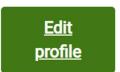


Adding a scheme

Guidance

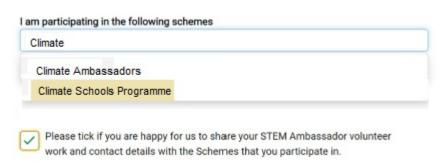
1. Once you have logged in to STEM Ambassador account, on your homepage click on the 'Edit Profile' button.



- 2. Then click on the 'Skills and Qualifications' tab.
- 3. Scroll down to 'Scheme Participation' heading.
- 4. In the free text box beginning typing the name of your chosen scheme.
- Skills and qualification

5. Once you see your chosen scheme, click on it and it will be added to your profile. Note you can choose to be a part of as many schemes as you like.

Schemes Participation



- 6. Make sure you tick the box 'Please tick if you are happy for us to share your STEM Ambassador work and contact details with the Schemes that you participate in'.
- 7. Once you have chosen all your Schemes, scroll down to the bottom of the page and click 'Submit'.

Submit

Author: Sean Callow Classification: Internal