Visiting MyEarth

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**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

- **Sign up as a 'teacher' using your c2K email (HINT- use your c2ken email address as there are less issues with the verification email)**
- **Await and input the verification code to receive full access to the platform (note that this can take a few minutes and may, on occasion be sent to junk folder) Please check your email address carefully if you do not receive the code.**
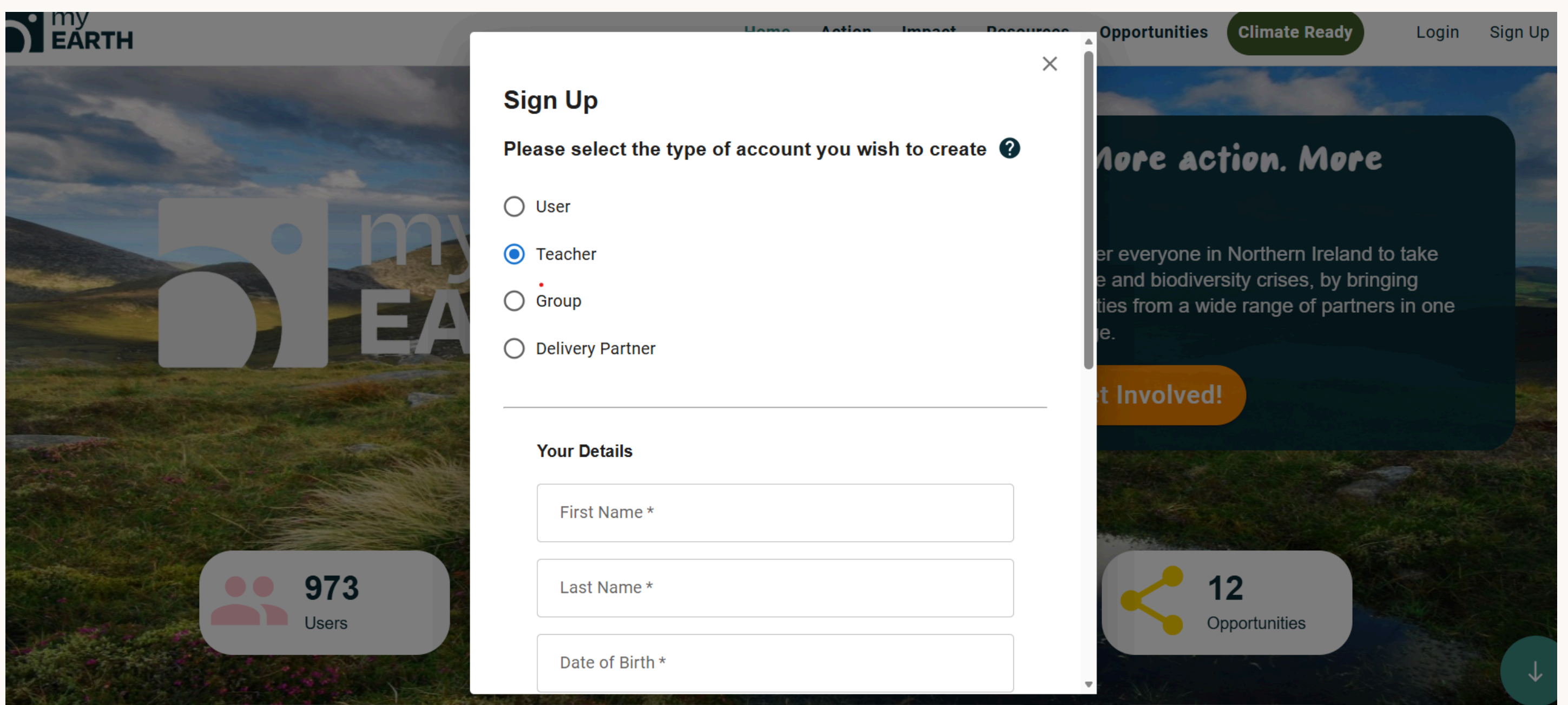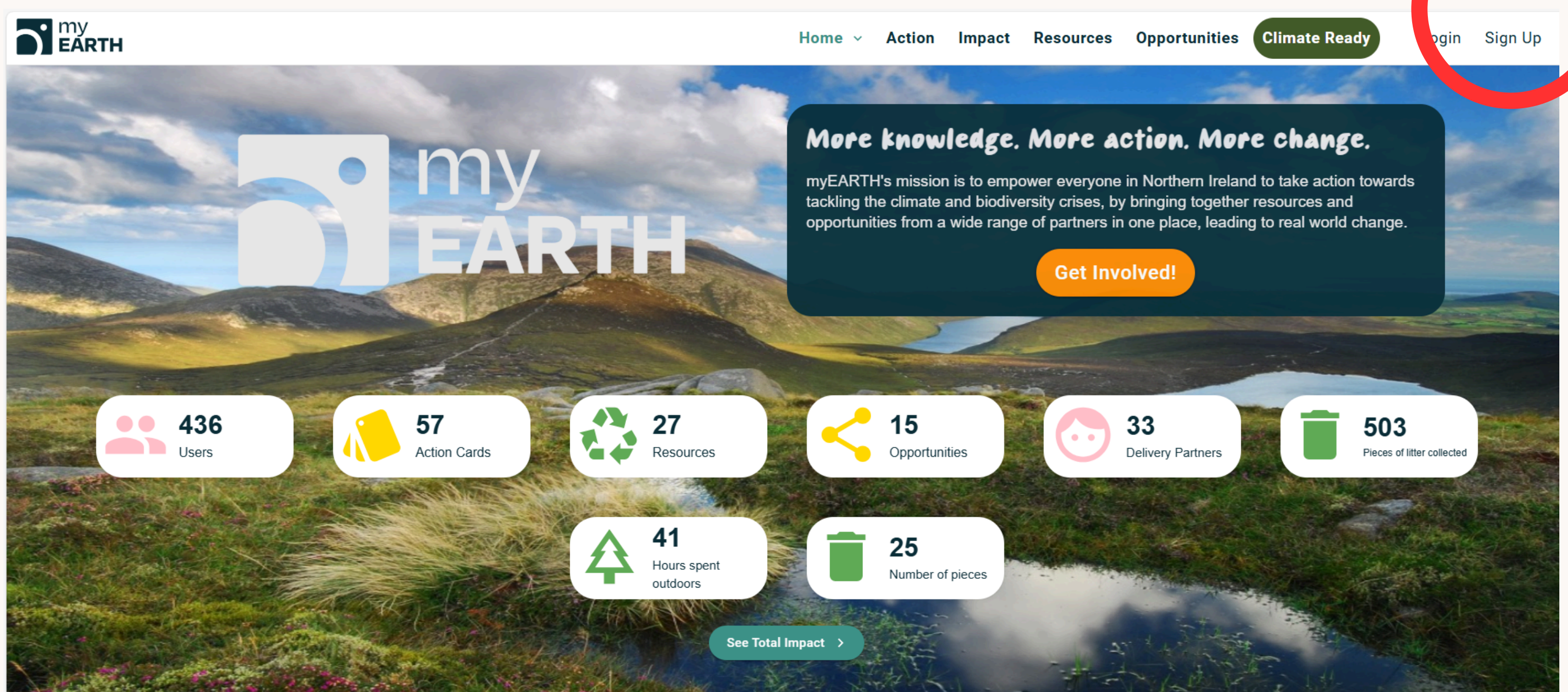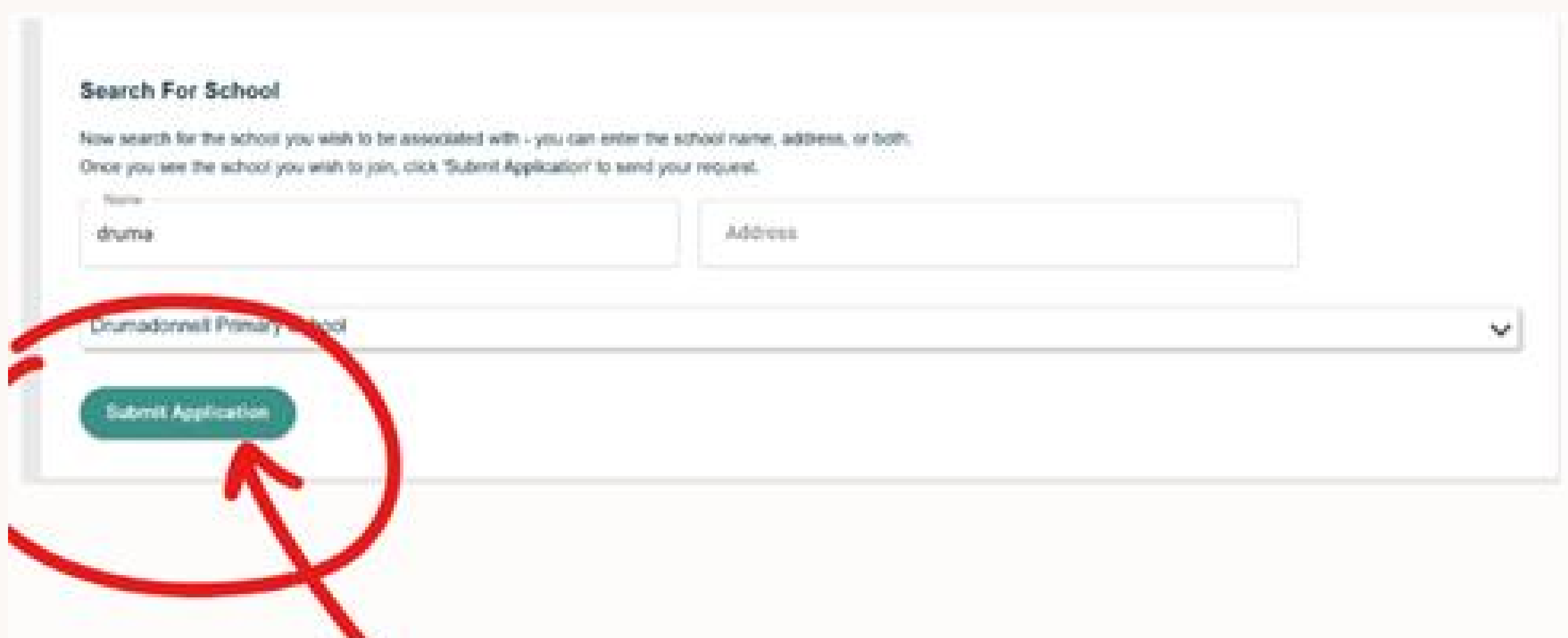
- **From there, you can request your Eco-Coordinator Status for your school within the MyEarth platform.**
- **First, click your profile at the top**
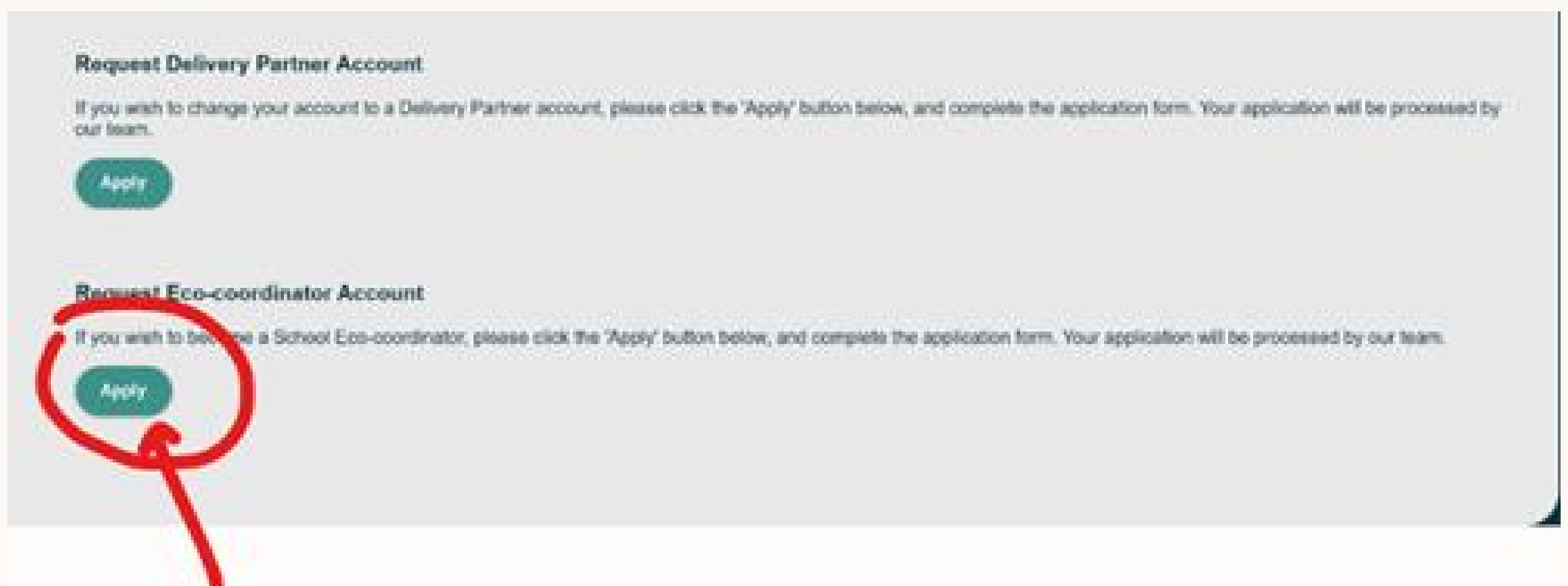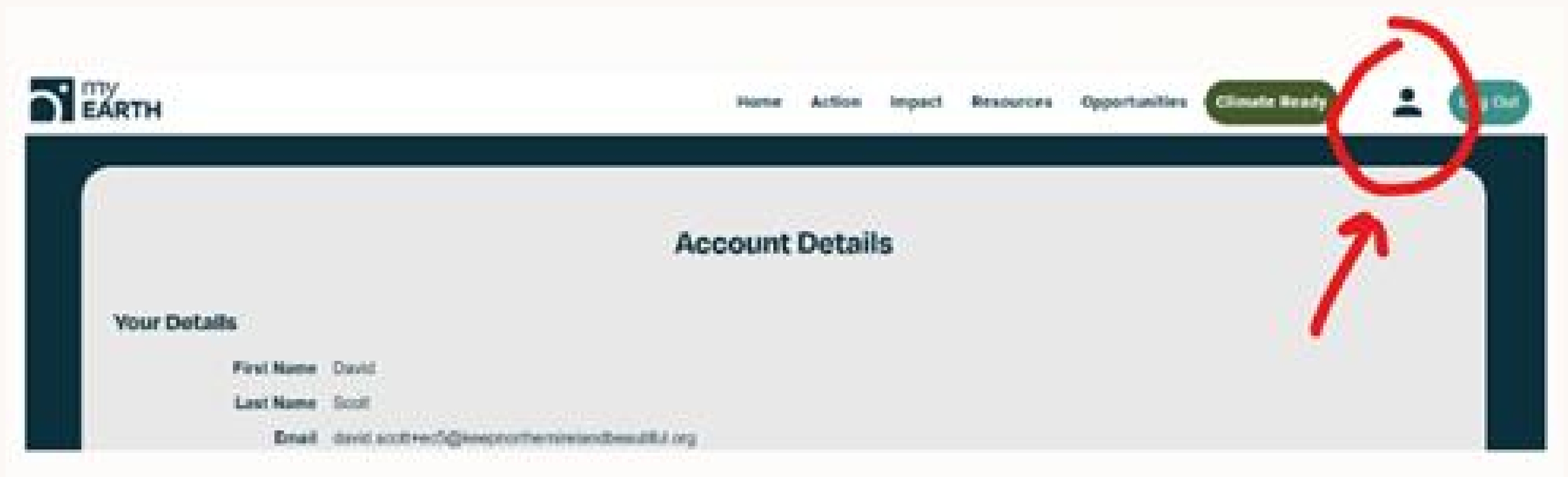
- **Next, search your school and submit the application for eco-coordinator status and we can accept your request from there.**

- **Eco-coordinator requests are checked daily Monday – Friday, though please allow 24 hours for your request to be processed.**

Starting your Application

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

Choosing your topics

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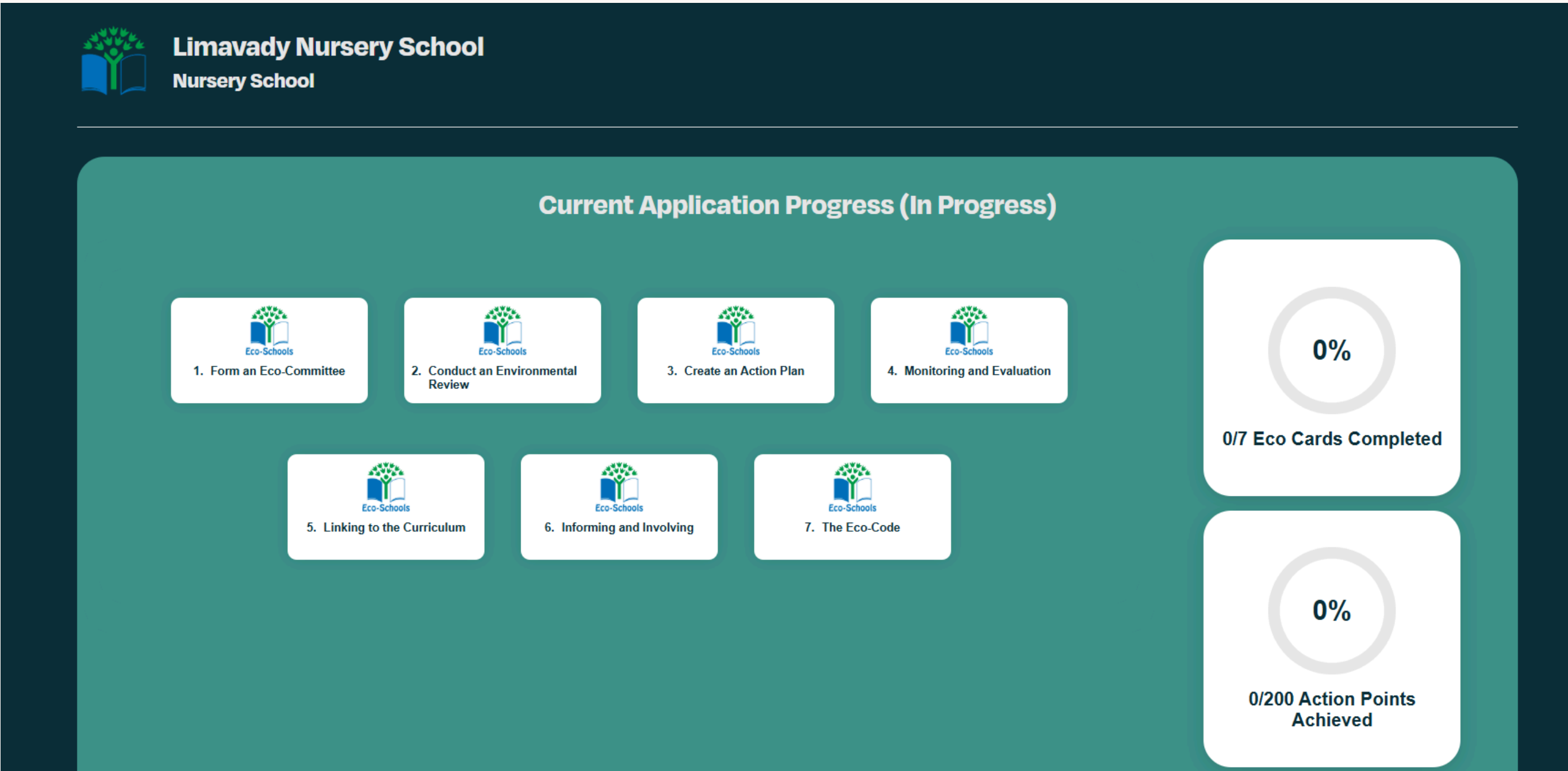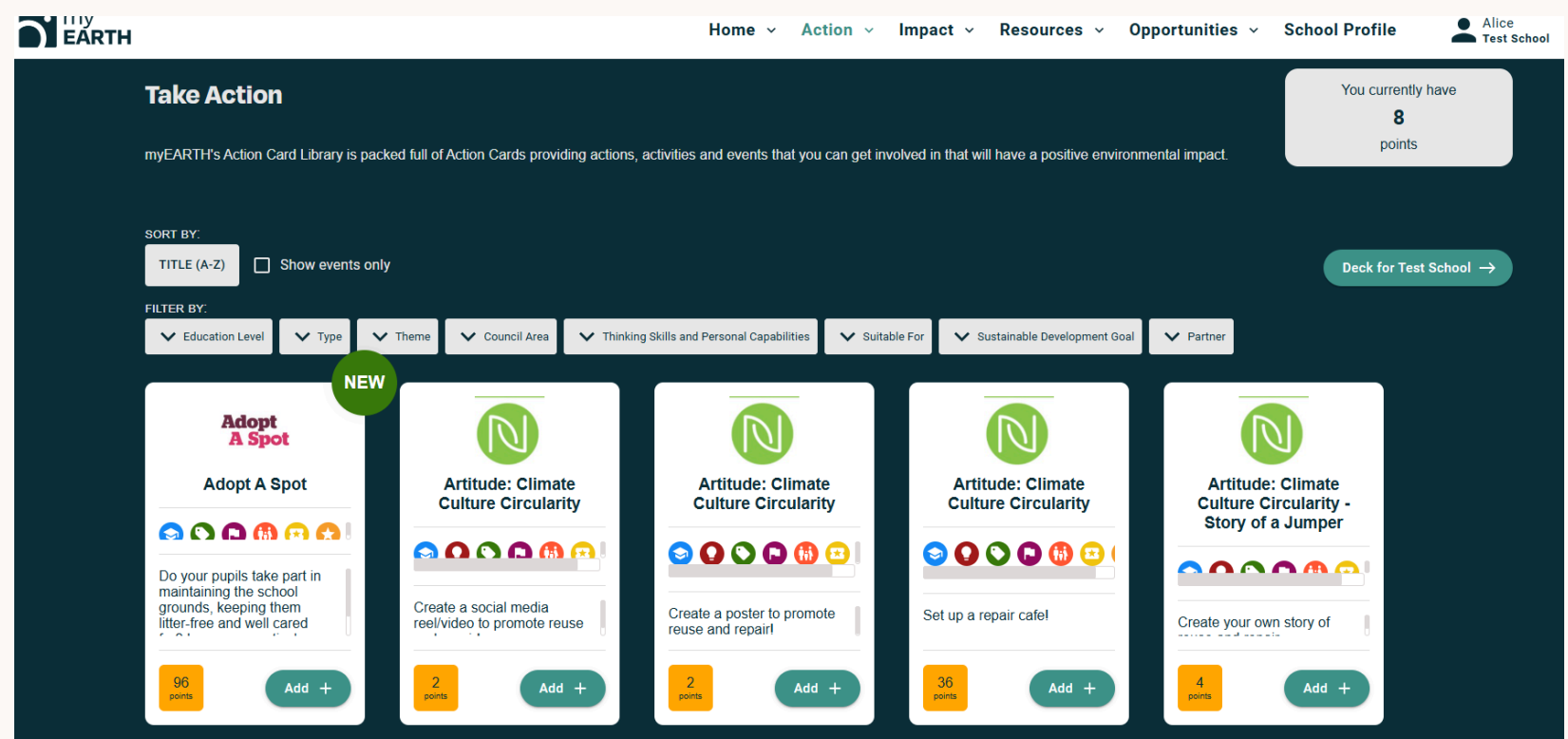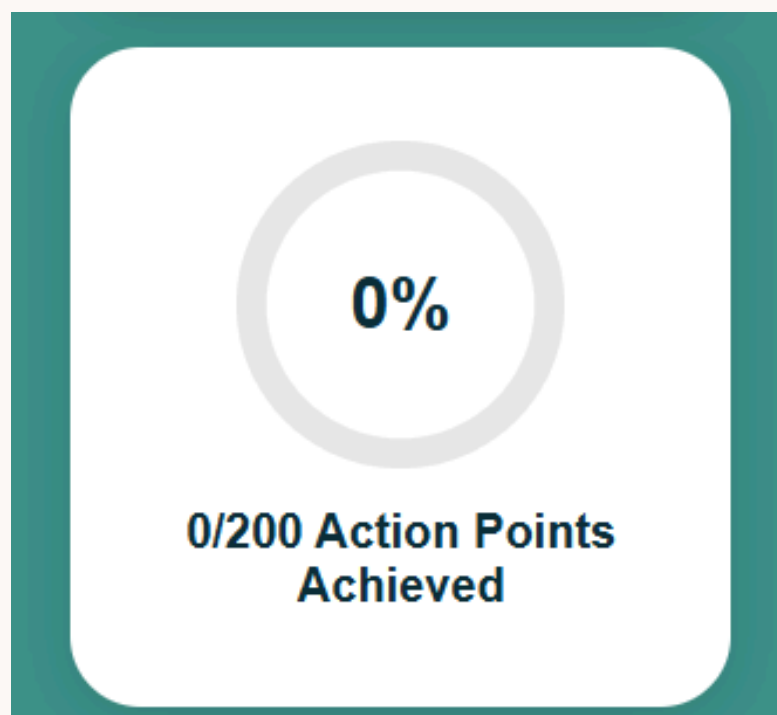

Choose your topics using the drop downs and click 'Submit'. To change your topics click 'change selected topics'
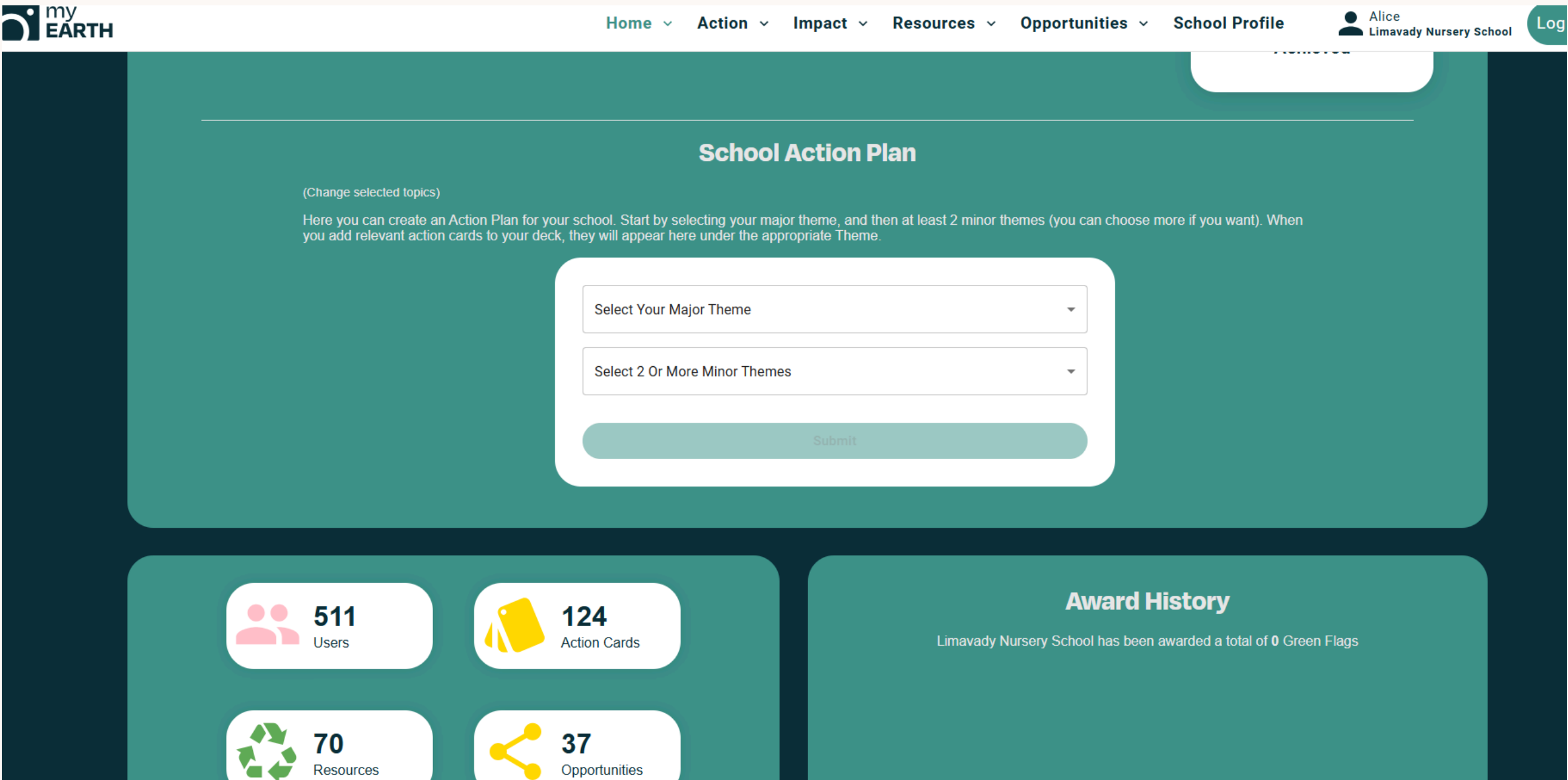
Finding and Adding Action Cards to your Library

Before you start adding and completing Action Cards, you must first make sure your application is started. (See page 4)
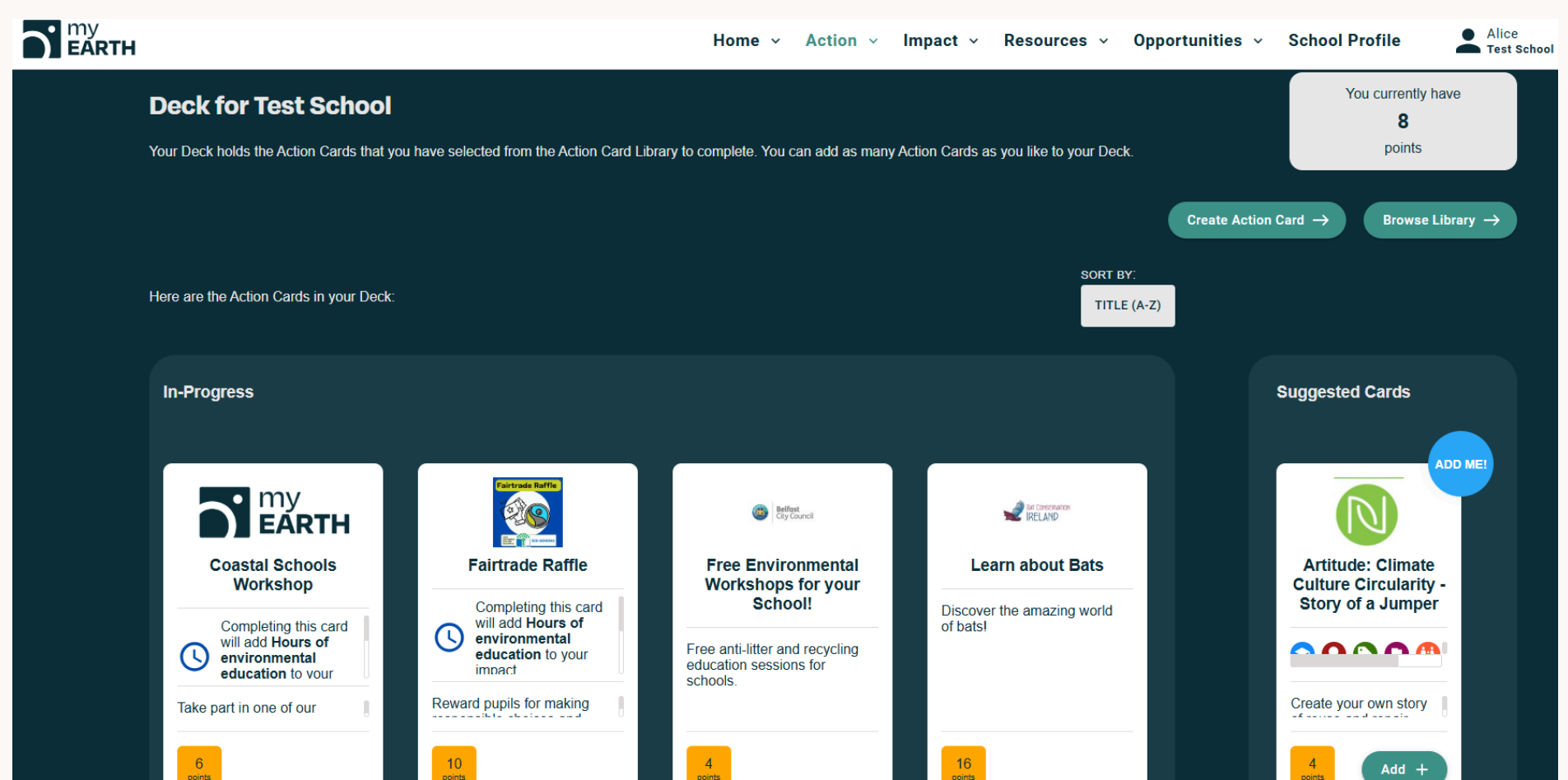
To explore what Action cards are on offer - click Action along the top of the site page. This will take you to the Action Card library.

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*'
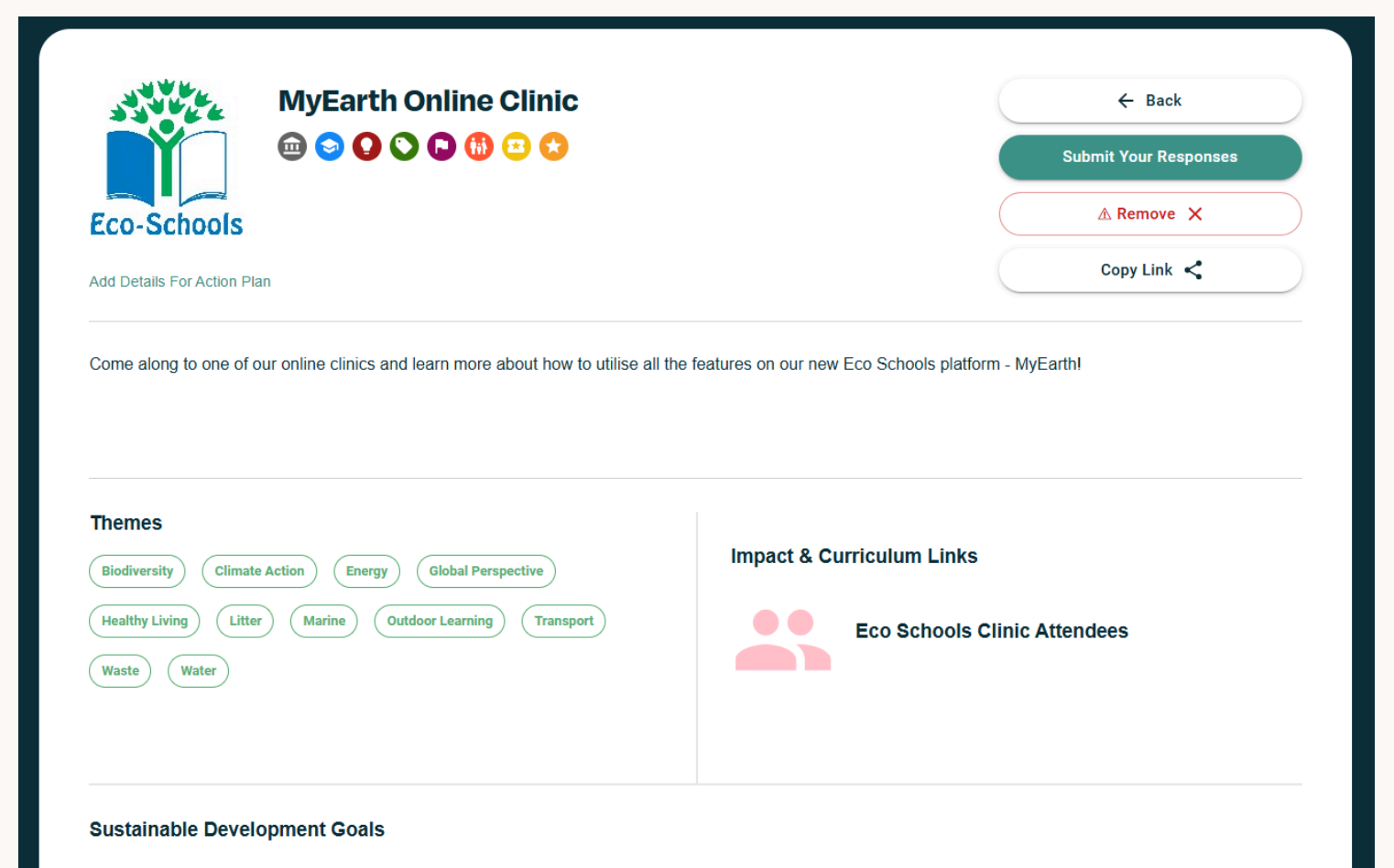
Requesting a New Action Card

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.

Completing Action Cards and Gaining Points

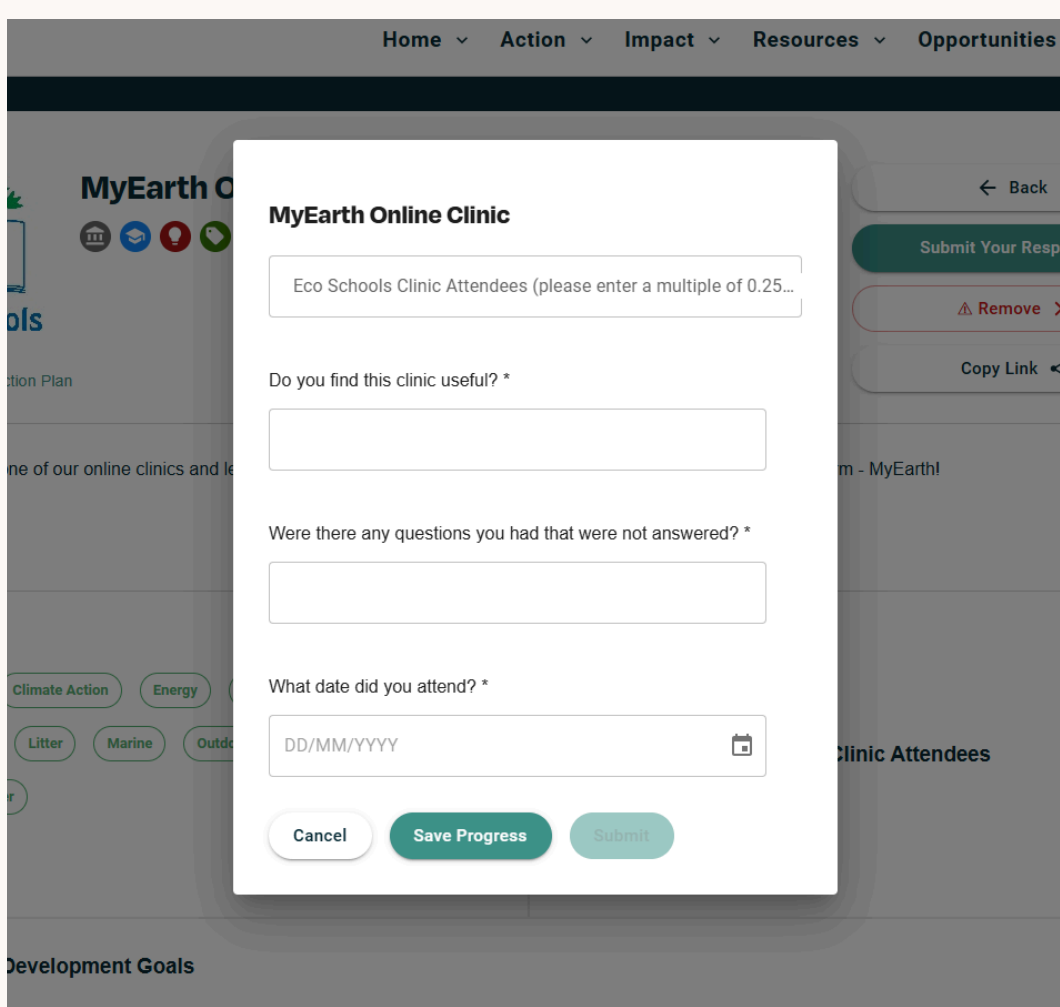To complete any action card - click into the card and select 'submit your responses'

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

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

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.

Completing your Application / 7 Steps

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

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.

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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 <u>here</u>.

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Requested a verification code but experienced issues?

Click Log In and select 'received a verification code?'
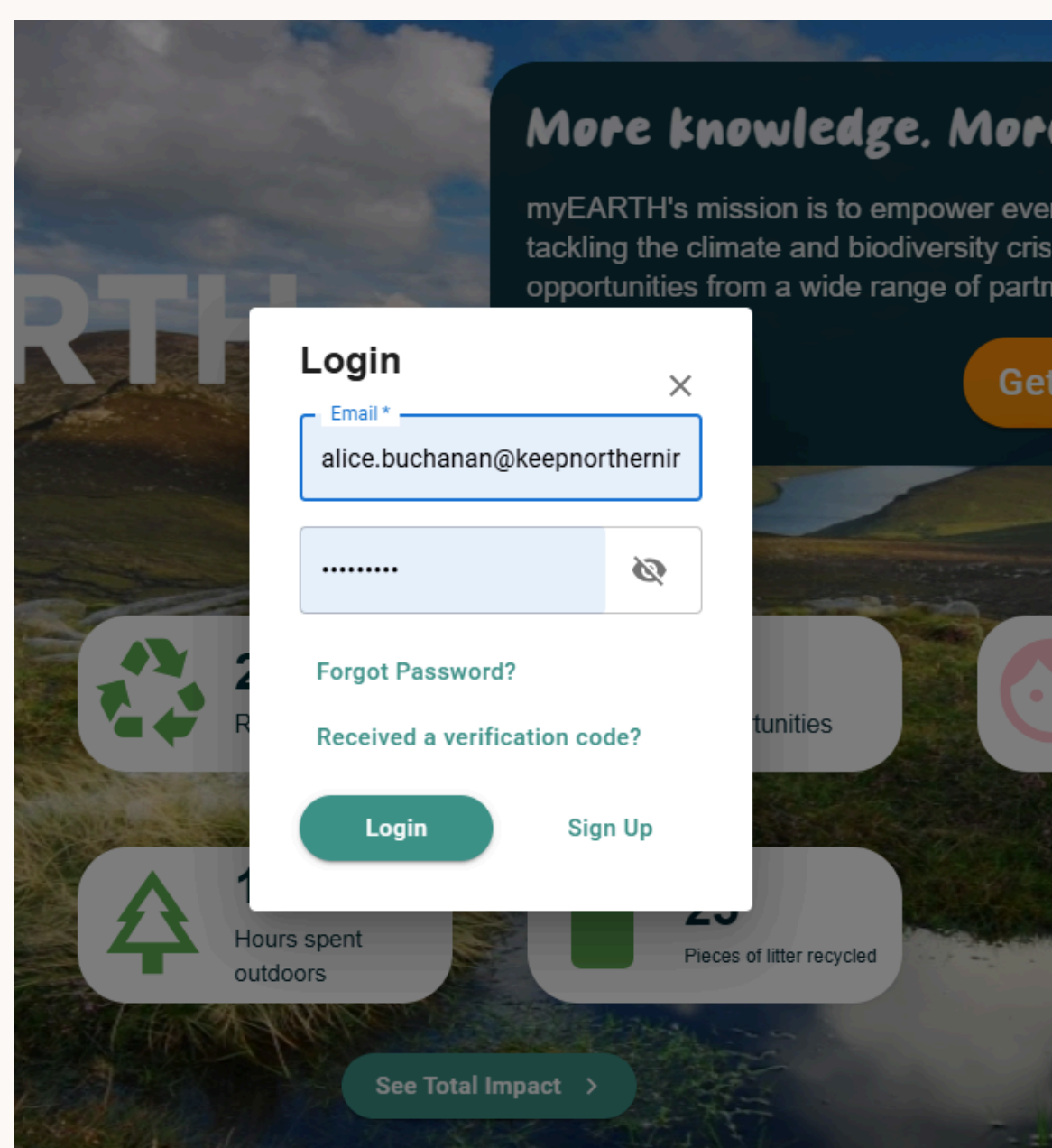
if your verification code didn't come through you can resend it this way by clicking 'resend verification code'
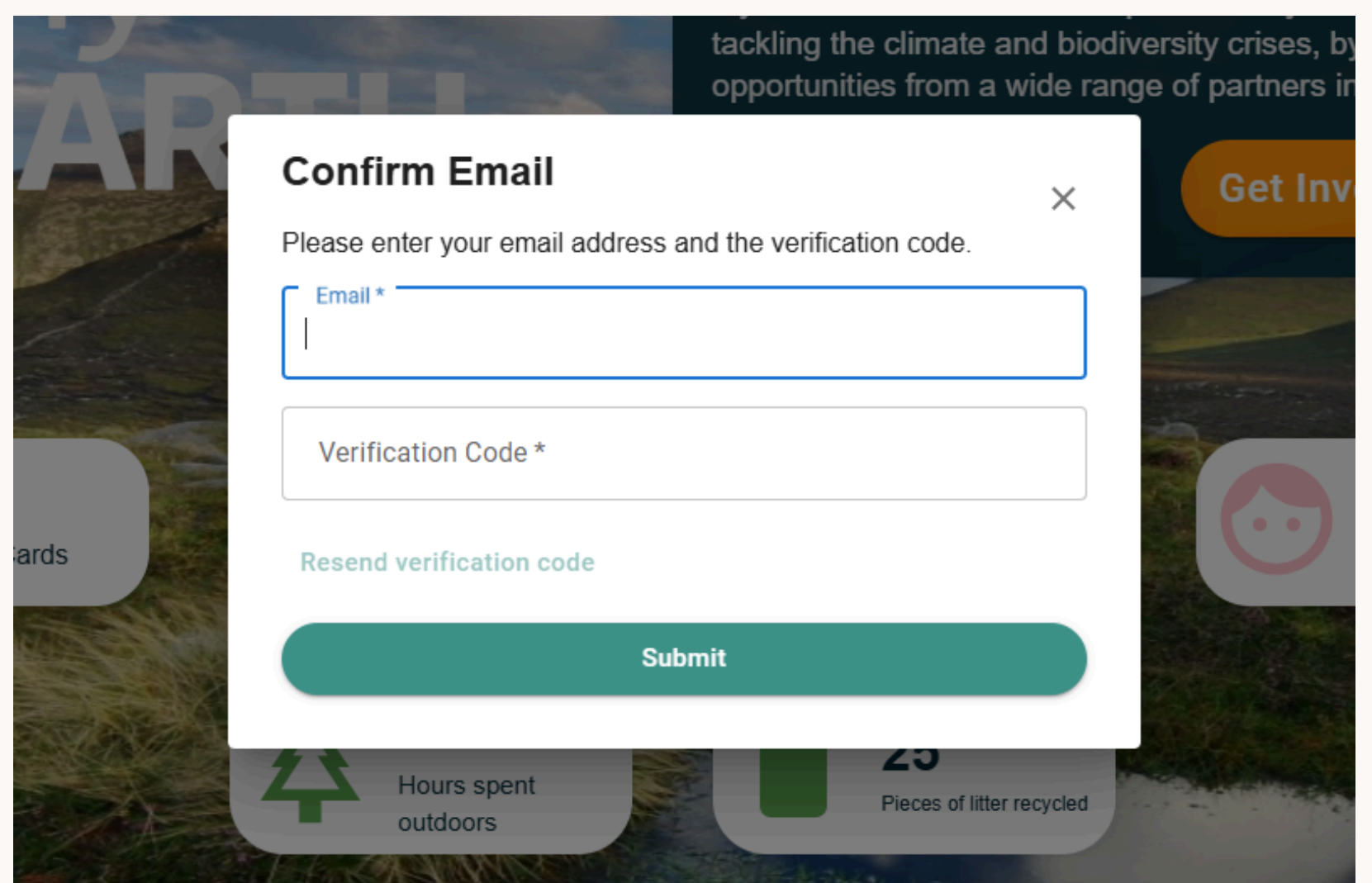
If you are still having issues, please contact eco-schools@keepnorthernirelandbeautiful.org

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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 complected 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.