

Joining the MakerEd Directory

The Maker Ed Directory is powered by [The Connector](#), a free, online program directory that connects STEM-rich, youth-serving programs to families and the general public, as well as to other like-minded organizations. The Connector is managed by the National Girls Collaborative Project in partnership with Time Warner Cable.

In order to be listed on the Maker Ed Directory, you will need to first join The Connector.

How to Join: Overview

1. **Create Your Account:** Visit the [Provider Portal](#) and click the **Sign up now** button. Enter a username, your first and last name, email address, and Captcha information. You will receive a confirmation email within 10 minutes with a temporary password. Check your spam filter since many emails get sent there. *If you haven't received your email within 30 minutes, send a note to info@theconnectory.org.*

2. **Add Your Program:** This is your organization or overarching program, for which you will be entering collaboration details. In most cases you will have a single program. [When signing up, be sure to check the "Making/DIY" category in the list of options for Program Focus Area, so that you can be listed in both the Maker Ed Directory and The Connector.](#)

3. **Add Your Opportunities:** These are your timebound STEM events (workshops, afterschool programs, summer camps, etc.) to be shown to families, caregivers, and anyone who visits The Connector.

4. **The Connector Reviews and Publishes.** Once you create and save a program and opportunities, they are sent to The Connector for review. *During this 24- to 48-hour window they are not visible on the site. You also won't be able to edit them.*

Programs, Opportunities, Organizations?

The Connector's definitions may not match yours -- this can cause confusion when you begin to enter data.

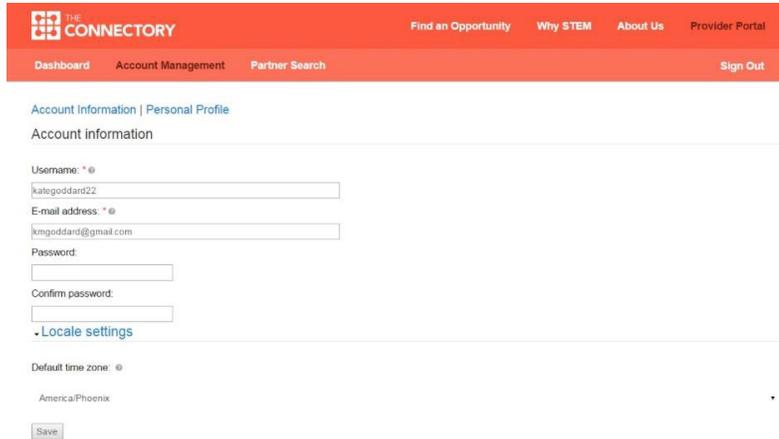
- **Program** -- Providers offering STEM opportunities. Programs are listed and searchable on Maker Ed's Directory. On The Connector, programs are visible to the public, but can only be searched by program providers on the Partner Search page.
- **Opportunities** -- Time-bound STEM events such as summer camps, workshops, career fairs, competitions. Opportunities are visible to families and the general public on The Connector. Opportunities are also linked on program pages.
- **Organizations** -- Lead entities for a program. In many cases the program and organization are one and the same.

Still have questions? See the end of this document for more information on programs, opportunities, and organizations on the Maker Ed Directory & The Connector.

How to Join: Step-by-Step Directions

Create Your Account

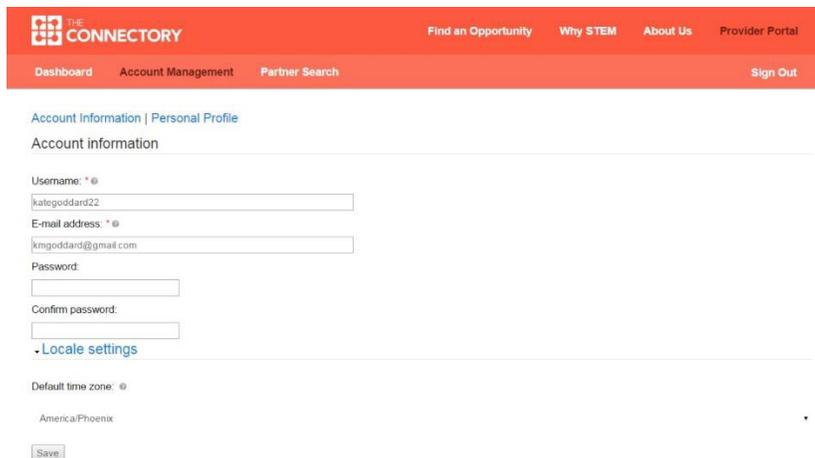
1. Visit the [Provider Portal](#) and click the Sign up now button.
2. Enter a username, your first and last name, email address, and Captcha information. Then click the “Join The Connector” button.



The screenshot shows the 'Account Information' page in the Provider Portal. The page has a red header with the logo and navigation links. Below the header, there are tabs for 'Dashboard', 'Account Management', and 'Partner Search'. The main content area is titled 'Account Information' and contains several input fields: 'Username' (with value 'kategoddard22'), 'E-mail address' (with value 'kmgoddard@gmail.com'), 'Password', and 'Confirm password'. There is also a 'Locale settings' dropdown menu and a 'Default time zone' dropdown menu (with value 'America/Phoenix'). A 'Save' button is located at the bottom of the form.

3. You will receive a confirmation email with a temporary password within 10 minutes. (Please note, this temporary password is only active for 1 hour.) Check your spam filter since many emails get sent there. *If you haven't received your email within 30 minutes, send a note to info@theconnectory.org.*

4. Once you log in, click on the “Account Management” tab and enter a new password and retype it to confirm. Then scroll down and click “Save.”

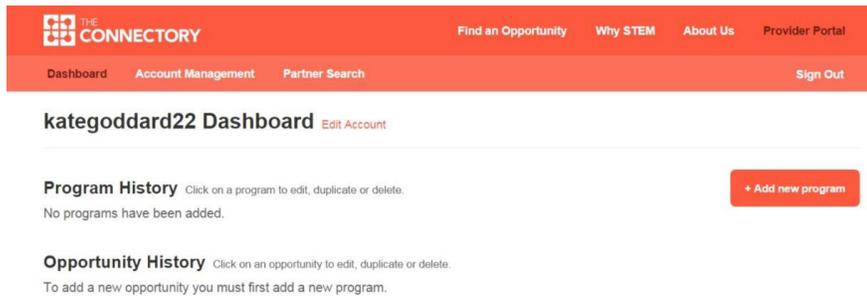


This screenshot is identical to the one above, showing the 'Account Information' page. The 'Save' button at the bottom of the form is now visible, indicating that the user has completed the account creation process.

Add Your Program

Programs are listed and searchable on Maker Ed's Directory. On The Connectory, programs are visible to the public, but can only be searched by program providers on the Partner Search page. More information about programs can be found at the end of this document.

1. From the Dashboard, click the "Add new program" button. This is your overarching program, for which you will be entering collaboration details. In most cases you will have a single program.



THE CONNECTORY Find an Opportunity Why STEM About Us Provider Portal

Dashboard Account Management Partner Search Sign Out

kategoddard22 Dashboard [Edit Account](#)

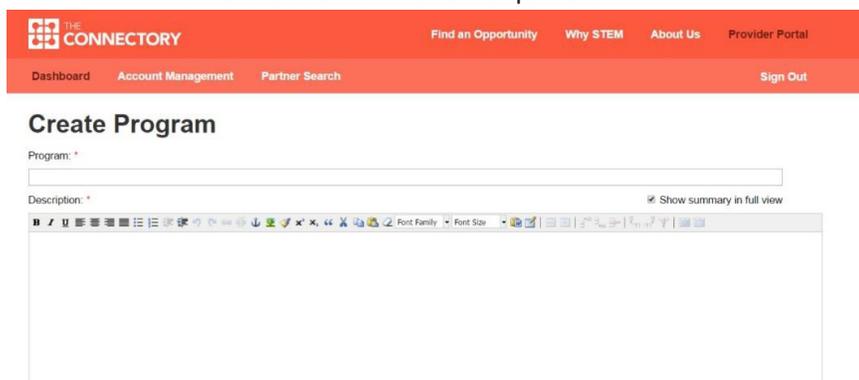
Program History Click on a program to edit, duplicate or delete. [+ Add new program](#)

No programs have been added.

Opportunity History Click on an opportunity to edit, duplicate or delete.

To add a new opportunity you must first add a new program.

2. Complete the program information with as much information as you can provide. All fields with a red asterisk* are required.



THE CONNECTORY Find an Opportunity Why STEM About Us Provider Portal

Dashboard Account Management Partner Search Sign Out

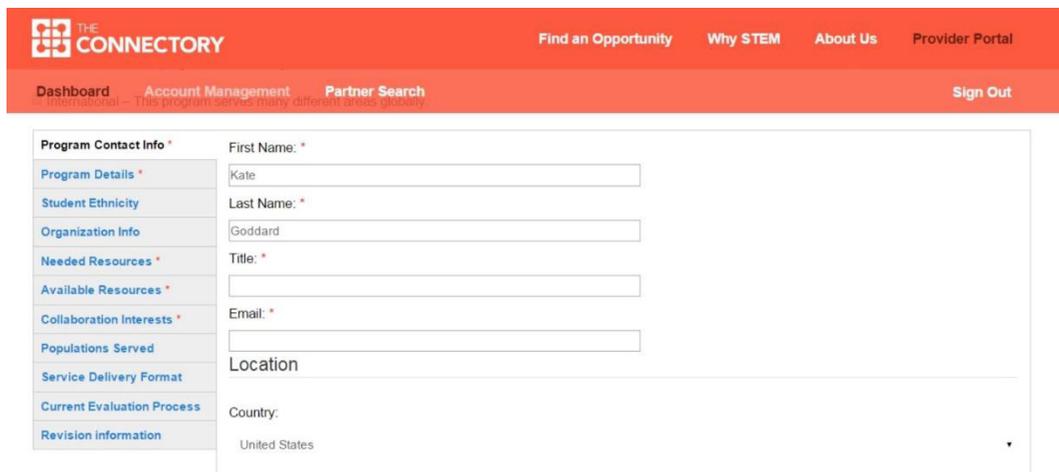
Create Program

Program: *

Description: * Show summary in full view

Rich text editor toolbar with various icons for text formatting and editing.

3. Complete the fields in EACH of the required* form tabs listed in the right-hand menu:



THE CONNECTORY Find an Opportunity Why STEM About Us Provider Portal

Dashboard Account Management Partner Search Sign Out

Recruitment - This program serves many different areas globally

Program Contact Info *

Program Details *

Student Ethnicity

Organization Info

Needed Resources *

Available Resources *

Collaboration Interests *

Populations Served

Service Delivery Format

Current Evaluation Process

Revision information

First Name: *
Kate

Last Name: *
Goddard

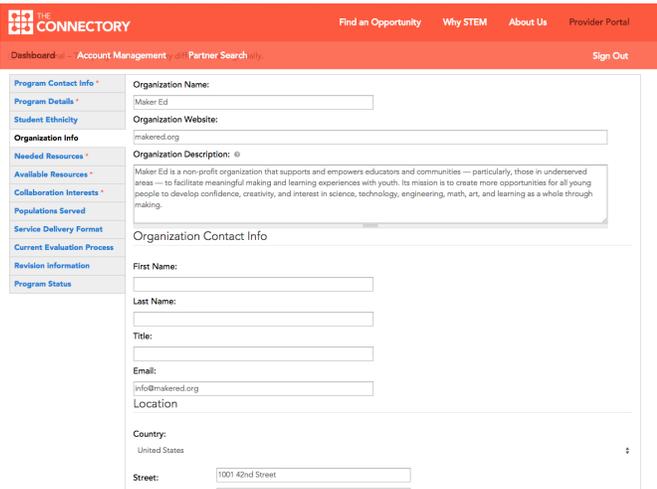
Title: *

Email: *

Location

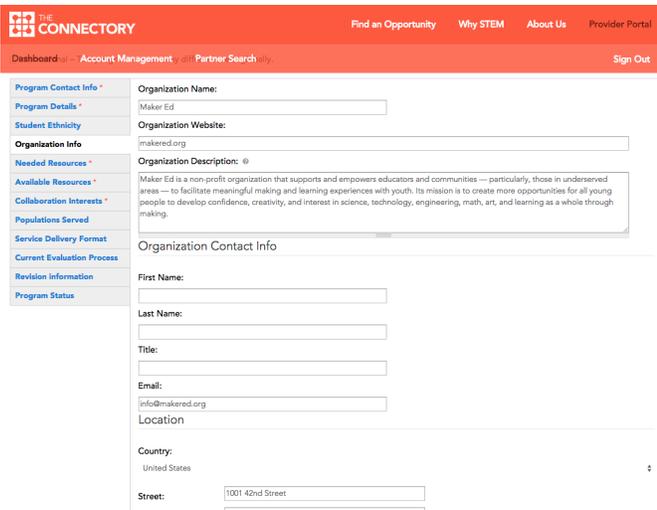
Country:
United States

- To be listed in the Maker Ed Directory, you **must** check “Making/DIY” in the program focus field in the Program Details tab. If you are an official partner of Maker Ed, please select “Maker Ed” under the affiliation field in the Program Details tab.



The screenshot shows the 'Organization Info' form in the 'The Connector' web application. The form is divided into several sections: 'Organization Name' (Maker Ed), 'Organization Website' (makered.org), 'Organization Description' (Maker Ed is a non-profit organization that supports and empowers educators and communities...), and 'Organization Contact Info' (First Name, Last Name, Title, Email: info@makered.org, Location, Country: United States, Street: 1001 42nd Street).

- Note that there is an optional field for organization information. Organizations are the lead entities for a program. In many cases the program and organization are one and the same, and you can duplicate the information in this field.



This screenshot is identical to the one above, showing the 'Organization Info' form in the 'The Connector' web application. The form is divided into several sections: 'Organization Name' (Maker Ed), 'Organization Website' (makered.org), 'Organization Description' (Maker Ed is a non-profit organization that supports and empowers educators and communities...), and 'Organization Contact Info' (First Name, Last Name, Title, Email: info@makered.org, Location, Country: United States, Street: 1001 42nd Street).

4. Once you have completed ALL the fields, hit “Save.” You do not need to save as you enter in information in the different form tabs, only when you have everything entered. Please note that once you create and save a program, it is sent to The Connector for review. *During this 24- to 48-hour window, the program will not yet be visible on the site. You also won’t be able to edit it.*

5. You will receive an e-mail notification informing you of your pending program entry, and another one upon approval. You can make updates to approved programs. From the Dashboard, select “Edit” in the Action dropdown menu next to your program listing to make any necessary updates. You may also unpublish or delete your program.

Tips:

- If you aren't sure what to put in a field, hover over the question button for additional information.
- In the Program Details section you have the ability to select multiple Affiliations. Press the "Ctrl" button on your keyboard and select all affiliations that apply. While holding the "Ctrl" button you can still scroll down using the arrows on the right side of the box to view the entire list. After making your selections click outside of the box and continue filling out the other fields.

Add Your Opportunities

Opportunities are visible to families and the general public on The Connectory. Opportunities are also linked on program pages. You may submit more than one opportunity per program. More information about opportunities can be found at the end of this document.

1. You must have a published Program in The Connectory before you can add Opportunities. From the Dashboard, select "Add new opportunity." Programs can create multiple opportunities.

THE CONNECTORY Find an Opportunity Why STEM About Us Provider Portal

Dashboard Account Management Partner Search Sign Out

kategoddard22 Dashboard [Edit Account](#)

Program History Click on a program to edit, duplicate or delete. [+ Add new program](#)

Program	Modified	Status	Published	Actions
KG Test Program	05/21/2015 - 12:23pm	Pending	No	Select Action -

Opportunity History Click on an opportunity to edit, duplicate or delete. [+ Add new opportunity](#)

No opportunities have been added.

2. Complete the fields with as much information as you can provide. All fields with a red asterisk are required.

3. Once you have completed all the fields, hit "Save." Please note that once you create and save an opportunity, it is sent to us for review. *During this 24- to 48-hour window the opportunity will not yet be visible on the site. You also won't be able to edit it.*

4. You will receive an e-mail notification informing you of your pending opportunity entry, and then another once it has been approved. You can make updates to approved opportunities. From the Dashboard, select "Edit" in the Action dropdown menu next to your program listing to make any necessary updates. You may unpublish, delete, and copy Opportunities.

If you experience any difficulties, please email info@theconnectory.org and someone will assist you as soon as possible.

More Information on Programs, Opportunities, Organizations

What is the difference? The Connector's definitions may not match yours; this can cause confusion when you begin to enter data.

Program: Providers offering STEM opportunities. Programs can stand alone.

Opportunities: Time-bound STEM events such as summer camps, workshops, career fairs, competitions. Opportunities must be connected to a program. There can be more than one opportunity per program.

Organizations: Lead entities for a program. In many cases the program and organization are one and the same. Organizations must be connected to a program.

How are programs/opportunities/organizations shown on The Maker Ed Directory?

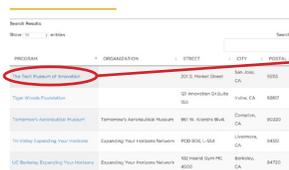
Programs & Organizations on the Maker Ed Directory: public facing and searchable.

Opportunities on the Maker Ed Directory: not listed publicly, but accessible through program pages on The Conectory.

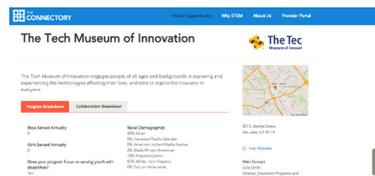
PROGRAM	ORGANIZATION	STREET	CITY	POSTAL
4-H Tech Team (Merced County)	UCCE - Merced County 4-H	2145 Wardrobe Avenue	Merced, CA	95340
4th Annual Darn 28 Digital Conference	Invent Your Future Foundation	350 Oracle Parkway	Redwood Shores, CA	94065
BDLA		12515 Venice Boulevard	Los Angeles, CA	90066
AAUW San Jose Tech Excellence	AAUW San Jose	1865 Minnesota Avenue	San Jose, CA	95128
AAUW-CA Tech Trek Camp	American Association of University Women - California	3427 Green Rd.	Palo Alto, CA	94303
Accelerated Children's Education Summer School Program	Asian Youth Center (AYC)	232 West Clary Avenue	San Gabriel, CA	91776

What's visible on the Maker Ed Directory

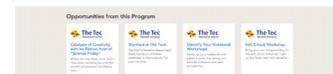
To access a program's opportunity from The Maker Ed Directory, click on a program listing. This will take you to the program's page on The Connector. At the bottom of this page, you will see all the opportunities listed for that program.



Program Listing on the Maker Ed Directory.



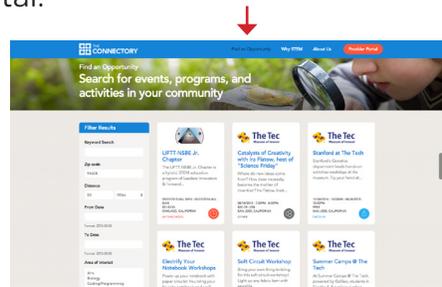
Program page on The Connector



Bottom of program page on The Connector showing the program's opportunities.

How are programs/opportunities/organizations shown on The Connector?

Opportunities on The Connector: public facing to families and the general public through the “Find An Opportunity” search portal.



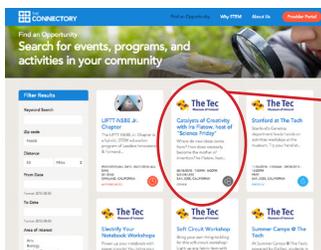
Find An Opportunity search portal

Programs on The Connector: listed and searchable only for program providers on the Partner Search page, but accessible to the general public through the opportunities listed on the “Find An Opportunity” search portal.

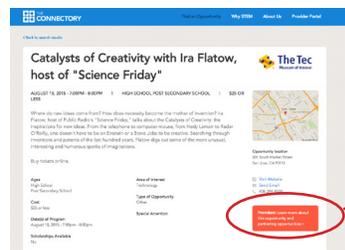


Partner Search page, available to program providers only

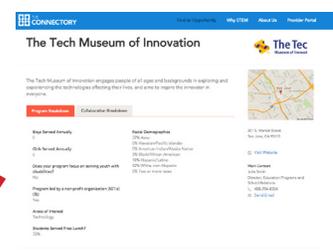
To access a program from an opportunity listed on the “Find An Opportunity” search portal, click on the opportunity. This will take you to the opportunity page. On the right hand side of this page, you will see an orange button that says “Providers: learn more about this opportunity and partnering opportunities.” Click on this button, and it will lead you to the program page.



Opportunities listed on the “Find An Opportunity” search portal



Opportunity page, with orange button that leads to program page



Program page

Organizations on The Connector: visible at the bottom of program pages, if listed.



Organization info at the bottom of a program page