



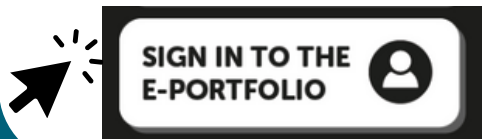
HOW TO...

Create a pre-approved multiple participant activity

A guide for Youth STEMM Award coordinators

Log In

Sign in at www.ysawards.co.uk with your coordinator credentials

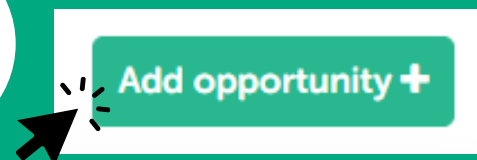


1

Add an opportunity

Expand the 'Your Opportunities' section, scroll to the bottom and click to add a new opportunity

2



Fill in the details

Add the information about the event or activity that you want to appear, including the date, duration and a description. Select the strand and area(s) of STEMM Involved. All fields must be completed.

3

Feature to your group

Click next, then tick the group(s) involved. Click Next, then set the target audience for your opportunity, this can be 'all' or filtered by gender or year group. Click Next and return to dashboard.

4

Fill in the details

Add the information about the event or activity that you want to appear, including the date, duration and a description. Select the strand and area(s) of STEMM Involved. All fields must be completed.

5

Convert to an activity

Open your opportunity, if it is in the past, 'edit filters' to show only those in the past. Click to convert into an activity and select those who took part. They will be listed in groups.

5

Creating a pre-approved activity means you will not have to assess it, it will automatically appear in student portfolios. Opportunities can be created in advance, then converted to activities for those who took part.

Convert to activity for multiple participants

This activity will be automatically approved.

