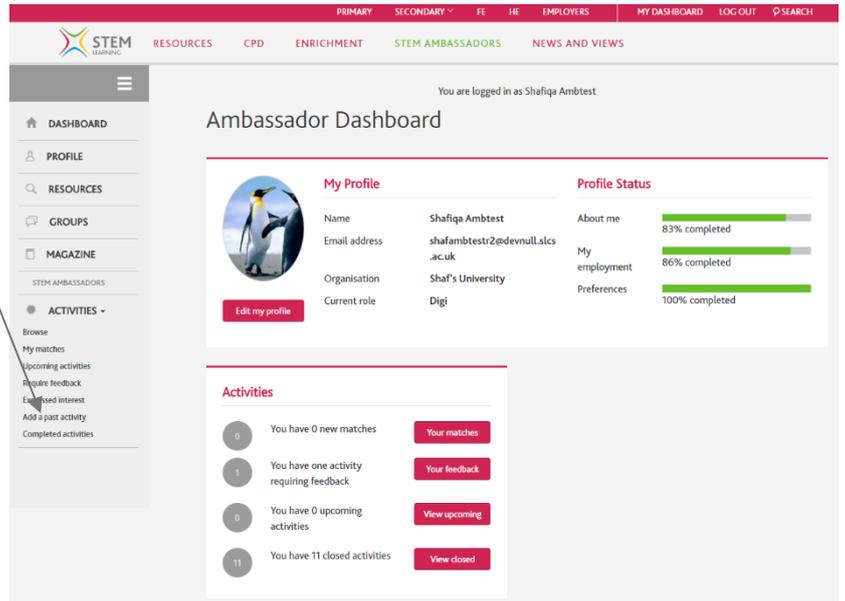


## Guide to recording a past activity (STEM Ambassador)

Login at <https://www.stem.org.uk>

From your dashboard, click on the activities heading on the left menu to expand it, then click 'Add a past activity'.

Only STEM Ambassadors with an approved DBS/PVG will be able to add a completed activity. If this option is missing from your menu, please contact your local STEM Ambassador hub in the first instance.



Fill out the past activity creation form:

1. Provide an informative title and brief description of the activity that you carried out. Try to capture the activity type as closely as possible so your record is accurate

### 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 intr

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

2. Use the address lookup to add the venue for the activity. Once you have found the address, click 'Select Address' to populate the details. If the postcode is not picking up any addresses, please fill it in manually and select the relevant local authority from the presented list

**Where did the activity take place?**

Add a new location by postcode \*

YO10 5DD Find

Café Society, Law And Management, Unive  
 Graduate Students' Association (GSA), 12C  
 ShockSoc, Department Of Electronics, The  
University of York, , York

Address \*



Town or city \*

Select Address

3. If you know which organisation(s) participated, add them here. Start typing the name and then click on the relevant details to add them.

**Participating schools/organisations**

Which schools or organisations participated (if known)?

- National STEM Centre**  
University of York, York, YO10 5DD
- National STEM Learning Centre**  
University of York, York, YO10 5DD

4. Tell us when the activity took place, how many hours it was and how long you spent preparing for the activity.

**When did the activity take place?**

Date of activity \*

How long was the activity (hours)? \*

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

5. Tell us about the activity audience; who they were and the number of participants.

**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

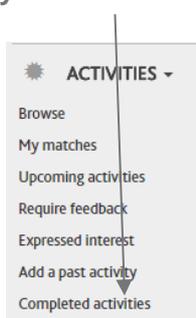
Expected number of participants \*

Who were your participants? \*

Governors   
  Other   
  Parents/carers  
 Students   
  Teachers   
  Technicians  
 Youth group

Once you're happy with the details, click 'Add this activity'. This will be added on your record, and your delivery hours will be counted.

To see a list of your completed activities, click on the 'Completed activities' section on your menu. You can also add a completed activity from this area



**Completed Activities**

1 Activities found

Hide

NAME	TYPE	OWNER	LOCATION NAME	LOCATION POSTCODE	START DATE	END DATE
Ambassador activity testing 2	Hands on practical	Ambtest Shafiq	University of York	yo10 5dd	31/05/2018	31/05/2018