



# HOW TO ADD AN OPPORTUNITY TO THE NC STEM CALENDAR

## STEP 1

To add an opportunity to the NC STEM Calendar, you first must make an account.

## STEP 2

To sign in or create an account, go to the NC STEM Center “Opportunities” page, and scroll to the bottom.



## STEP 3

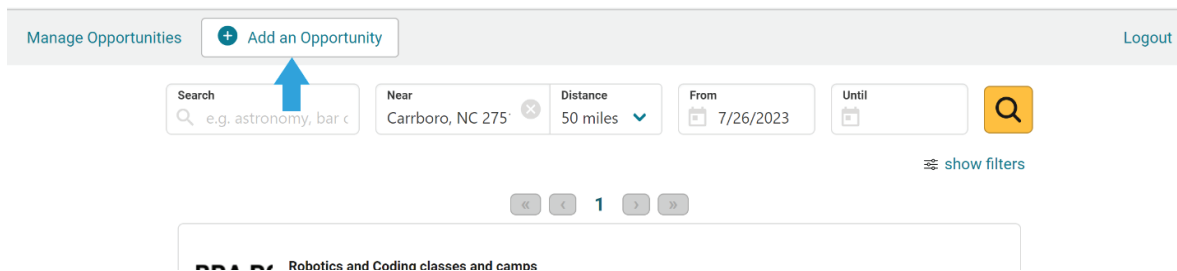
Select “login” to access your account, or “sign up” to create one. You may be redirected to the Science Near Me website.

To add a new STEM opportunity, please [log in or sign up](#) for a program provider account.

Have questions? See our [FAQ](#).

## STEP 4

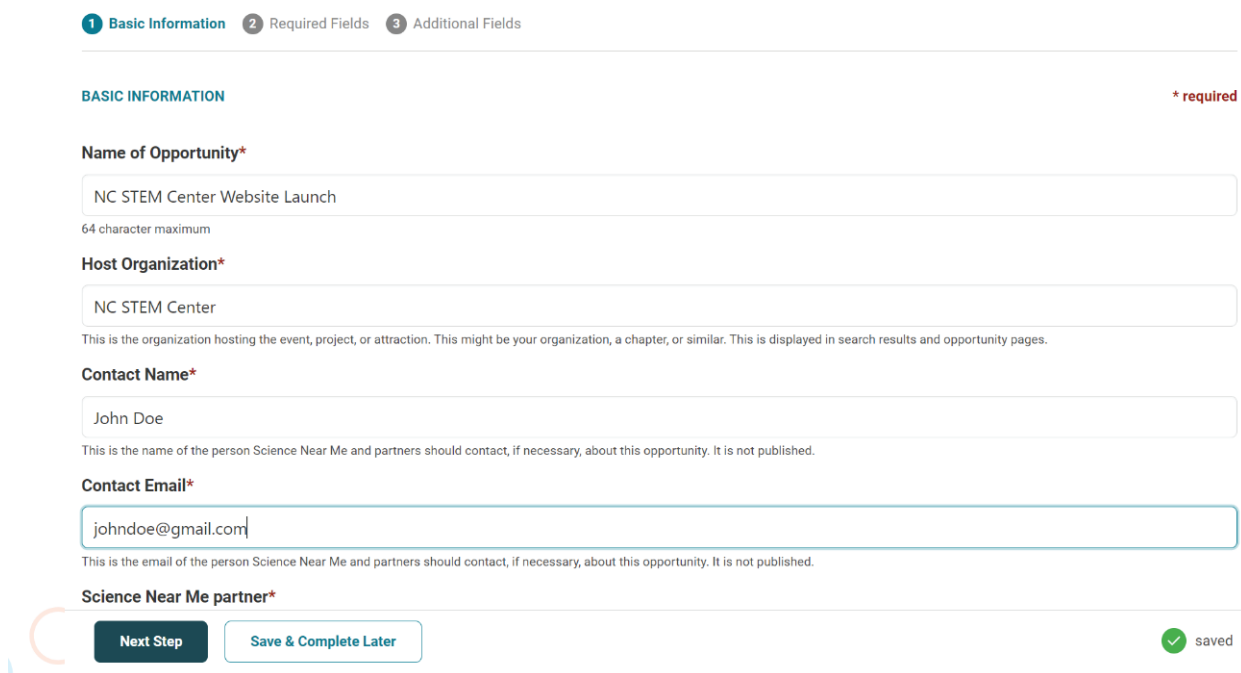
Once you create your account, you should receive a confirmation email and will now be able to log in and begin the process of adding an opportunity to the exchange. To do so, click “Add an Opportunity” at the top of the page.



The screenshot shows the top navigation bar with 'Manage Opportunities' and a prominent '+ Add an Opportunity' button. Below this is a search bar with a magnifying glass icon and placeholder text 'e.g. astronomy, bar c'. To the right of the search bar are filters for 'Near' (Carrboro, NC 275), 'Distance' (50 miles), 'From' (7/26/2023), and 'Until'. A 'Logout' link is in the top right corner. A blue arrow points to the '+ Add an Opportunity' button. Below the search bar is a 'show filters' link and a pagination control showing '1' of 1 results. A list item 'Robotics and Coding classes and camps' is partially visible.

## STEP 5

This should direct you to fill out a form with the information for your event. The more information you add, the better. Any question marked with a \* is required to publish the event.



The screenshot shows the 'Basic Information' form, which is the first of three steps (1. Basic Information, 2. Required Fields, 3. Additional Fields). The form includes the following fields:

- Name of Opportunity\***: A text box containing 'NC STEM Center Website Launch'. Below the box is the text '64 character maximum'.
- Host Organization\***: A text box containing 'NC STEM Center'. Below the box is the text 'This is the organization hosting the event, project, or attraction. This might be your organization, a chapter, or similar. This is displayed in search results and opportunity pages.'
- Contact Name\***: A text box containing 'John Doe'. Below the box is the text 'This is the name of the person Science Near Me and partners should contact, if necessary, about this opportunity. It is not published.'
- Contact Email\***: A text box containing 'johndoe@gmail.com'. Below the box is the text 'This is the email of the person Science Near Me and partners should contact, if necessary, about this opportunity. It is not published.'
- Science Near Me partner\***: A checkbox that is currently unchecked.

At the bottom of the form are two buttons: 'Next Step' and 'Save & Complete Later'. A green checkmark icon and the text 'saved' are visible in the bottom right corner.

### STEP 6

When you have finished updating your event details, click “Save & Publish,” or click “Save & Publish Later” to continue editing at another time.

[Back](#)[Save & Publish](#)[Save & Publish Later](#)

### STEP 7

To view or edit your events, use the “Manage Opportunities” button on the Opportunities page. To view or edit your account details, log in through ScienceNearMe.org and choose “My Profile & Settings” from the left menu.

