Primary Futures Medics Month – School sign up and usage guide

Thanks for your interest in Primary Futures Medics Month. We look forward to working with your school to help you get a visitor in for this campaign. The school registration process should take less than 5 minutes to complete. Please see below for a step by step guide to taking part in this exciting campaign

1. Go to the website www.primaryfutures.org and click on the Sign-up button in the right hand corner of the page. Then click on the Teachers register here button



2. Search for the name of your school and select it from the options that will appear as you begin typing. Once you have selected the school, you will be taken to the next page where you can enter your name and email to be sent a username and password.



3. Once you have received the username and password, log in and follow the quick steps to complete your profile and set a permanent password.

4. Once logged in, click on the Find Volunteers button to search the available volunteers in your area.
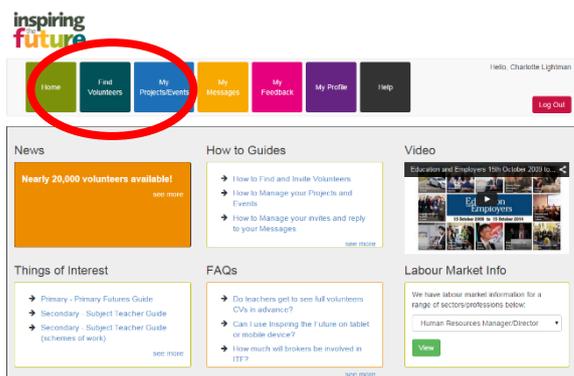
5.  On the search page, select Careers Insights as the activity and on the Themed Week / Campaign dropdown box, select Medics Month. Press the green Search button to see the available volunteers
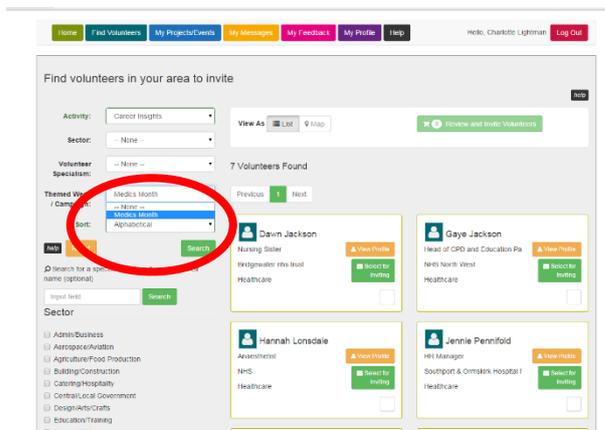


6.  You can then view the volunteer profiles and invite in any volunteers that you are interested in. to add the volunteer to your invite list, click the Select for Inviting button. The review and Invite Volunteers bucket number (circled) will then update.
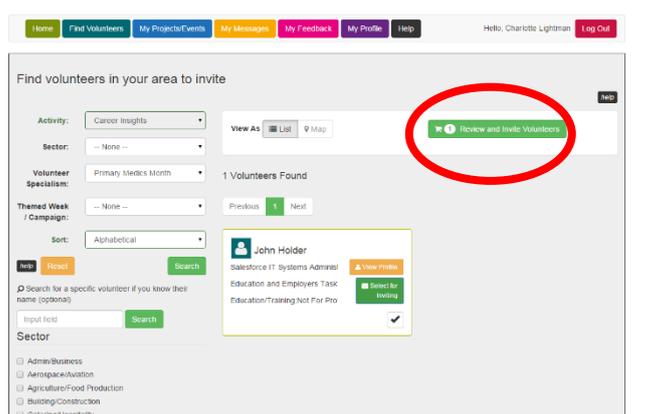


7.  Once you have finished selecting your chosen volunteers, you can click on the Review and invite volunteers to review you list. If you are happy with the final selection, click Invite Volunteers. You will then be taken to the Project page to set up your activity and send the invite

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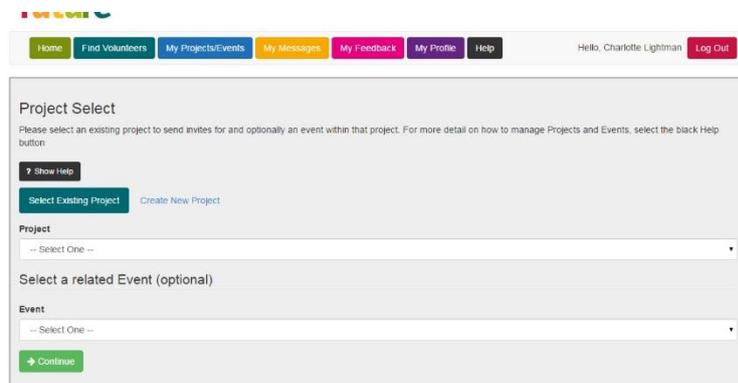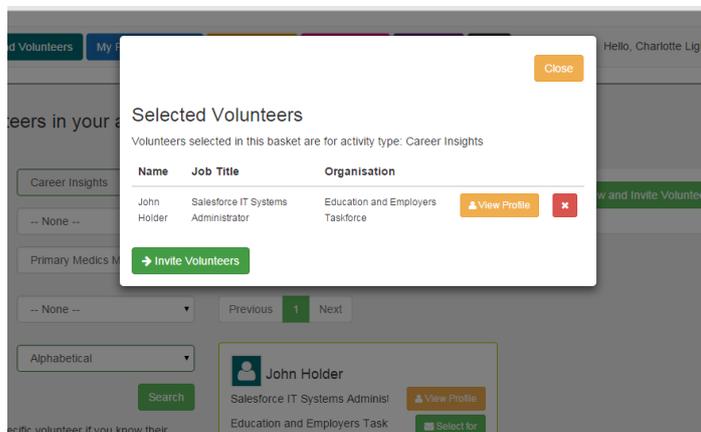
8. Click on Create New Project to set up a project for this activity. Primary Futures events are grouped within Projects. If you are planning a number of a number of separate Events with different dates they could be grouped under Project Name of 'Primary Futures Medics Month'. Once you have names your project, click Create Project and Continue to be taken to the Send Invite page



9. Then draft your message and press Send to send it to your chosen volunteers. After you press send on the invite to volunteers, you will automatically be taken to your **'My Projects/Events'** section. In this area you can see the Project/Event you have created, and you have the ability to edit the event details or invite more volunteers if needed.



**If you have any questions or would like any help finding or contacting volunteers, please get in touch with the Primary Futures team via [enquiries@inspiringthefuture.org](mailto:enquiries@inspiringthefuture.org) or by calling 020 7566 4800**