

The Connectory Coordination Community

Quarterly Meeting

March 2018

Agenda

- Introductions and News from Exchanges
- Strategic Planning Process Update
- New Tool: Checklist for Reviewing Submissions
- Bulk Upload Option
- Set Next Meeting Date



Introductions and Updates

- NC STEM Center
 - Burroughs Wellcome Fund
 - Morehead Planetarium and Science Center
 - Insight Designs
- Maine STEM Resource Bank
- Colorado STEM Connect
- American Institute of Architects
- Maker Ed



THE AMERICAN INSTITUTE
OF ARCHITECTS

Maker
Ed

Update: Strategic Planning Process

- Step 1: Needs Assessment
- Survey sent to all users registered in The Connector



Thanks! Your participation in this 5-minute survey will help The Connector better serve families and providers. Click "Start" to begin.




The Connector makes the connections that inspire young people to explore, discover, and create. It is the go-to place for families to discover local STEM opportunities and for program providers to find collaboration partners.

Start press ENTER

<https://ngc2018.typeform.com/to/cB0HSg>

New Tool: Checklist for Reviewing Submissions

- Adapted from document used by TC reviewers
- Training refresher session?
- Promotion to TC guidelines



Checklist: Reviewing Exchange Submissions

Programs Checklist

- ☐ Start by selecting View (not Edit) in drop-down menu – this is an easy way to determine
 - ☐ if a map is displaying
 - ☐ if there is a logo and if it is too big
 - ☐ if any of the fields are missing information
 - ☐ most importantly, if it will need to be declined. (NOTE: That is done from admin program listing screen)
- ☐ Click the website and social media links – working and appropriate?
- ☐ Click the Send Email link – opens email with a valid address?
- ☐ Click any links in the description – working, open in new window, and appropriate?
- ☐ If logo is missing or needs to be edited, find/save.
- ☐ Scan description and compare it against program focus – any changes needed?
- ☐ Click < Previous to go back to Admin Screen and click Set as Draft in drop-down menu.
- ☐ Click View to double-check your changes. (If fixes needed, edit the record again.)
- ☐ Click < Previous to go back to Admin Screen and click Active in drop-down menu.
- ☐ Edit in drop-down menu.
 - ☐ Fix/add website social media links.
 - ☐ Open Contact Information, review address, and if needed, edit and select drop-down (Google API – pulls coordinates for geomapping)
 - ☐ Proof and edit description, removing any bold or other formatting by using Notepad (or other text editor) to copy-paste twice. Add hyperlinks to URLs, if needed.
- ☐ Click < Previous to go back to admin listings and click Set as Draft in drop-down menu.
- ☐ Click View to double-check your changes. (If fixes needed, edit the record again.)
- ☐ Click < Previous to go back to admin listings and click Active in drop-down menu.



Bulk Uploads for Your Providers' Summer Camps

- Recommended for 10 or more opportunities
- Customized Excel Spreadsheet
- Contact us at:
info@theconnectory.org



Next Meeting

- We won't have a presence at the USA Science & Engineering Festival (April 7-8, DC)
- Any one attending NAA, NCWIT, or the Afterschool Alliance STEM Hub Meeting?
- Early June?

