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**Bulk Upload Option**

**E-newsletter**

Does your program offer a half-dozen or more STEAM opportunities for youth? We offer a streamlined way to add dozens of opportunities — summer camps, workshops, maker fairs, competitions, and other time-bound STEAM events — to [The Connectory](http://r20.rs6.net/tn.jsp?t=6cmnn67ab.0.0.vdohsxbab.0&id=preview&r=3&p=https%3A%2F%2Ftheconnectory.org%2F). Contact us at info@theconnectory.org, and we will create a customized spreadsheet that you fill out with the required info for each opportunity (title, description, cost, etc.) Once you return the completed spreadsheet to us, we will upload and approve the opportunities.

Your opportunities will be associated with your program listing. New Program Providers will need to create a program entry first. Our online [Getting Started Guide](http://r20.rs6.net/tn.jsp?t=6cmnn67ab.0.0.vdohsxbab.0&id=preview&r=3&p=https%3A%2F%2Ftheconnectory.org%2Fneed-help) provides step-by-step instructions for joining The Connectory and adding your program. It's free!

Depending on the cycle(s) and number of your offerings, uploads can be done monthly or seasonally.

**Social Media**

It is time to start putting your summer camps into The Connectory! Have a bunch? Not to worry, there is a ‘Bulk Upload' feature. Simply contact info@theconnectory.org to inquire. [www.theconnectory.org](http://www.theconnectory.org/)

Have you entered your [#STEM](https://www.facebook.com/hashtag/stem?source=feed_text) activities into The Connectory yet? Have a bunch? Not to worry, we have a bulk upload option. Simply contact info@theconnectory.org to inquire. [www.theconnectory.org](http://www.theconnectory.org/)

**E-mail Inquiries**

**Inquiries that have an existing program in The Connectory**

Thank you for your email. We will be happy to create a customized spreadsheet that you then fill out with the required info for each opportunity (title, description, cost, etc.) We will send the spreadsheet and instructions to you by \_\_\_\_\_\_\_\_\_. Once you return the completed spreadsheet to us, we will upload and approve the opportunities.

We will associate the bulk upload opportunities to your program (insert program link) unless we hear differently from you.

**Inquiries that DO NOT have a program in The Connectory**

Thanks for your email. We will be happy to create a customized spreadsheet that you then fill out with the required info for each opportunity (title, description, cost, etc.) Once you return the completed spreadsheet to us, we will upload and approve the opportunities.

Your event **opportunities** need to be associated with a **program** listing. We will need you to do this step first and then we will send the bulk upload spreadsheet. Our Getting Started Guide provides step-by-step instructions and is available online at: <https://theconnectory.org/need-help>

We have two different types of entries in The Connectory. Our definitions may vary from yours and this sometimes causes confusion when people begin to enter data.

* **Program** – Providers and organizations that offer STEM opportunities and are listed on the Partner Search page, which is **only** viewable by other program providers and is there to aid collaboration. **This is the entry we will need you to create.**
* **Opportunity** – Summer camps, workshops, career fairs, classes, competitions, and other **time-bound STEM events geared toward K-12 youth**. These can be seen by families and the public on The Connectory. **This is what the bulk upload spreadsheet is used for.**

Once your program entry is approved we will have the spreadsheet to you in approximately one week. Depending on the cycle(s) and number of your offerings, uploads could be done monthly or seasonally. Thanks again for reaching out. We look forward to having your program as part of The Connectory. What a great addition!