

**Visiting
MyEarth**

[LINK](#)



**User Guide
for teachers**

**Click on each
section or scroll
to learn more!**

Glossary & FAQs

Getting signed up!

**Assigning yourself
to your school**

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**Finding & Adding action
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**Requesting a new
Action Card**



User Guide for teachers

Completing the
7 steps

Completing Action
Cards and Gaining
Points

Adding the same
Action card more
than once



More information will be added when queries
are brought to our attention.

Please ask any questions or provide
feedback to your local field officer.

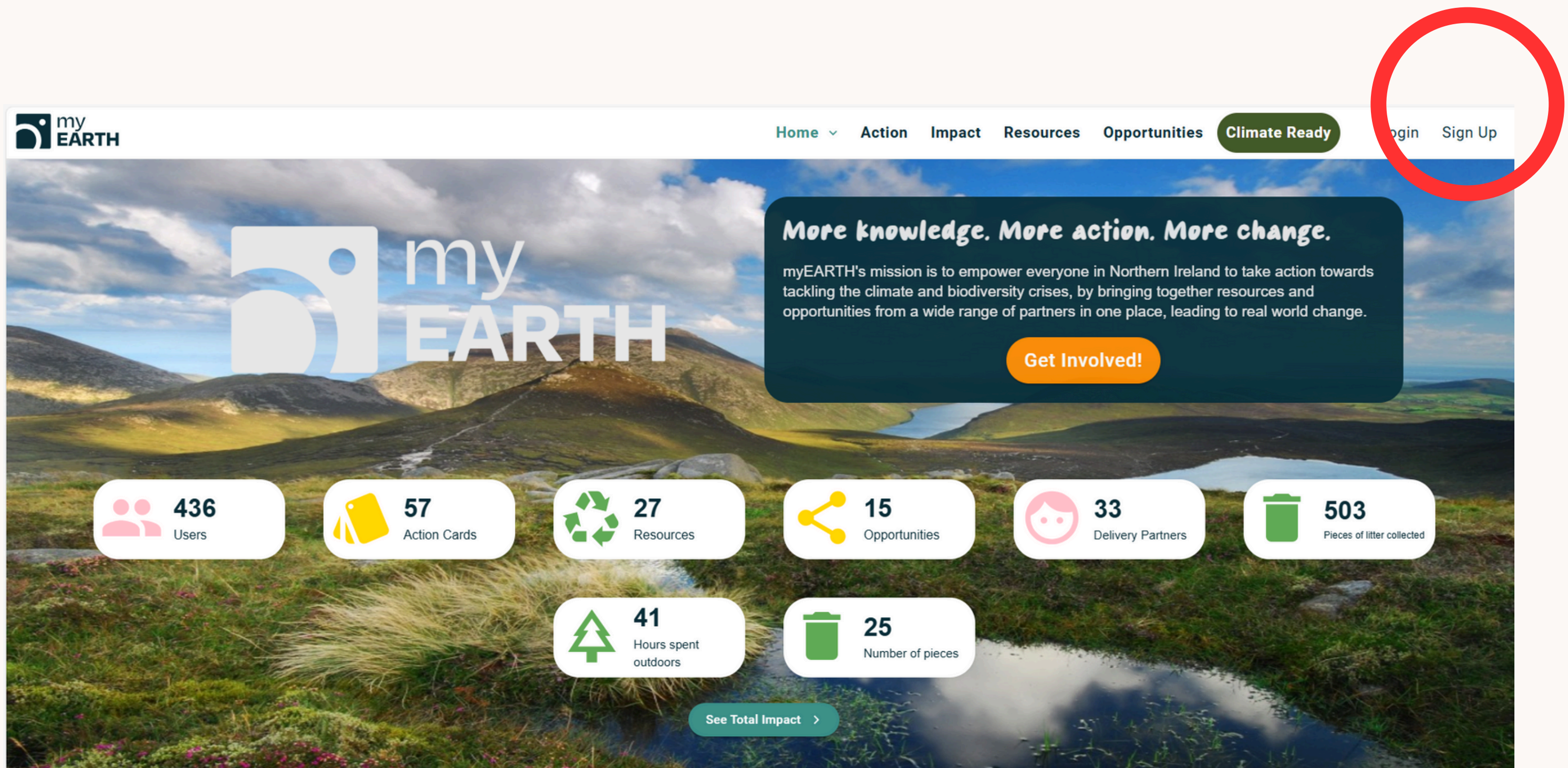


Getting Signed In

1. Click Sign up

2. Create a new user profile

3. You will receive an email to verify your account (this may take a few minutes - check your junk folder!)



The screenshot shows the myEARTH website with a "Sign Up" form overlay. The form is titled "Sign Up" and asks the user to select the type of account they wish to create. The options are User (selected), Group, and Delivery Partner. Below this, the form asks for "Your Details" and includes fields for First Name, Last Name, Date of Birth, First part of postcode, Email, and a password field. The background of the website is visible behind the form.

Sign Up

Please select the type of account you wish to create ?

- ☒ User
- ☐ Group
- ☐ Delivery Partner

Your Details

First Name *
Alice

Last Name *
Buchanan

Date of Birth *
02-1995

First part of postcode *
BT49

Please enter the first part of your post code (e.g. 'BT22').

Email *
alice.buchanan+ecodp@keepnorthernirelandbeautiful.org

.....

Assigning yourself to your school

1. Fill in the Google Form linked below
2. A member of the EE team will assign you to your school within 2 business days.
3. if you have not been assigned in this timeframe, please reach out to eco-schools@keepnorthernirelandbeautiful.org.

[Link to Google form](#)

Starting your Application

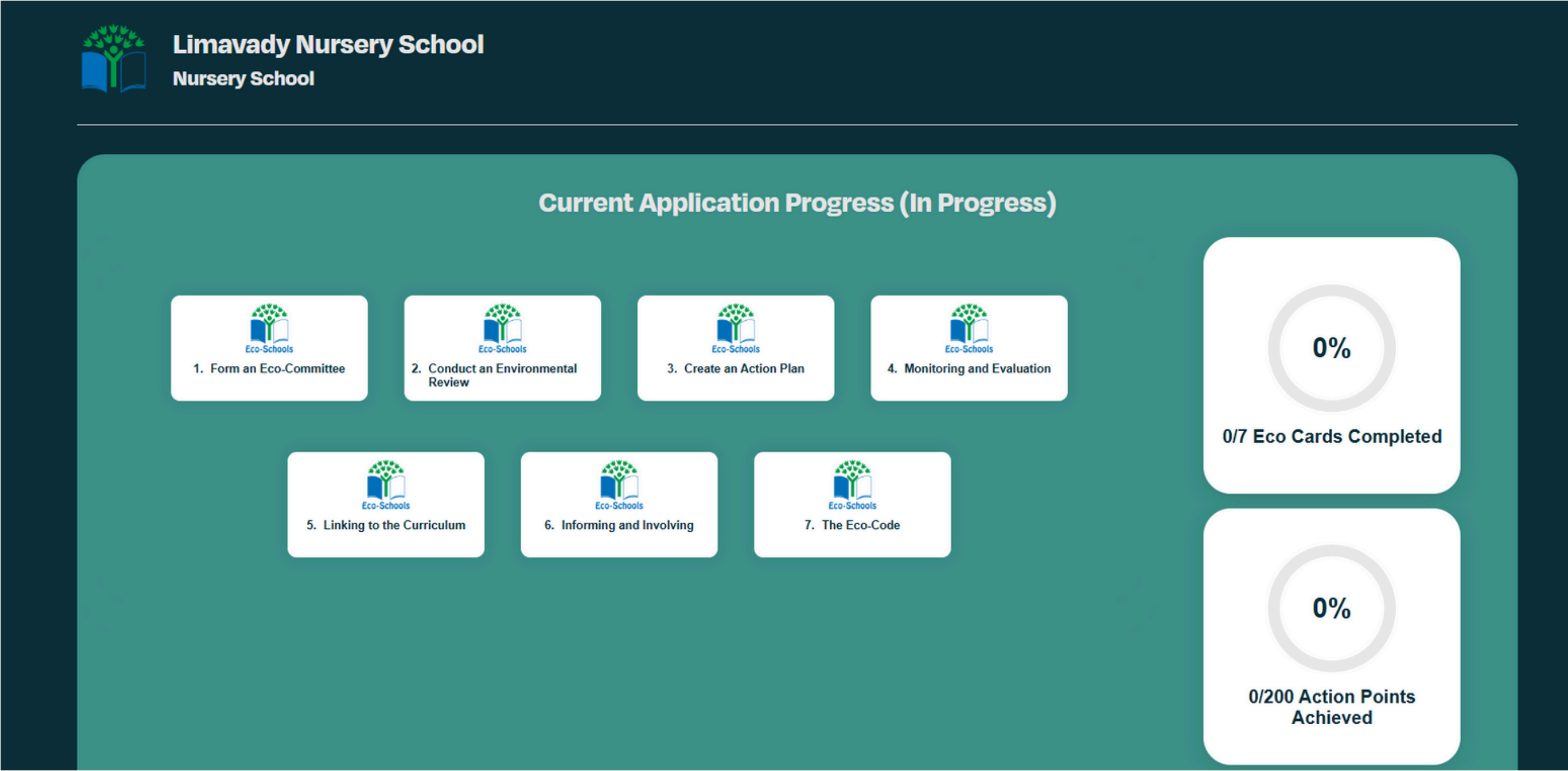
Once you are assigned to your school - this screen will appear. To start your application, simply click 'start application'

The screenshot displays the 'myEARTH' dashboard for 'Limavady Nursery School'. The top navigation bar includes links for Home, Action, Impact, Resources, Opportunities, and School Profile, along with a user profile for 'Alice Limavady Nursery School' and a 'Log Out' button. The main content area features a 'Current Application Progress (null)' section with a note 'Application for 2026 not started' and a 'Start Application Now' button. Below this, a grid of statistics shows: 511 Users, 124 Action Cards, 70 Resources, 37 Opportunities, and 23 Delivery Partners. To the right, an 'Award History' section states 'Limavady Nursery School has been awarded a total of 0 Green Flags'.

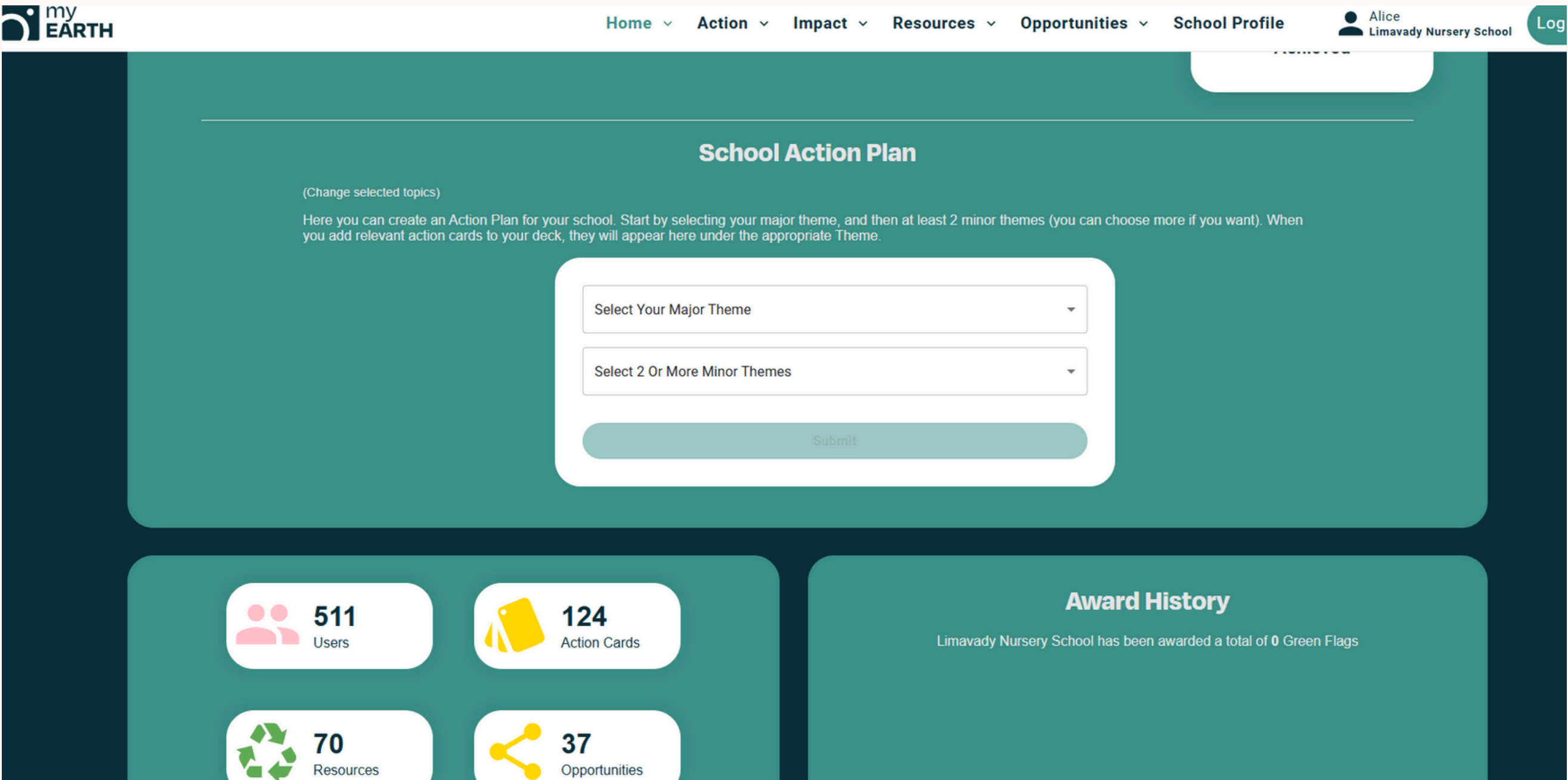
Category	Count
Users	511
Action Cards	124
Resources	70
Opportunities	37
Delivery Partners	23

Choosing your topics

After you have started your application, this should be your new homepage. Don't worry if the Eco Cards and Action Points are below - these move around depending on your screen size!

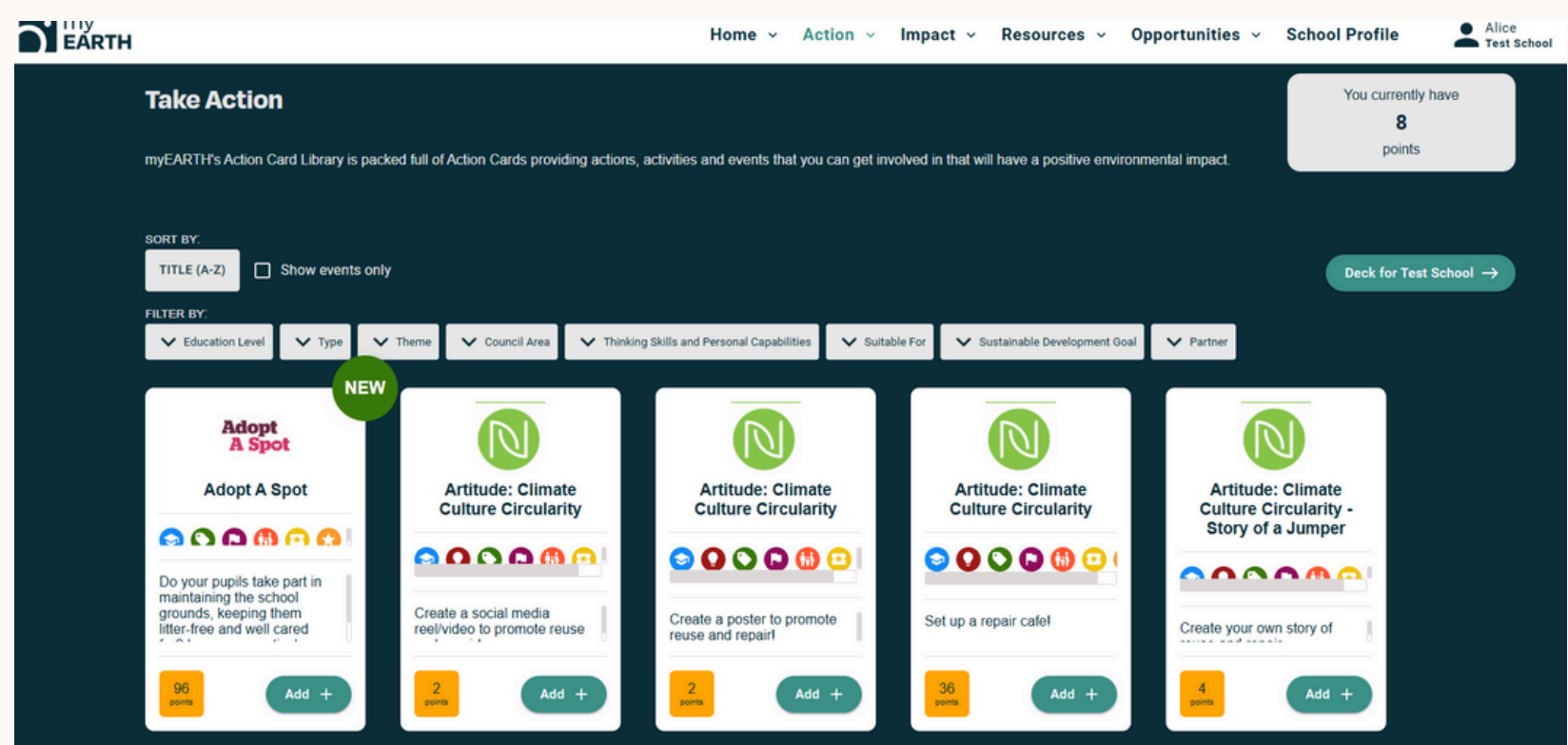
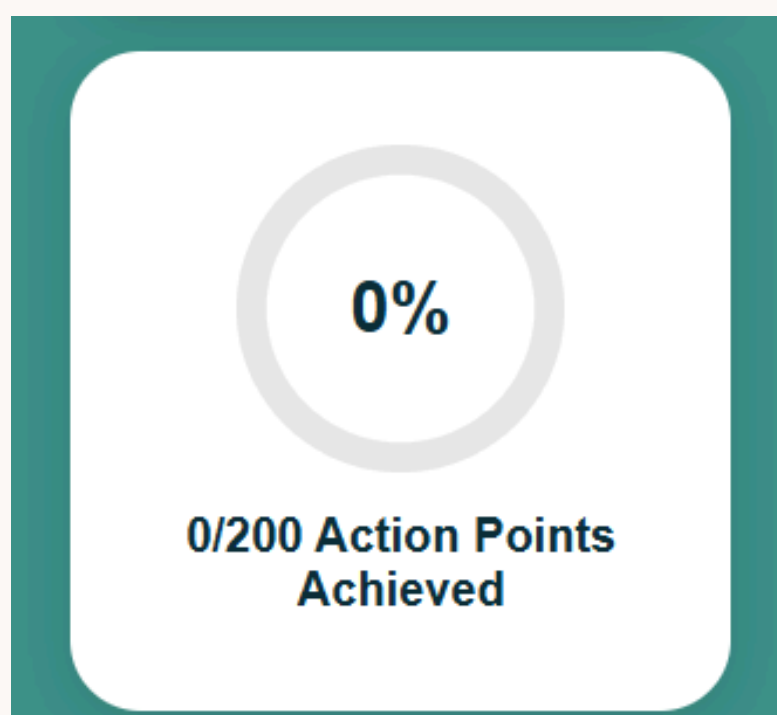


Choose your topics using the drop downs and click 'Submit'. To change your topics click 'change selected topics'

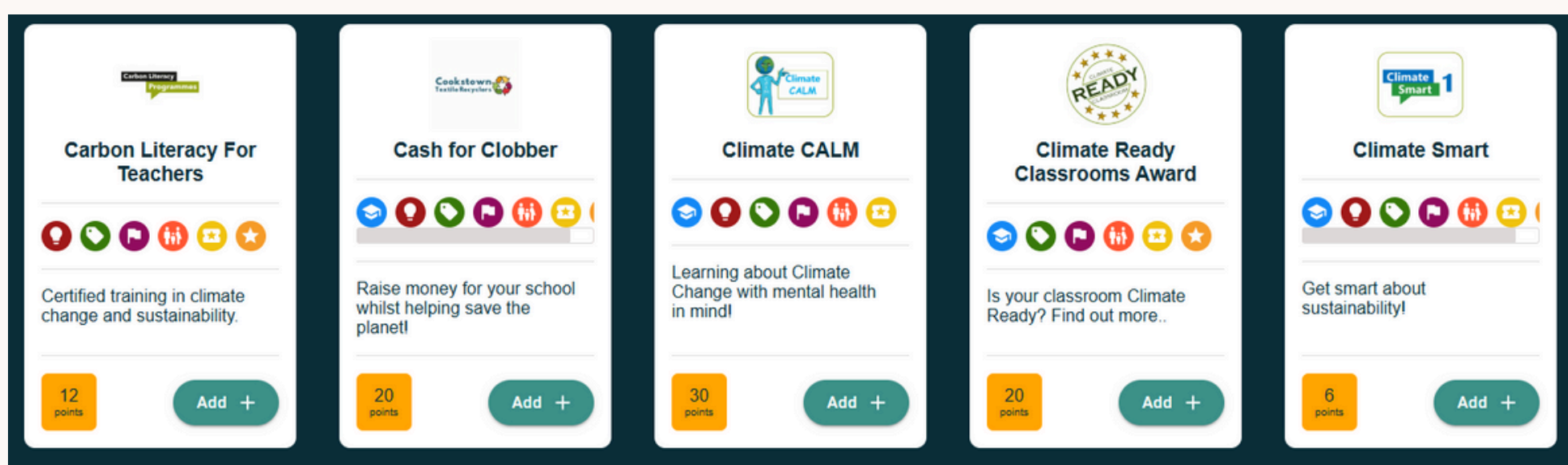


Finding and Adding Action Cards to your Library

Before you start adding and completing Action Cards, you must first make sure your application is started. (See page 4)



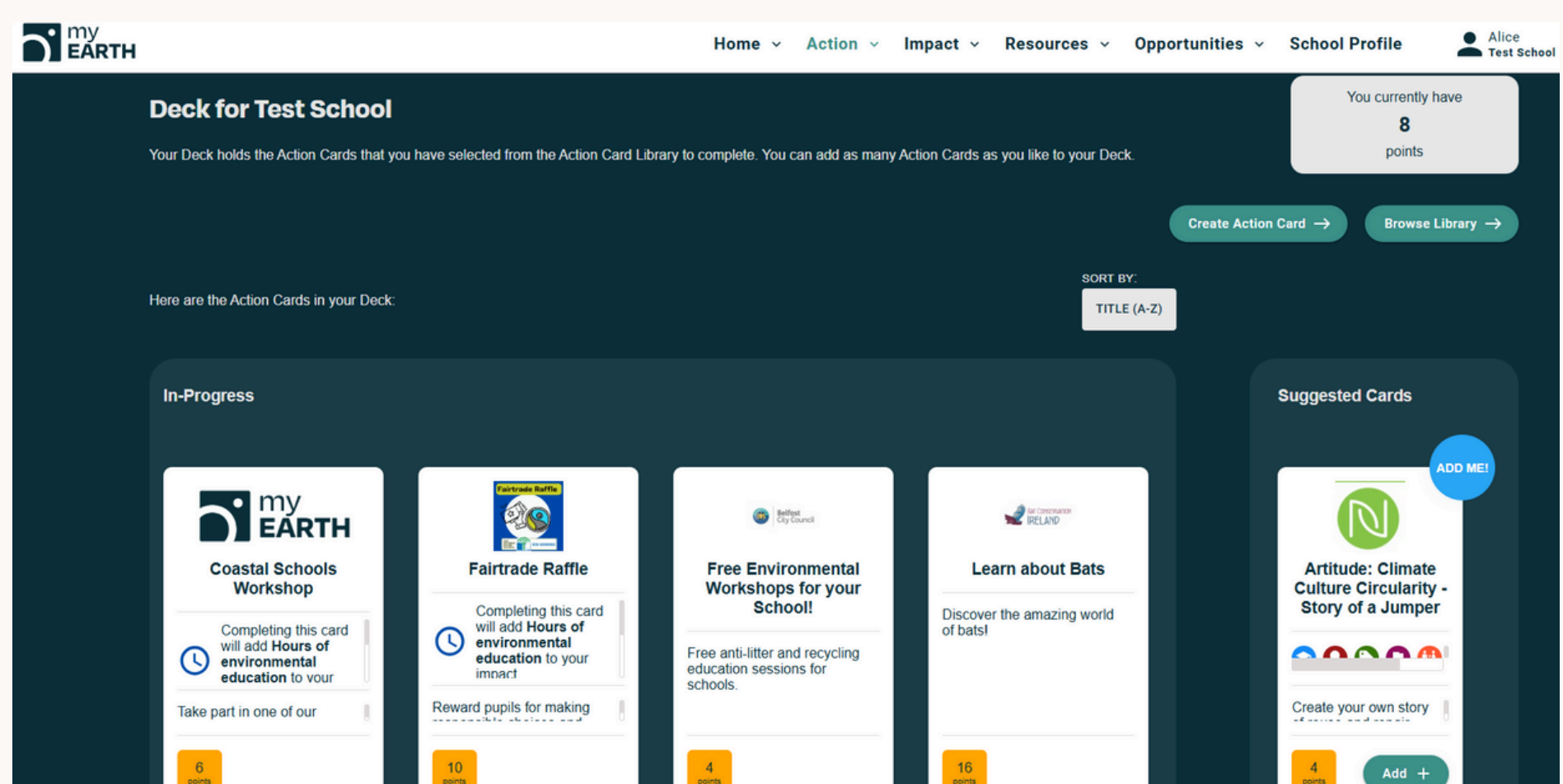
To explore what Action cards are on offer - click Action along the top of the site page. This will take you to the Action Card library.



Click the action cards to find more detail.

To add an action card to your library - click 'add+'

The action cards will then be in your schools deck (hover over Actions on the menu and click 'Deck for *your school*')



Requesting a New Action Card

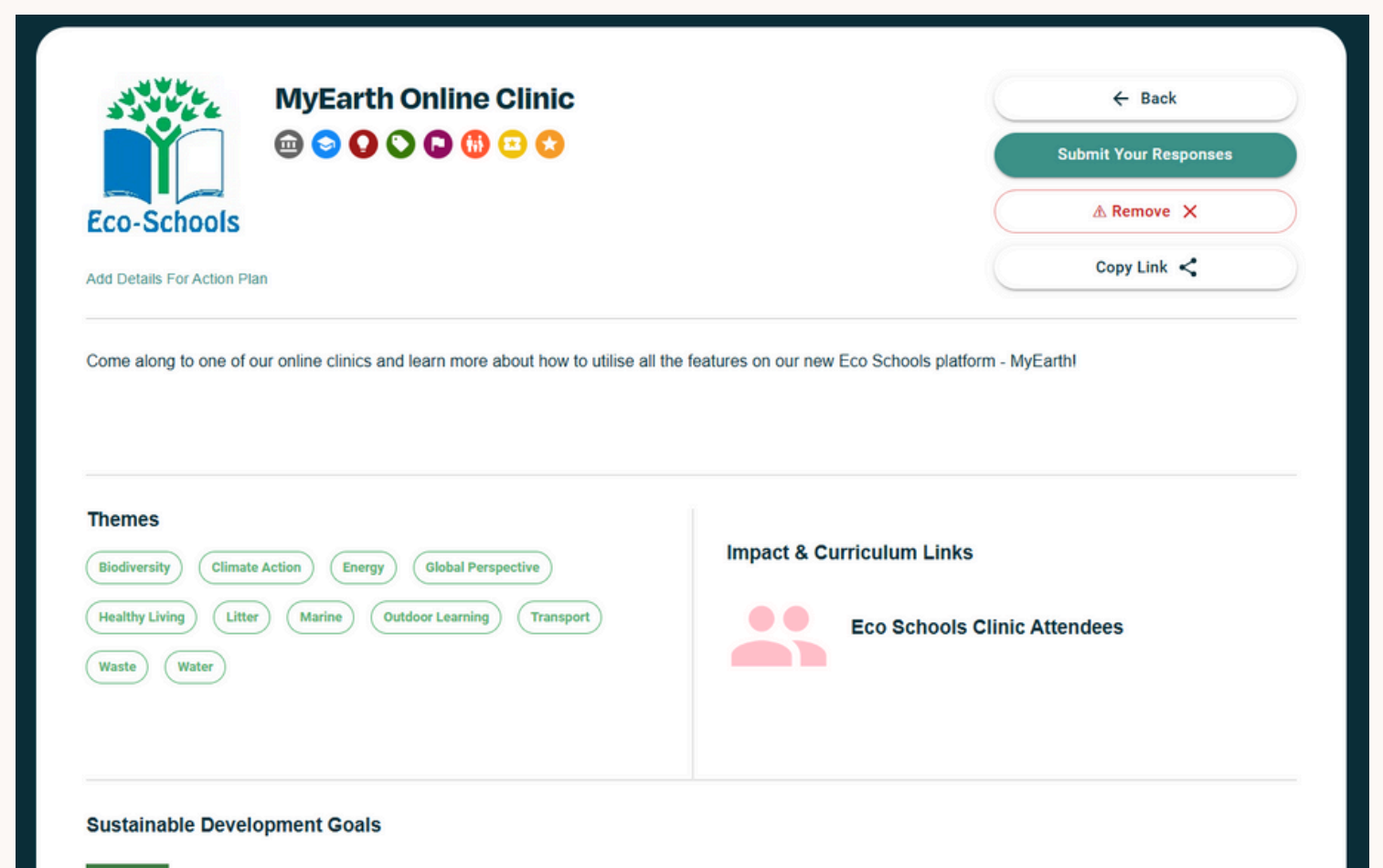
If you cannot find an action card for the activity you are doing within your school or the community - please reach out to your local [field officer](#) by email and we will add it to our create list.

Please allow us time to go through the list of Action Card requests. This does not mean you cannot carry out the activity as you can fill out Action Cards retrospectively.

Completing Action Cards and Gaining Points

To complete any action card - click into the card and select 'submit your responses'

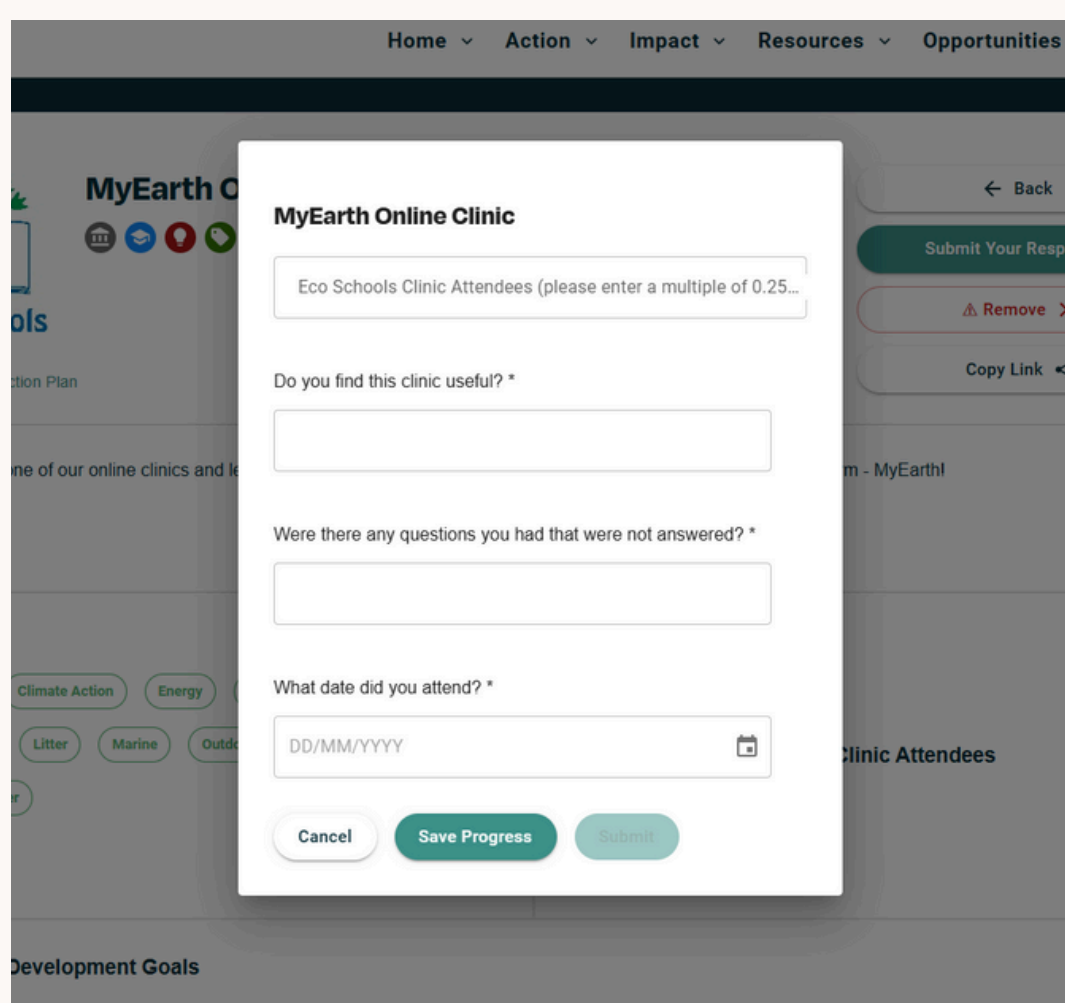
This will then open up a form where you work through the questions.

The screenshot shows the 'MyEarth Online Clinic' interface. At the top, there's a header with the 'Eco-Schools' logo and 'MyEarth Online Clinic' title. Below the header, there's a section titled 'Add Details For Action Plan' with a sub-header 'Come along to one of our online clinics and learn more about how to utilise all the features on our new Eco Schools platform - MyEarth!'. The main content area is divided into two columns. The left column is titled 'Themes' and contains several green buttons: Biodiversity, Climate Action, Energy, Global Perspective, Healthy Living, Litter, Marine, Outdoor Learning, Transport, Waste, and Water. The right column is titled 'Impact & Curriculum Links' and features a pink icon of two people and the text 'Eco Schools Clinic Attendees'. At the bottom, there's a section for 'Sustainable Development Goals' with a partially visible green button labeled 'Progress'.

To save your answers to the questions as a draft - click 'save progress'

To submit the action card and receive points - click 'submit'

NOTE - you will only be able to submit when all compulsory questions are answered

The screenshot shows a form overlay on top of the MyEarth Online Clinic interface. The form is titled 'MyEarth Online Clinic' and contains several questions. The first question is 'Eco Schools Clinic Attendees (please enter a multiple of 0.25...)' with a text input field. The second question is 'Do you find this clinic useful? *' with a text input field. The third question is 'Were there any questions you had that were not answered? *' with a text input field. The fourth question is 'What date did you attend? *' with a date input field showing 'DD/MM/YYYY'. At the bottom of the form, there are three buttons: 'Cancel', 'Save Progress', and 'Submit'.


Adding the same Action card more than once

You can complete the same action card more than once.


E.G. - if you complete 2 litter picks - you can submit this twice

However, if you do an activity weekly or regularly please look for a suitable action card! for example this litter picking rota if your school does regular litter picks.

If you cannot find a suitable action card please contact your local [field officer](#) and we will make one.




Litter Picking Rota



← Back

Add to Deck

Copy Link 

The **Litter Picking Rota** is a simple but effective way to keep your school clean and welcoming. Each week, different classes or year groups take turns to spend a few minutes at break time collecting litter around the site. Armed with pickers, gloves, and bags, students work in small teams to tidy key areas and help recycle where possible.

It's quick, easy, and makes a big difference. The rota spreads the responsibility fairly, so everyone plays a part in looking after the environment. Along the way, students build teamwork, responsibility, and pride in their school—while helping create a cleaner, greener place for everyone to enjoy


If you have chosen to complete this action, you may also be interested in entering the Litter Less Campaign. Check out the Litter Less action card [here](#).

Themes


Litter

Waste


Impact & Curriculum Links



Pieces of litter recycled



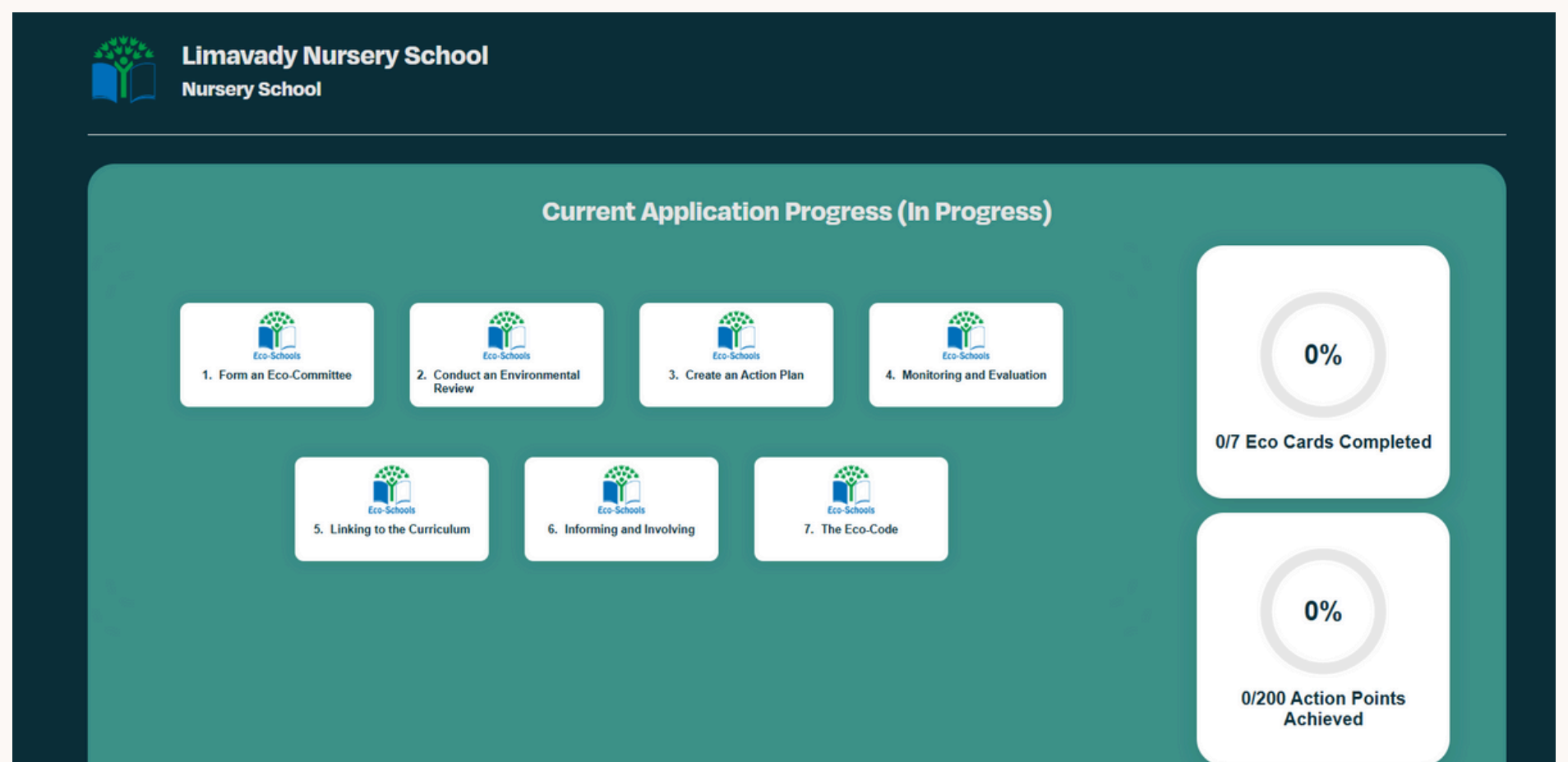
kg of litter collected



m2 of outdoor space cleaned

Completing your Application / 7 Steps

The main part of your application is the 7 steps seen below.



This screenshot shows the first step of the application process, '1. Form an Eco-Committee'. It includes the Eco-Schools logo, navigation buttons for 'Back', 'Submit Your Responses', and 'Copy Link', and an 'About' section. The 'About' section explains the purpose of an Eco-Committee and lists its responsibilities: organising regular meetings, conducting environmental reviews, recording minutes, consulting the school community, and sharing progress. It also provides links for further information on requirements and local contacts.

Click the step you want to complete and find out more information.

Then select 'submit your responses'

NOTE: when you are filling out the 7 steps Eco Cards - if you click submit you are UNABLE to go in and change your answers. Instead click 'Save Progress' and only submit when you are submitting your whole application.

This screenshot shows a portion of the application form with three questions about meeting attendance, each followed by a text input field. The questions are: 'How many times have parents attended an Eco-Committee meeting?*', 'How many times have school governors attended an Eco-Committee meeting?*', and 'How many times has someone from the community attended an Eco-Committee meeting?*. At the bottom, there are three buttons: 'Cancel', 'Save Progress', and 'Submit'.

Glossary

Action Card - An activity or initiative to encourage positive environmental action that counts towards your Green Flag Award.

MyEarth - A new platform in Northern Ireland that promotes sustainable living and climate action through education and engagement. The new platform where Eco Schools is hosted.

Eco Cards - Your application and evaluation of the 7 steps of the Eco Schools programme

Delivery Partners - Organisations and groups that support and deliver MyEarth NI activities across Northern Ireland.

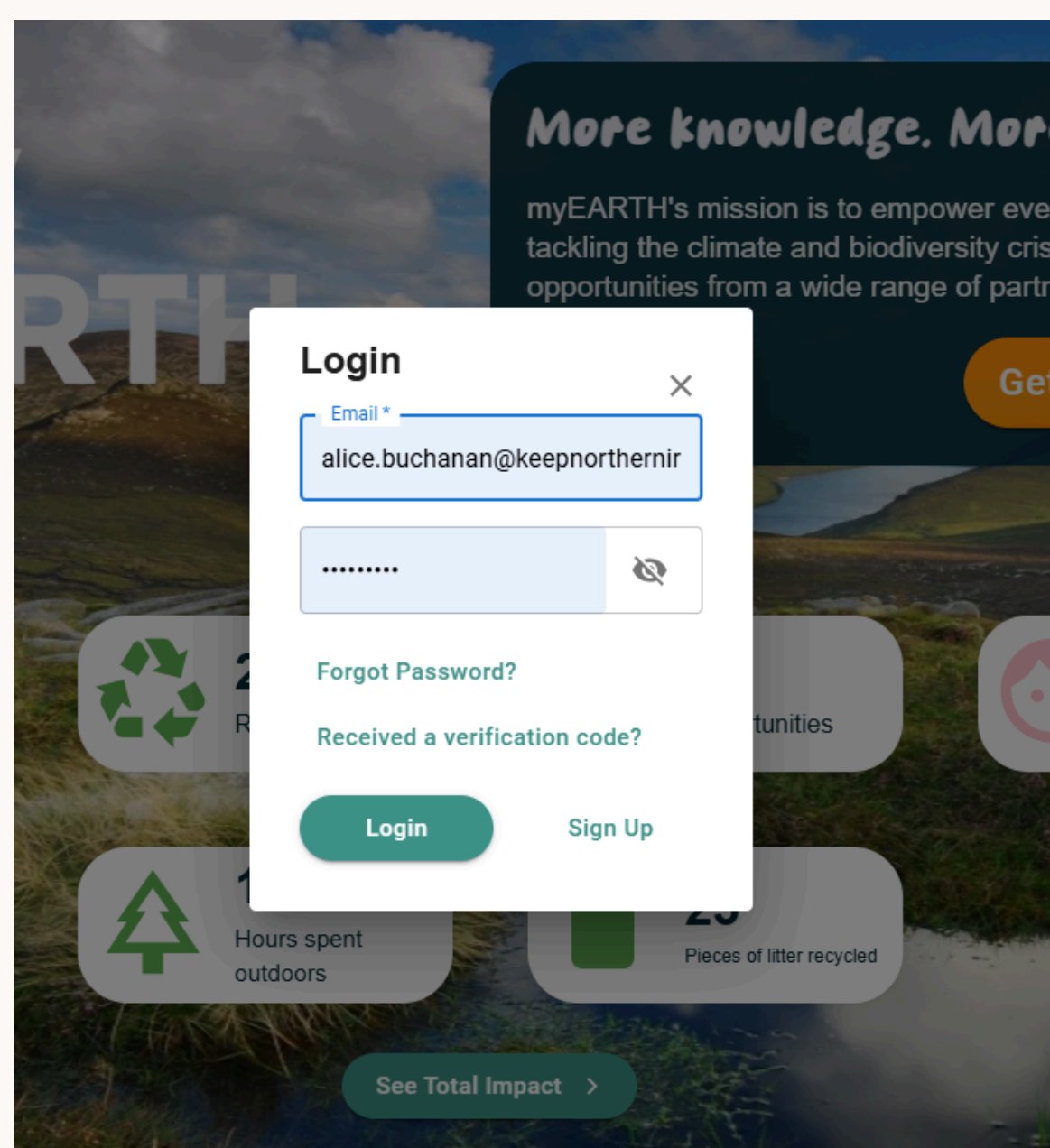
Metrics - Data used to measure the reach and effectiveness of MyEarth NI's environmental actions.

Impact - The positive environmental and social change resulting from participation in MyEarth NI programmes either NI wide or school based.

Sustainable Development Goals - Global goals, find more information [here](#).

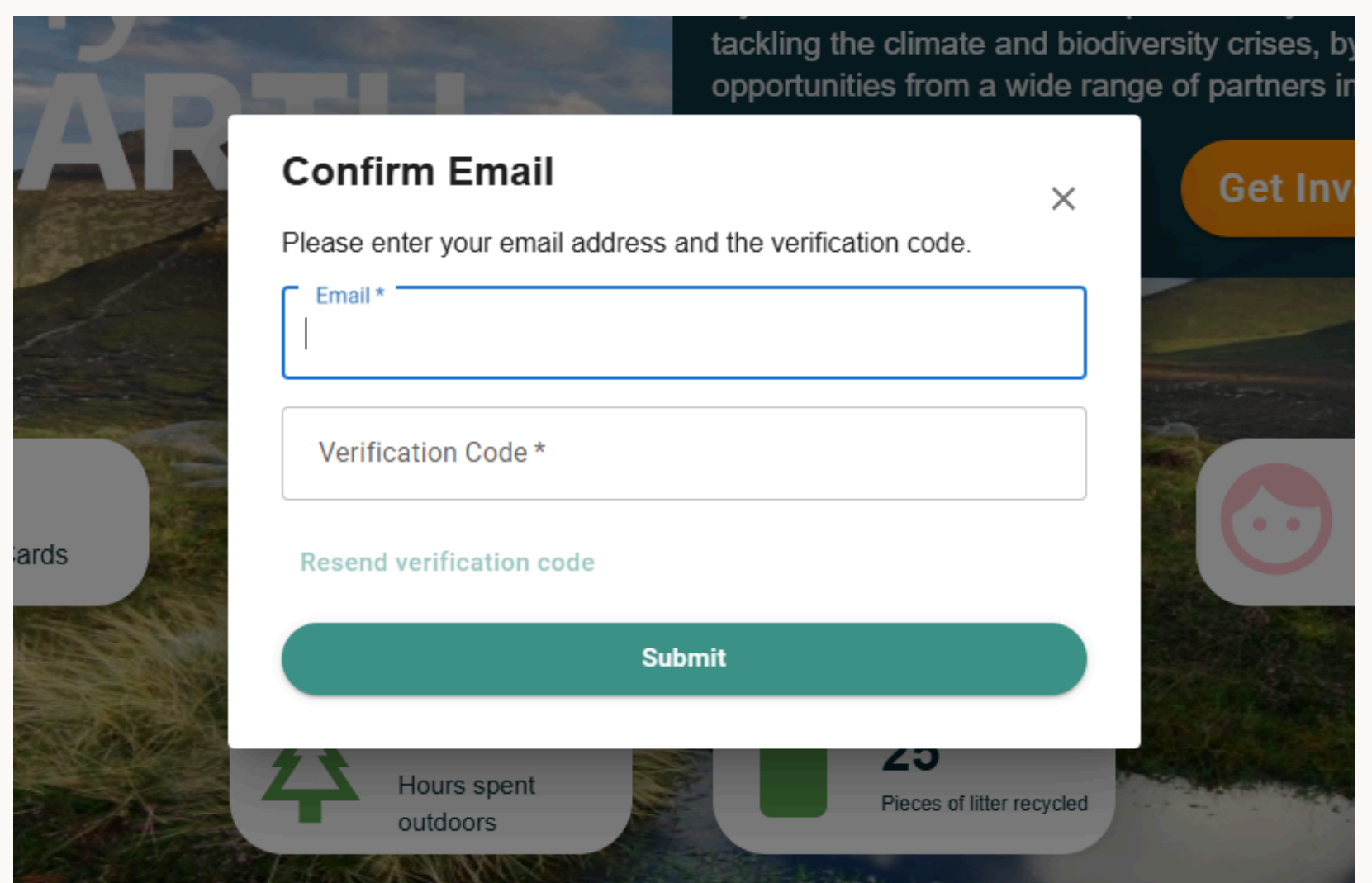
FAQs

Requested a verification code but experienced issues?



if your verification code didn't come through you can resend it this way by clicking 'resend verification code'

Click Log In and select 'received a verification code?'



If you are still having issues, please contact eco-schools@keepnorthernirelandbeautiful.org

FAQs

I did lots of work last year – is that work lost?

Not at all!

Your Green Flag application takes into consideration the past 2 years of work your school has completed. Therefore, Action Cards can be completed retrospectively.

If you have submitted work to our older platform last year, you will need to add and complete the appropriate action cards on our new platform as these cannot be transferred over.

If you need assistance doing this, please contact your local field officer and arrange a teacher meeting.