

CLIMATE AMBASSADORS

In association with EAUC, STEM Learning and the University of Reading

Requesting a Climate Ambassador

STEP 1: Create an account

Follow this link and create an account on STEM Learning- [Create an account | STEM](#). 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.

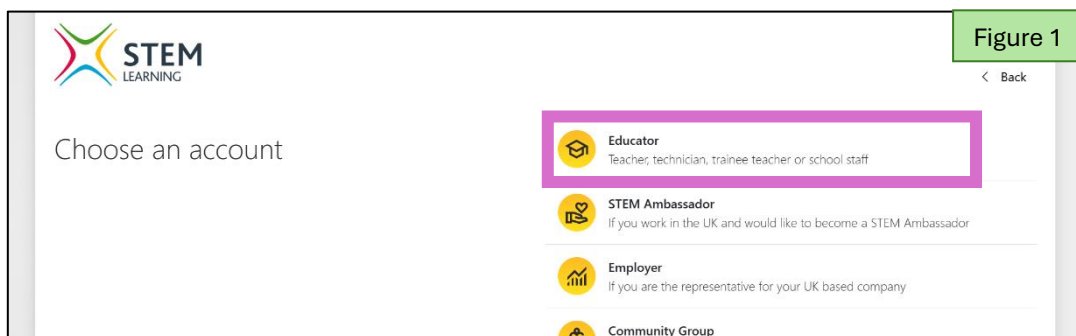


Figure 1

Choose an account

- 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
- Community Group

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.

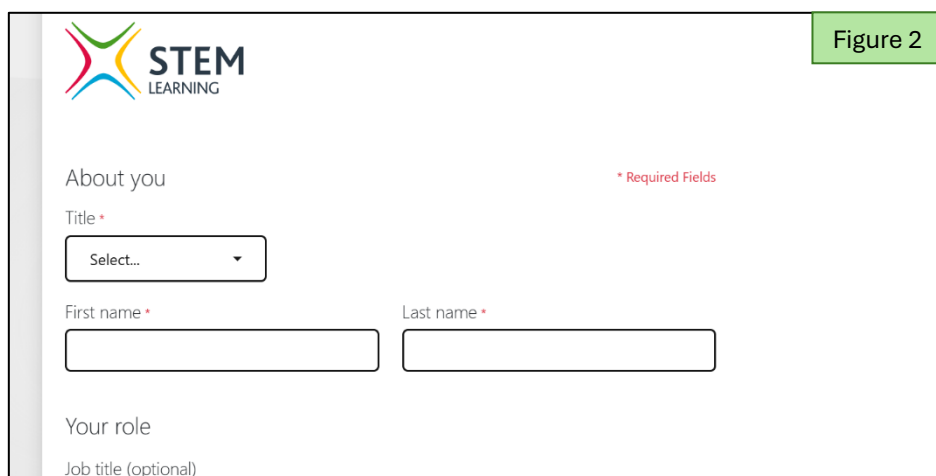


Figure 2

STEM LEARNING

About you

* Required Fields

Title *

Select...

First name *

Last name *

Your role

Job title (optional)

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.

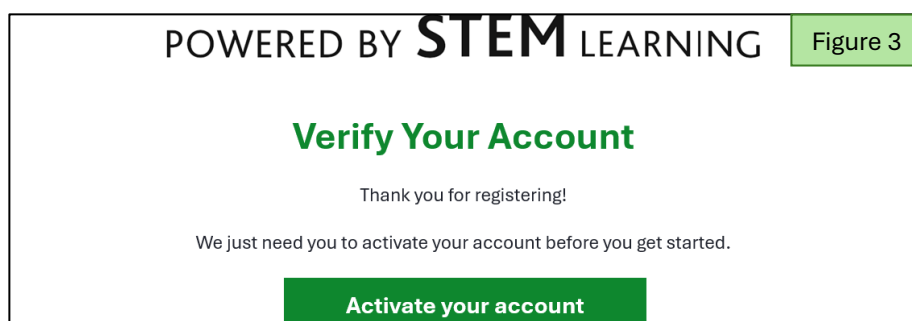


Figure 3

POWERED BY STEM LEARNING

Verify Your Account

Thank you for registering!

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

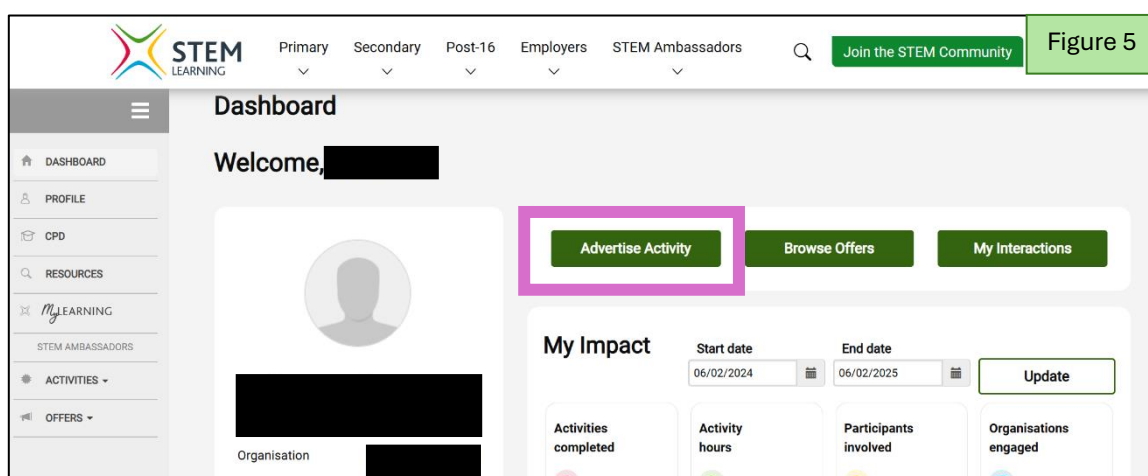
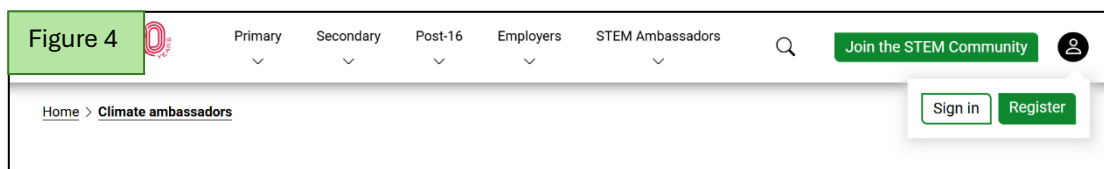
Activate your account

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STEP 3: Sign in to your account

To sign in to your account go to the STEM homepage (Figure 4- you can follow this link- [Climate Ambassadors](#)), 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 dashboard (Figure 5).



STEP 4: Request a Climate Ambassador

To request a Climate Ambassador please sign in to your account and go to your dashboard. Select '**Advertise an activity**' from your online dashboard (highlighted in pink in Figure 5). You will be taken to the form shown in Figure 6.

Please **include the phrase 'Climate Ambassador' in your activity title**. This ensures our Climate Ambassadors can easily find your activity request. This phrase can be followed by a more specific activity name.

The image shows the 'Advertise an activity' form on the STEM Learning website. The form is titled 'Advertise an activity' and has a green box labeled 'Figure 6' in the top right corner. The form is divided into two main sections. The first section, 'About the activity', contains a red question mark icon, a text input field for 'Activity name *', and a dropdown menu for 'What do you want the STEM Ambassadors to do? *'. The second section, 'Where will the activity take place?', contains a checkbox for 'Use my organisation address', a radio button for 'Online', a text input field for 'Add a new location by postcode *', and a text input field for 'Address *'. There is a green 'Go' button at the bottom right of the form.

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Complete the advertise an activity form, including as much detail as you can in the further details 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 offers on the left-hand menu of your dashboard, and browse the STEM volunteer offers. Once you have found an activity of interest you can contact the STEM Ambassador via the platform and make the necessary arrangements.

Use the right hand menu on the STEM volunteer offers page to refine your search and find a Climate Ambassador near you. For example type ‘Climate Ambassador’ into the keywords box or select ‘Climate’ under ‘Areas of Expertise’.

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](#).

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