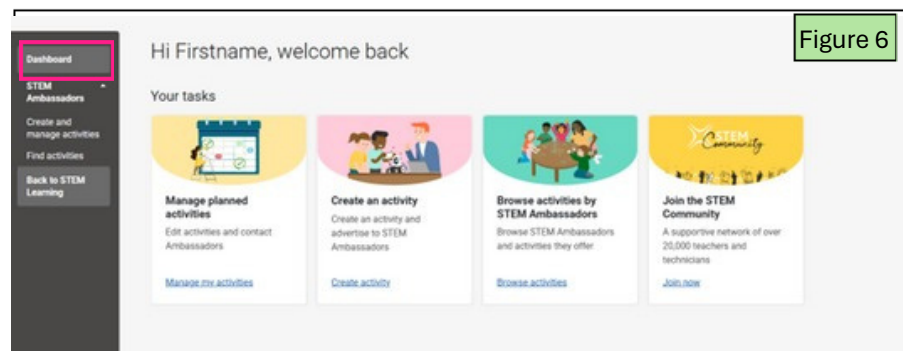
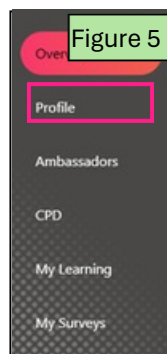
The screenshot shows an email verification page from STEM Learning. The page features the text 'POWERED BY STEM LEARNING' at the top. Below this is the heading 'Verify Your Account' in green. Underneath, there is a 'Thank you for registering!' message and a 'We just need you to activate your account before you get started.' message. At the bottom, there is a prominent green button labeled 'Activate your account'.

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## STEP 3: Sign in to your account

To sign into your account go to the STEM homepage (Figure 4 - you can follow this link - [Climate Ambassadors](#) (please open in a new tab)), hover over the icon in the top right-hand corner of the page and select 'Sign in'. You will be taken to the sign in page where you need to enter the email address and password you registered with. Once signed in you will be taken to your STEM Learning dashboard. Click on Ambassadors (Figure 5) menu to go to your STEM Ambassadors dashboard (Figure 6).



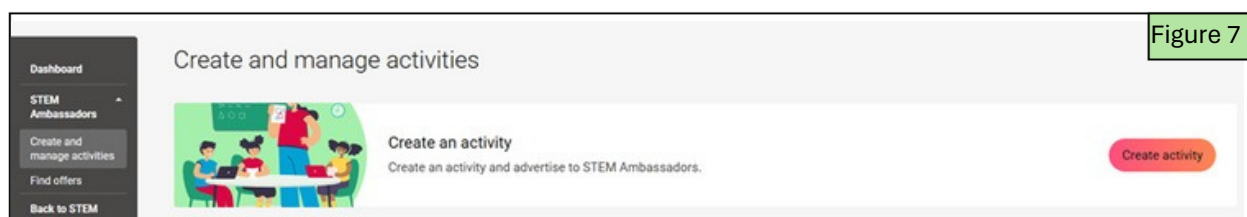
## STEP 4: Request a Climate Ambassador

To request a Climate Ambassador please select 'Create and manage activities' from your online dashboard under STEM Ambassadors (highlighted in pink in Figure 6). You will be taken to the screen shown in Figure 7.

Click on 'Create activity' to make your request.

Please include the phrase 'Climate Ambassador' in your activity title and choose the activity type 'Supporting a Climate Action Plan'. This ensures our Climate Ambassadors can easily find your activity request. This phrase can be followed by a more specific activity name.

If you are happy to receive support from a Climate Ambassador via online meetings as well as in person please add '(Online or In Person support)' in brackets to your activity title. If you include a request of online support to your activity, there will be a bigger pool of volunteers responding to your request, as they will not be limited by travel. If you would like a Climate Ambassador to visit your setting please add '(In Person support)' to your activity title.



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Complete the form, including as much detail as you can in the 'Tell us about your activity' box. If you are looking for support with climate action planning and are unsure of a description, please copy and edit our example below. You may want to add in additional information, including who the climate ambassador will be working with, your progress to date and ideas for future projects.

Example climate action planning activity request:

“We are looking for a climate ambassador to support us with our climate action plan. We would like a climate ambassador to visit us and speak with our sustainability lead/leadership team on our progress to date and support us with the next steps of our sustainability journey.”

If your activity does not have to be completed on or by a specified date, please select an activity date two months in the future so your activity appears on search results for a longer period of time.

Once published, Climate Ambassadors will be able to view and respond to your volunteering opportunity (activity). Volunteers will 'express interest' in your activity and you will get an email from STEM Learning to notify you. You will then need to log on to your STEM profile and respond to the request. You will now be able to message the Climate Ambassador through the STEM platform to arrange your activity. If it is easier, you can share your email with the interested Climate Ambassador and discuss your activity in more detail off the STEM platform.

## STEP 5: Browse Ambassador offers

You don't have to make a bespoke request – there are offers of support that STEM volunteers (including Climate Ambassadors) have already uploaded onto the platform. Simply log on, click 'Find offers' on the left-hand menu of your dashboard, and browse the STEM Ambassador offers. Filter on activity type 'Supporting Climate Action Plans' and keyword search 'Climate Ambassador' to find the best support quickly. Once you have found an activity of interest you can contact the STEM Ambassador via the platform and make the necessary arrangements.

## STEP 6: Contact your regional hub

If you cannot find a Climate Ambassadors via the STEM Learning platform, do not worry- your regional hub is here to help!

Your regional hub can support you in finding a Climate Ambassador, connect you to relevant networks and direct you to further resources. Find your regional hub by following this link - [Contact us & get involved | Climate Ambassadors](#) (please open in a new tab).

If you experience issues at any stage of the registration process, please contact your Regional Hub Manager to support you further.