

**Visiting  
MyEarth**

[LINK](#)



**Glossary & FAQs**

**User Guide  
for teachers**

**Getting signed up!**

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

**Starting your  
Application**

**Choosing  
your topics**

**Finding & Adding action  
cards to your library.**



**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.

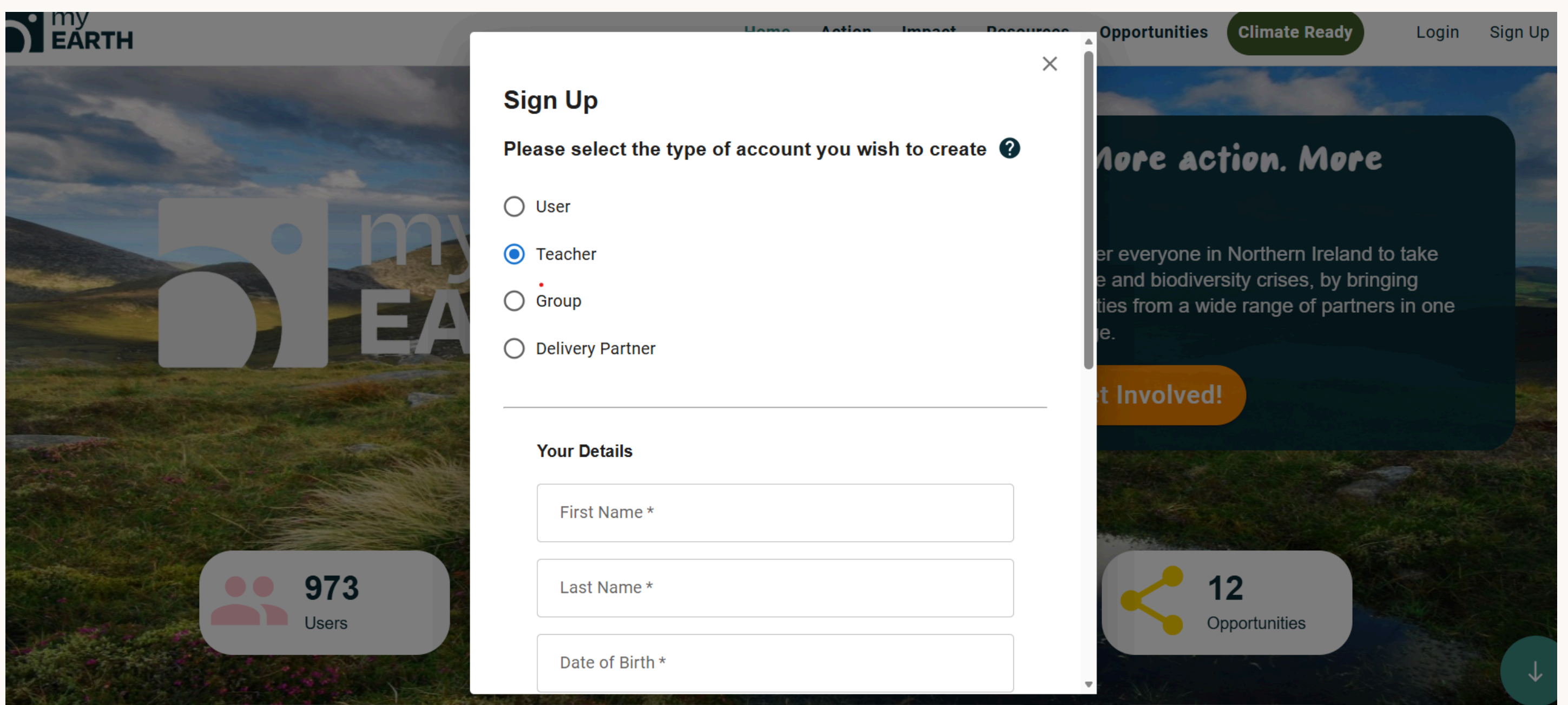
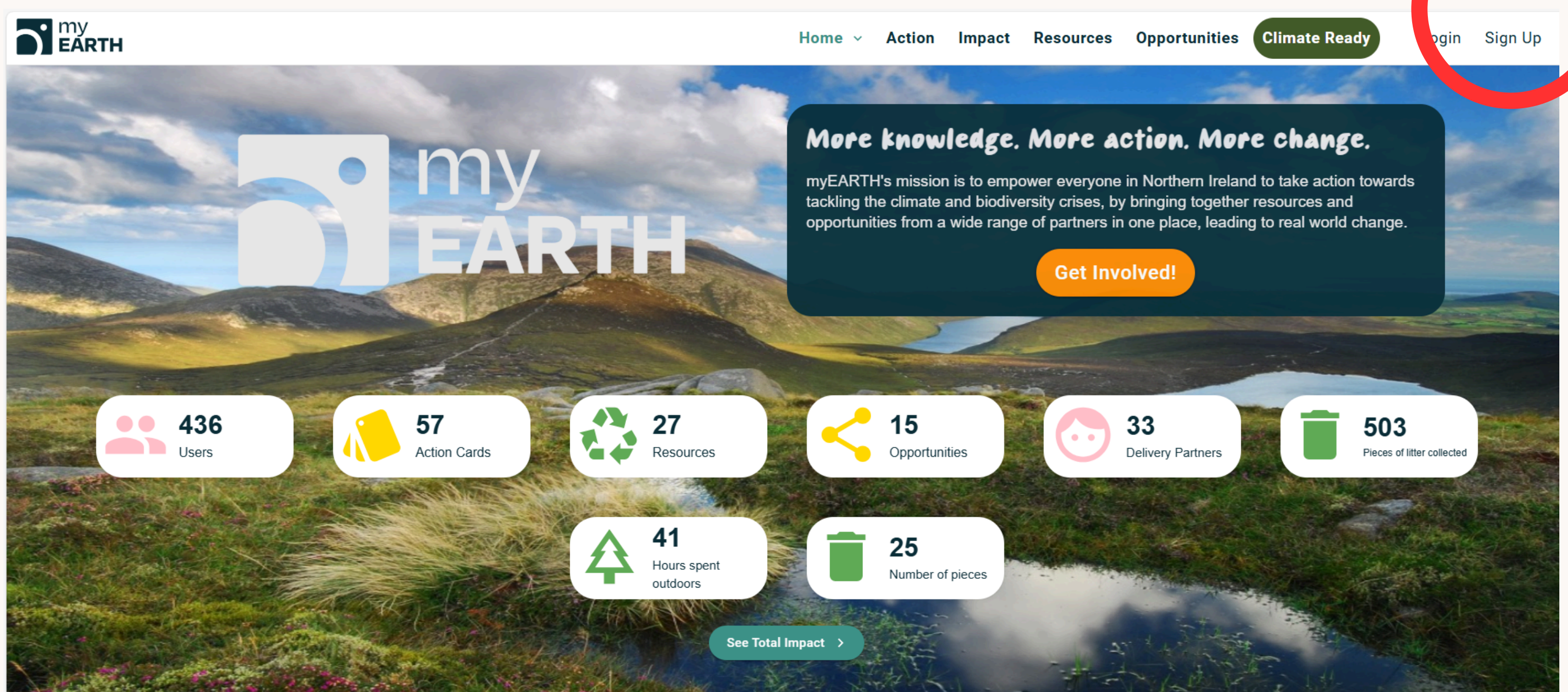
Please ask any questions or provide  
feedback to your local field officer.





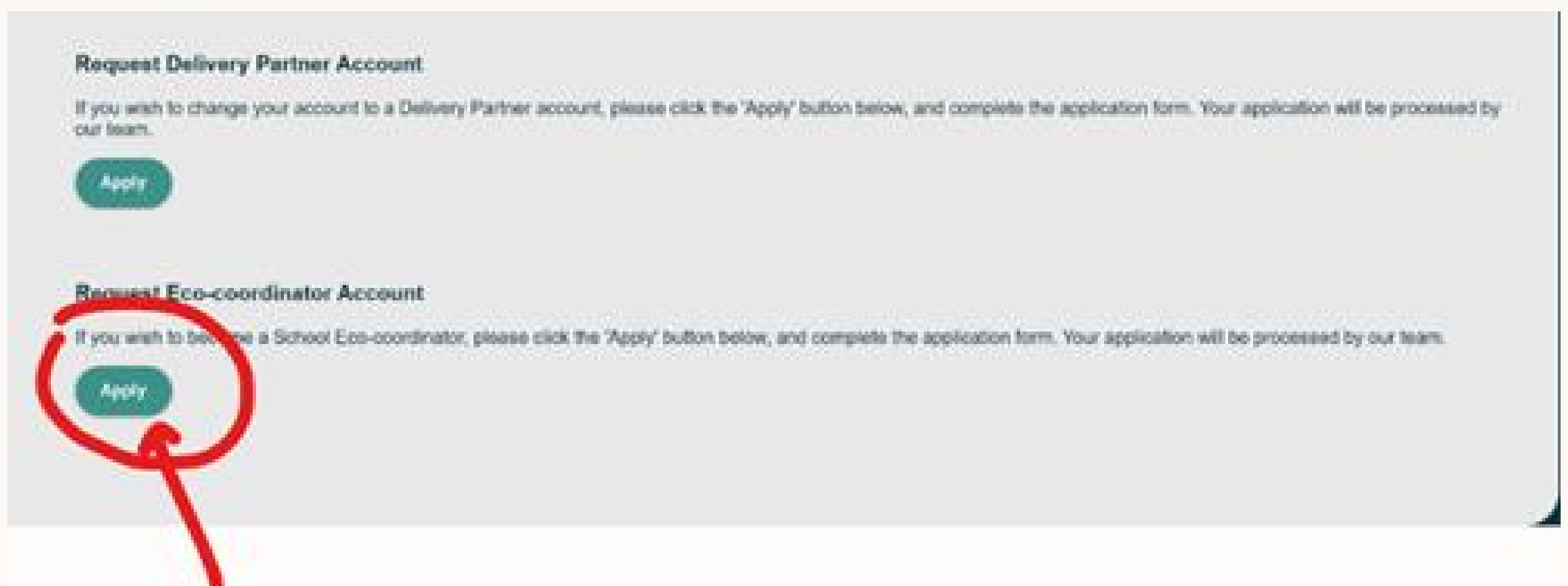
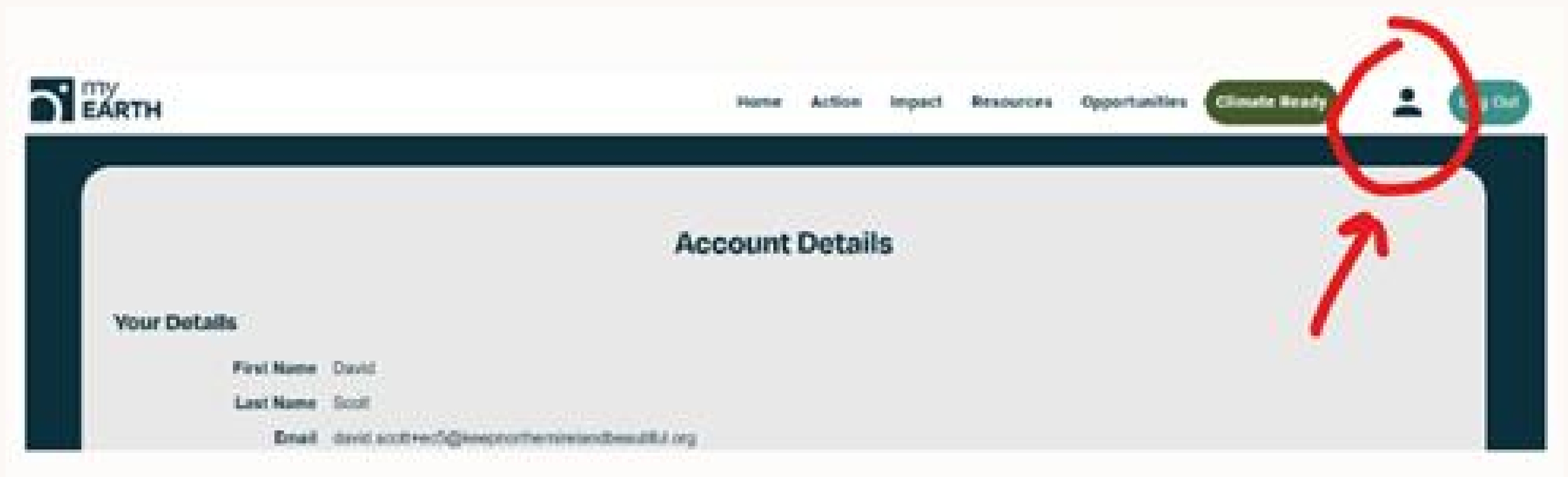
# Getting Signed In

- 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.

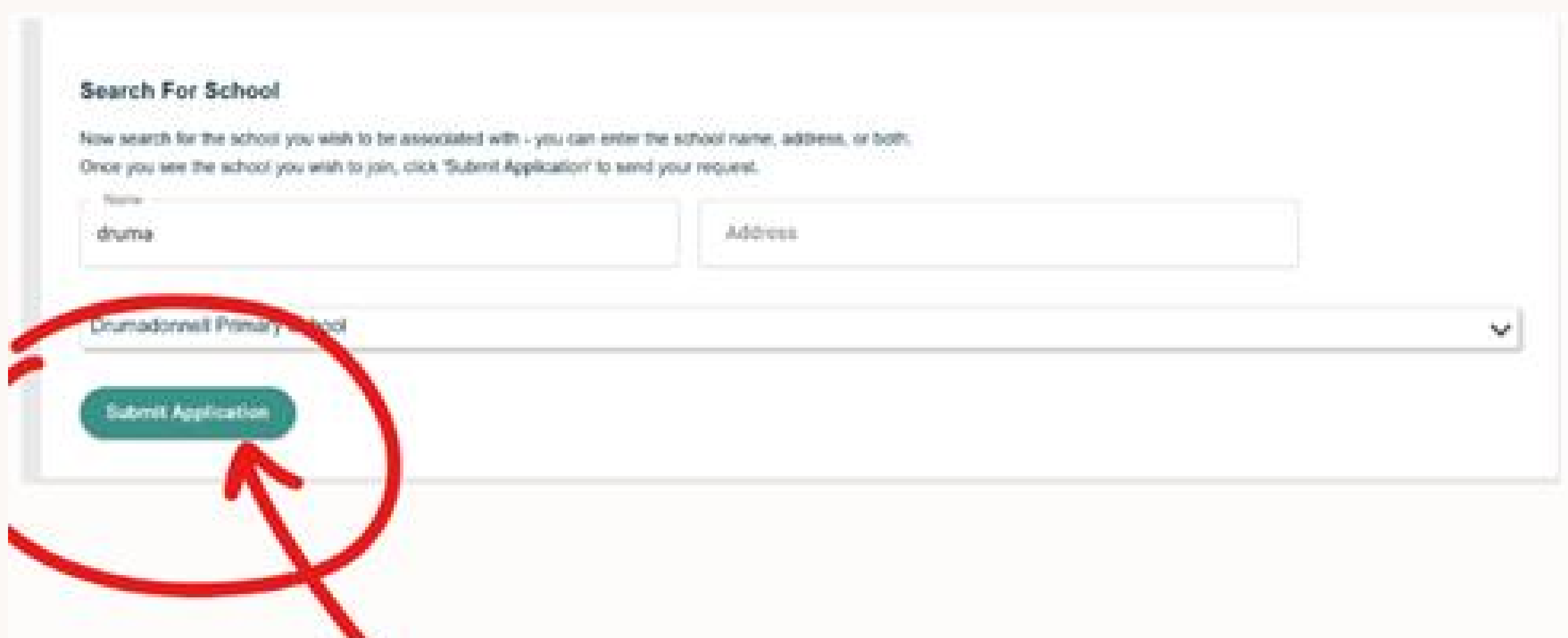




- From there, you can request your **Eco-Coordinator Status** for your school within the MyEarth platform.
- **First, click your profile at the top**




- **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'



Home


Action

Impact

Resources


Opportunities

School Profile

 Alice

Limavady Nursery School

Log Out




Limavady Nursery School

Nursery School

Current Application Progress (null)


Application for 2026 not started

Start Application Now




511

Users




124

Action Cards




70

Resources



37

Opportunities



23

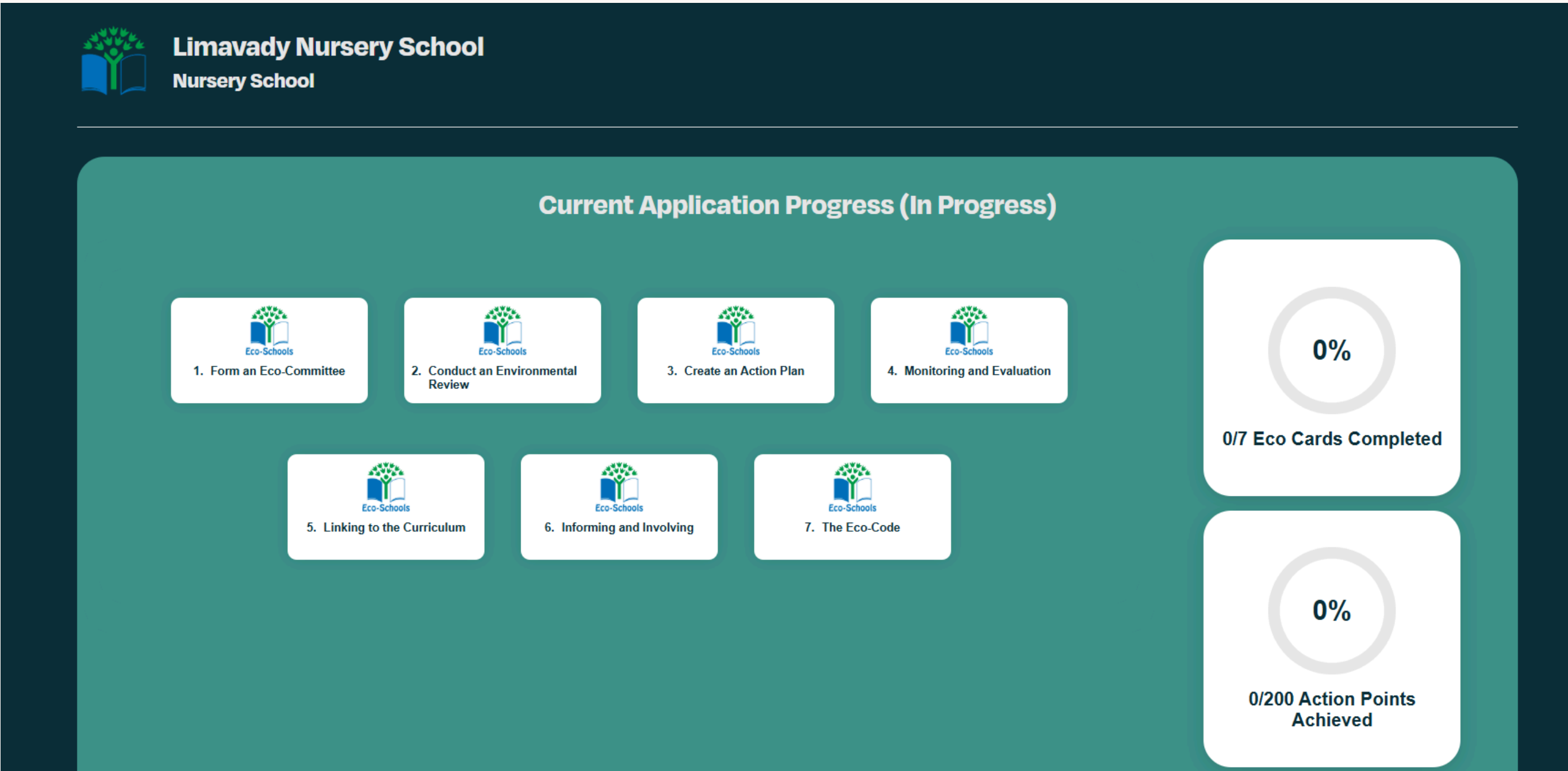
Delivery Partners

Award History

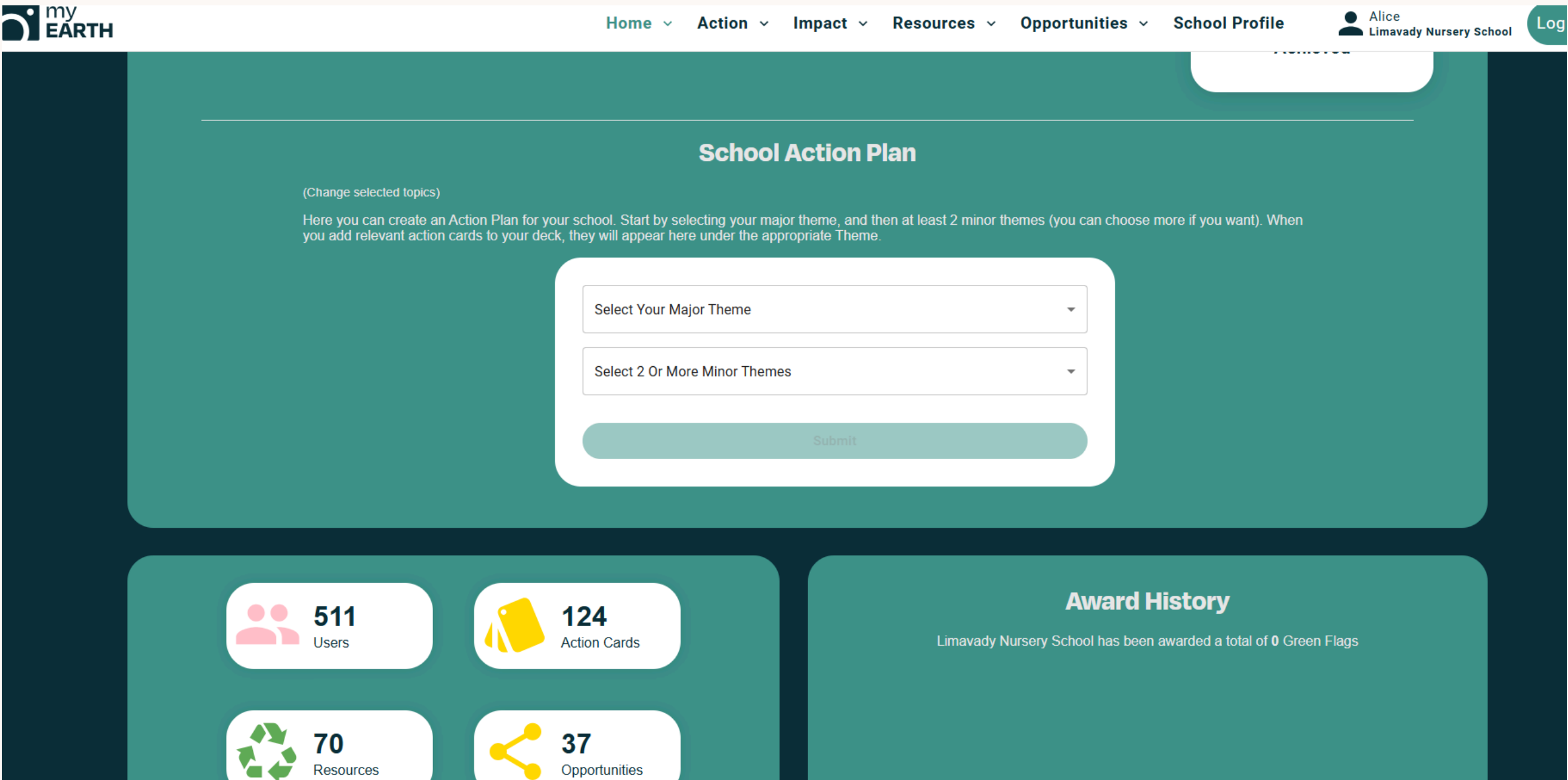
Limavady Nursery School has been awarded a total of 0 Green Flags

# 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!

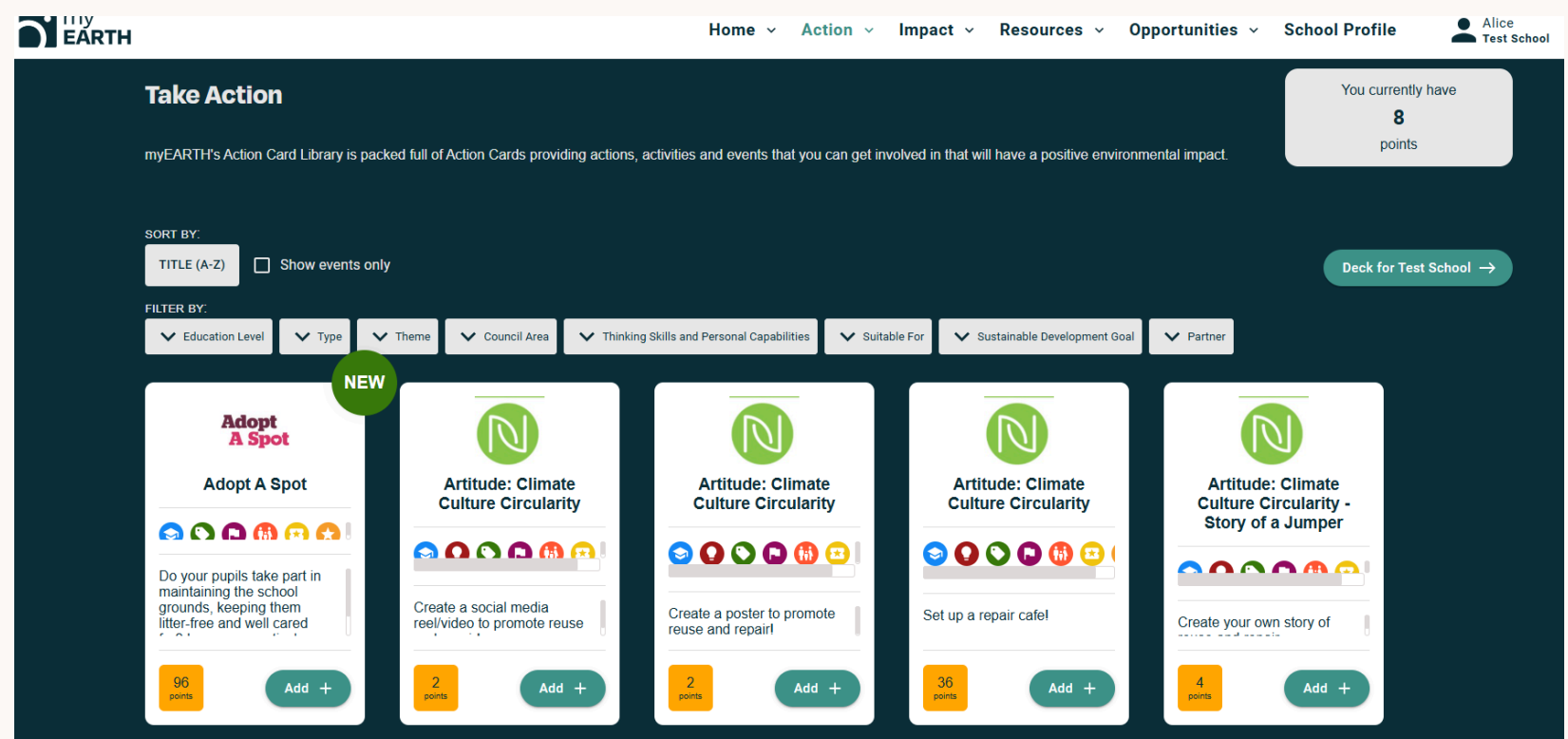
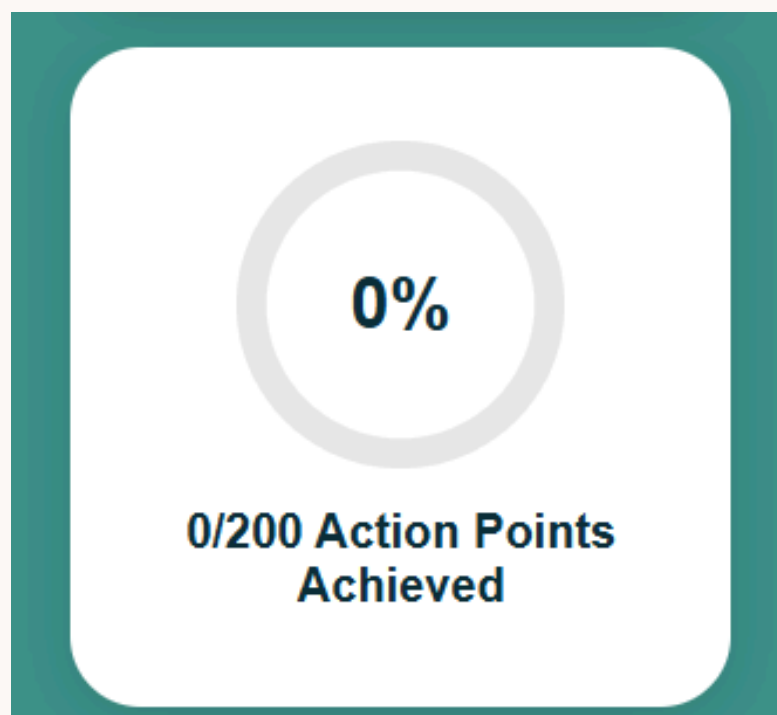


Choose your topics using the drop downs and click 'Submit'. To change your topics click 'change selected topics'



# 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)

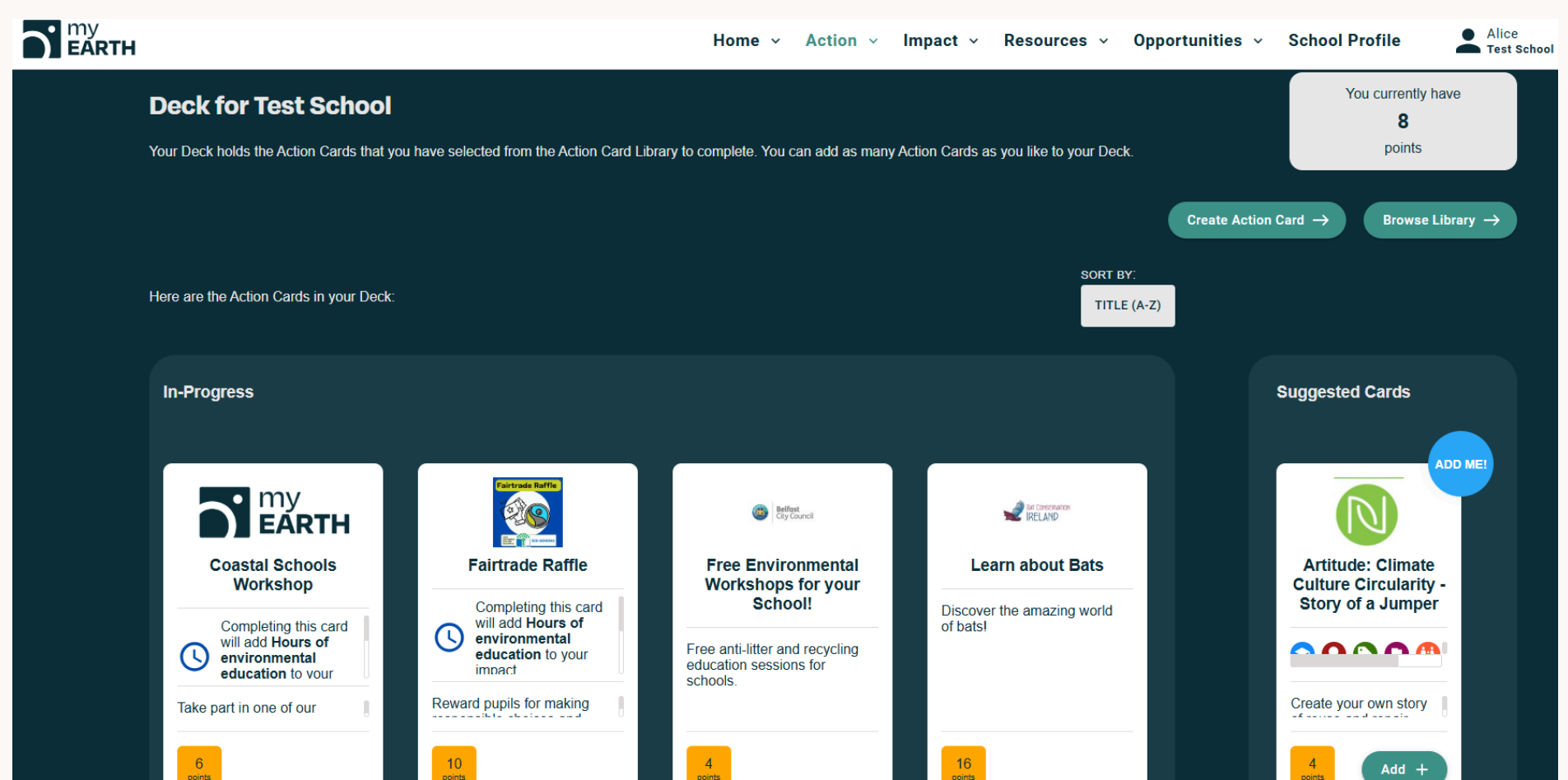


To explore what Action cards are on offer - click Action along the top of the site page. This will take you to the Action Card library.

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\*')





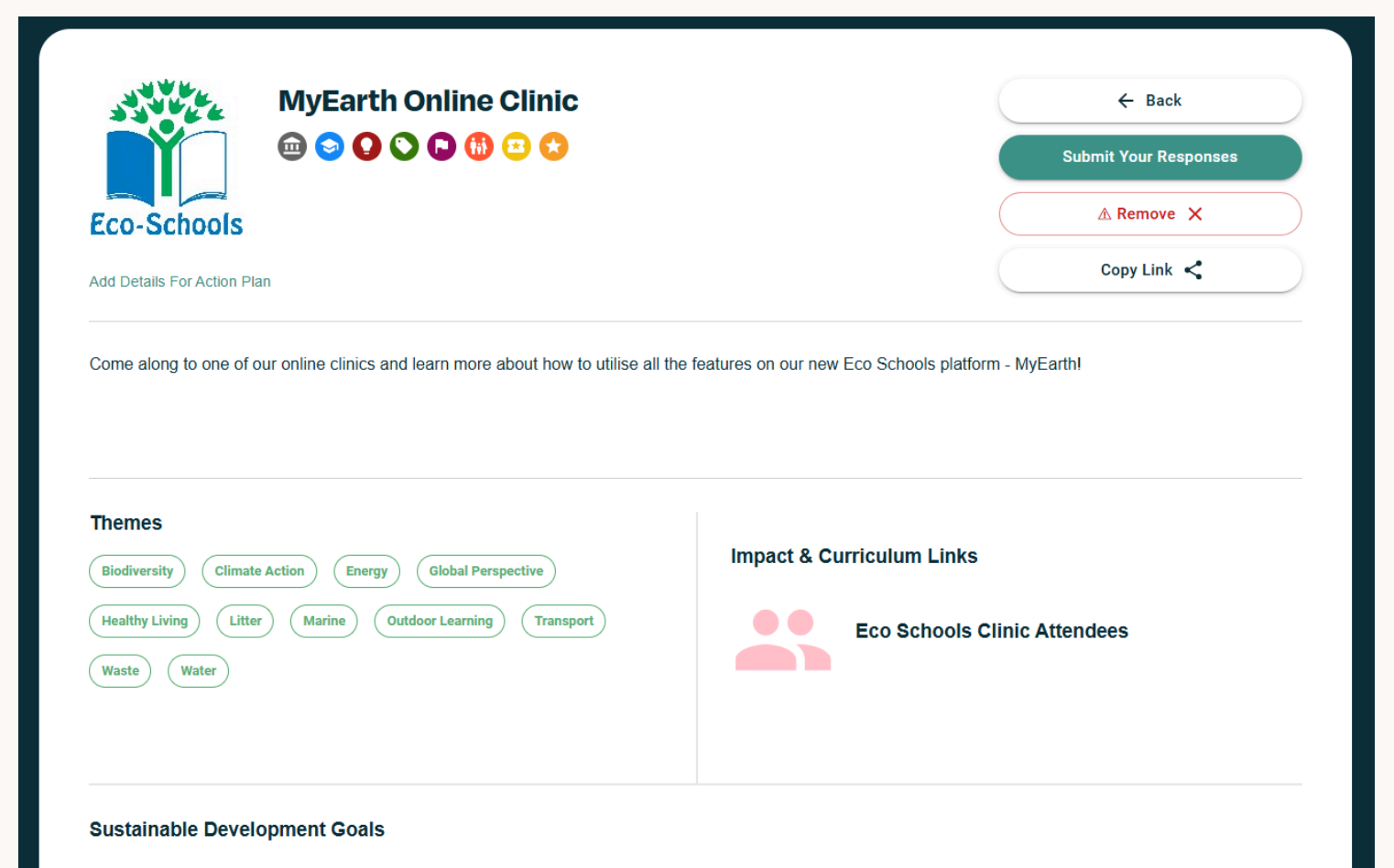
# Requesting a New Action Card

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'

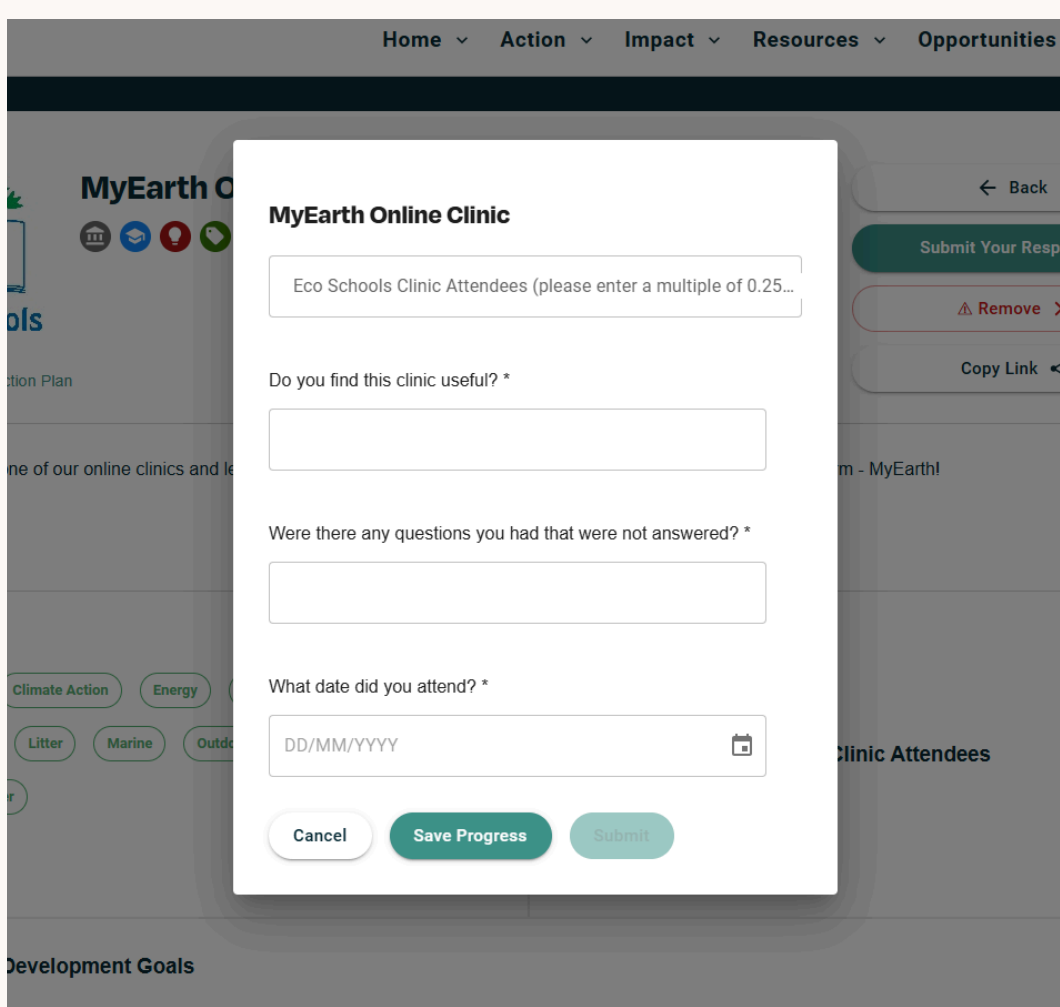
This will then open up a form where you work through the questions.

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 navigation bar with buttons: 'Back', 'Submit Your Responses', 'Remove', and 'Copy Link'. The main content area has a section titled 'Add Details For Action Plan' with a description: '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!'. Below this, there's a 'Themes' section with buttons for Biodiversity, Climate Action, Energy, Global Perspective, Healthy Living, Litter, Marine, Outdoor Learning, Transport, Waste, and Water. To the right, there's an 'Impact & Curriculum Links' section with a button for 'Eco Schools Clinic Attendees'. At the bottom, there's a 'Sustainable Development Goals' section.

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 modal form titled 'MyEarth Online Clinic'. It contains several questions and input fields. 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



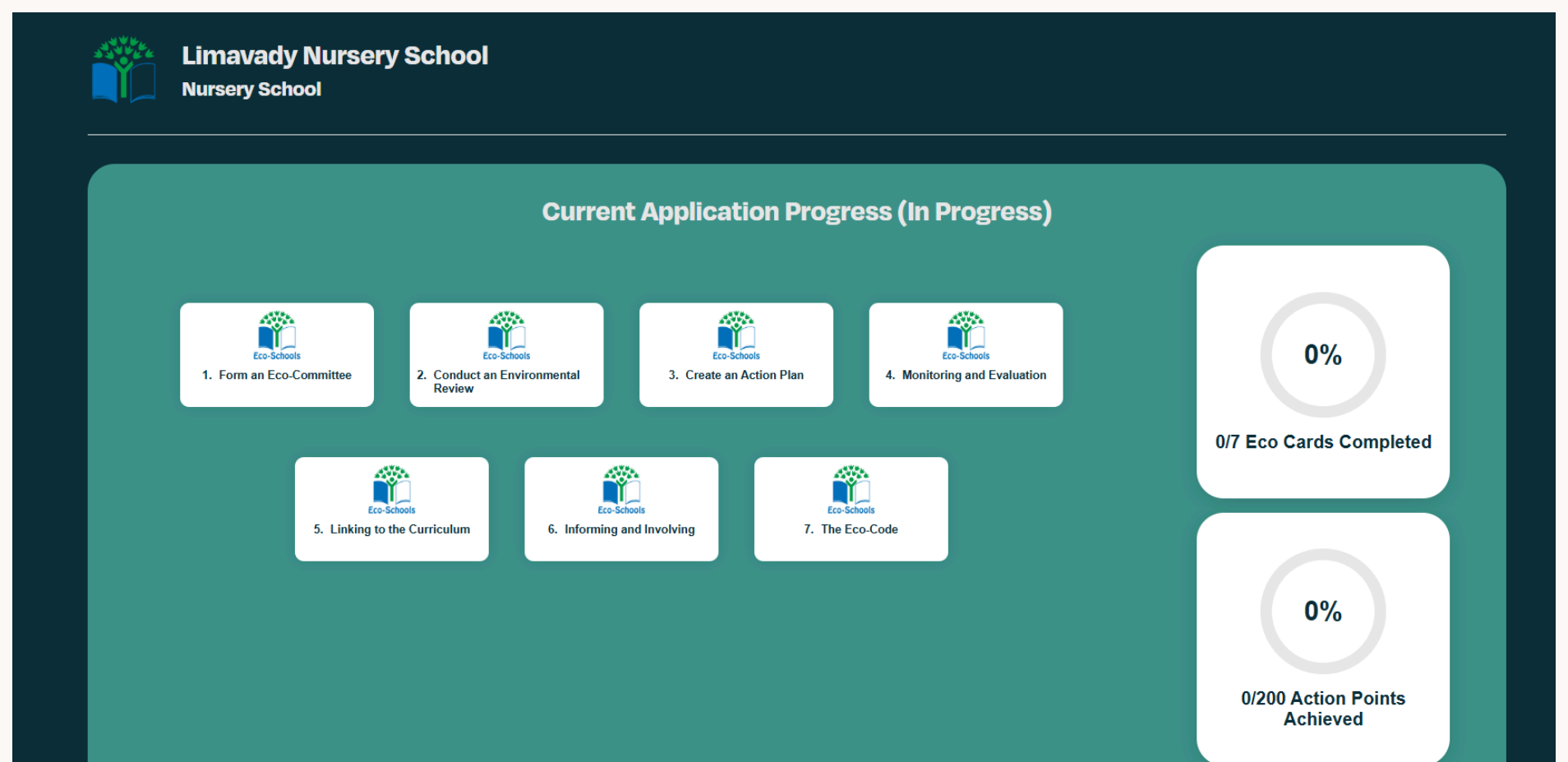
kg of litter collected



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.

**1. Form an Eco-Committee**



← Back

Submit Your Responses

Copy Link ↗

**About**

Forming an Eco-Committee is a fantastic opportunity for young people to regularly meet, share ideas and discuss actions that can make their schools more eco-friendly. The Eco-Committee takes the lead on environmental initiatives within their school and wider community.

The committee should:

- organise regular meetings, at least six times a year, to discuss environmental action for the school;
- carry out an environmental review and develop an action plan;
- record minutes showing the results of group discussion and actions to be taken;
- consult the whole school in the decision-making process;
- share progress with the school community and promote the ethos of environmental education.

Find out more about the requirements for your Eco-Committee [here](#).

Find out [who to contact in your area](#).

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 question has a text input field. At the bottom, there are three buttons: 'Cancel', 'Save Progress', and 'Submit'.

How many times have parents attended an Eco-Committee meeting?\*

How many times have school governors attended an Eco-Committee meeting?\*

How many times has someone from the community attended an Eco-Committee meeting?\*

Cancel Save Progress 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.

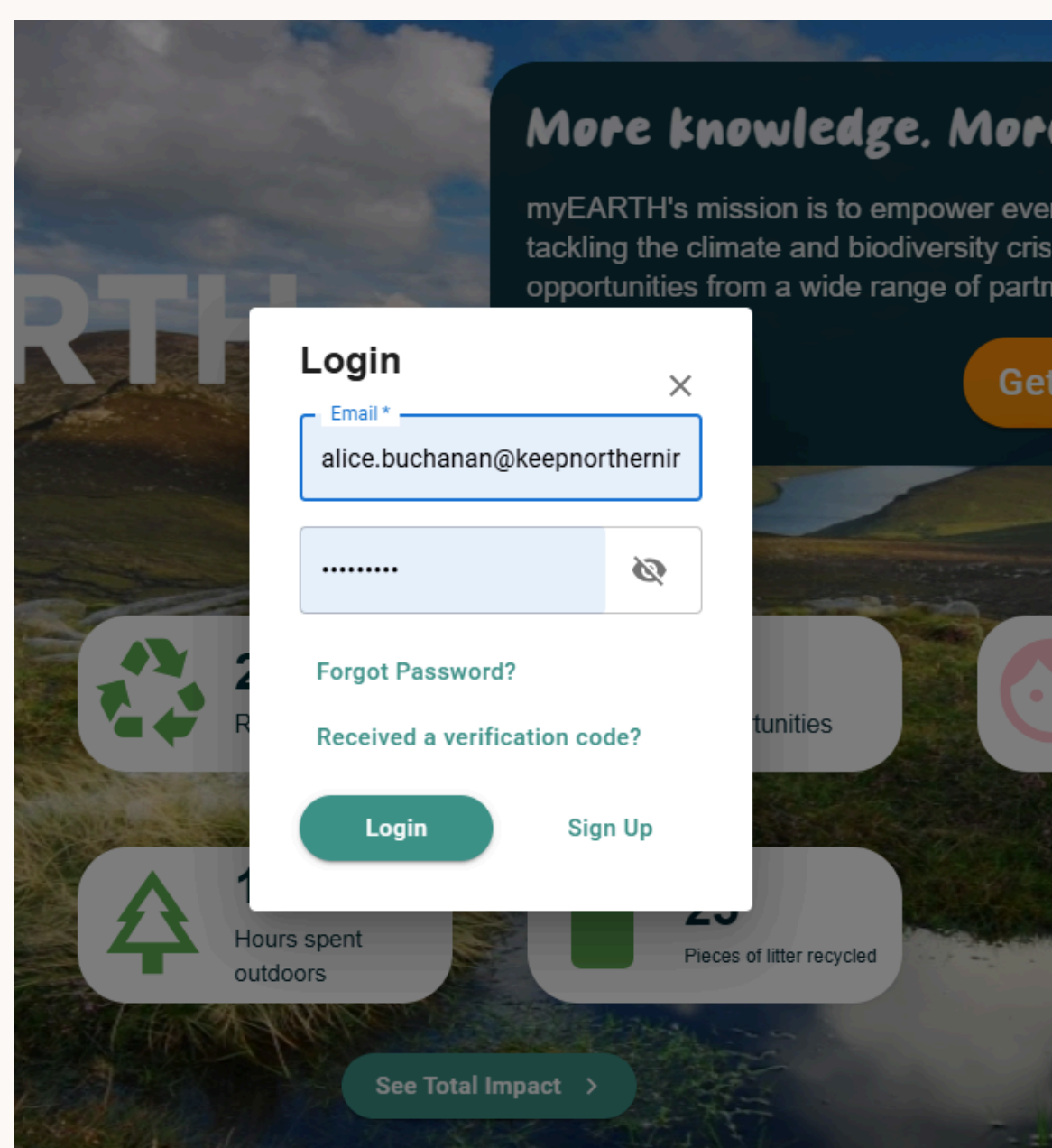
**Impact** - The positive environmental and social change resulting from participation in MyEarth NI programmes either NI wide or school based.

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



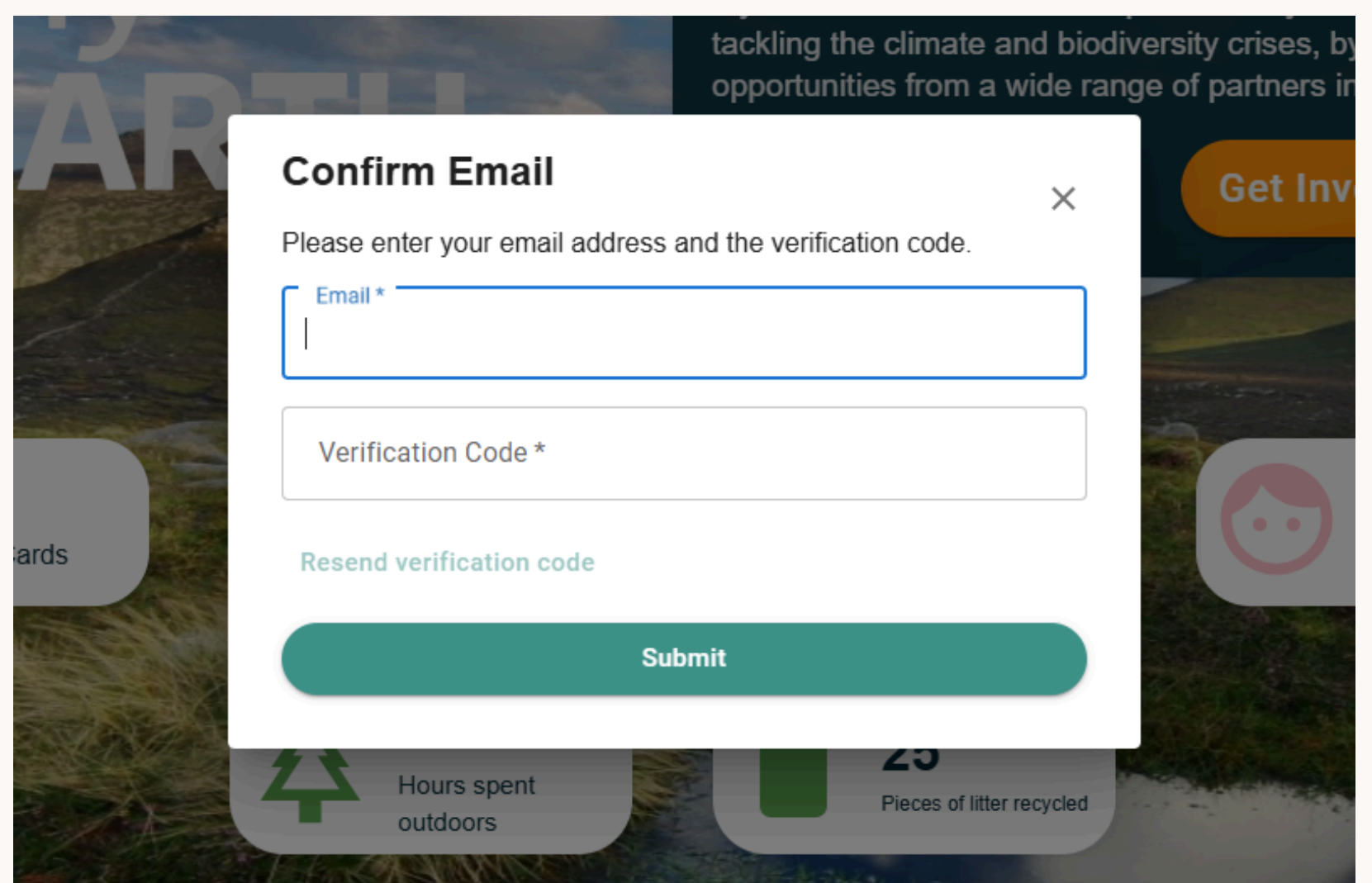
## FAQs

### 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](mailto: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.**