



## How to log activity on the new digital platform

1. Sign in to your profile on [stem.org.uk](https://stem.org.uk)
2. On the left hand sidebar please click “Activities” and then “Add a past activity”
3. To add activity that is upcoming or has happened in the past, click the “Add” button in the top right corner
4. This takes you to the “Add an activity that has already happened” form. Please see screenshots in the following slides for further information

If you have any further questions please contact your Hub Team ([inspire@stemnow.org](mailto:inspire@stemnow.org)) and we will assist you as best we can. As the digital platform stands at the moment we are NOT able to add an activity on your behalf. This is a change from the old STEMNET database. Thank you for your patience during this transition period.

*Looking for activities you’ve already taken part in?*

They are under Completed Activities on the left hand sidebar. Here you will find all your logged STEM Ambassador activity that you have taken part in since becoming an approved STEM Ambassador



# Add an activity that has already happened

## About your activity

Activity name \*



What type of activity did you participate in? \*

Employability skills session e.g. mock interviews/CV ▾

Tell us about your activity \*

(Please describe what your activity was about and the types of things you did with the people participating)

## Where did the activity take place?

Add a new location by postcode \*

Find

Address \*

Town or city \*

## Adding your activity

If your activity has already happened please give us some details by completing this short form. This will ensure you have made a record of your volunteer hours as a STEM Ambassador.

## Participating schools/organisations

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What schools/organisations participated (if known)

## When did the activity take place?

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Date of activity \*

dd/mm/YYYY



How long was the activity (hours)? \*

How much time did you spend preparing for the activity (hours)? \*

## 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 were your participants? \*

 Governors Other Parents/carers Students Teachers Technicians Youth group

Clear

Add this activity