

[Your Logo]

Using the Quick Start Template

The quick start guide is intended to help your partners or other organizations add their events to your Science Near Me (SNM) exchange. Use this template as a guide for creating quick start instructions specific for your site. We have provided suggested language, but feel free to customize to your needs – text, layout, and branding can all be edited. Click File > Make a Copy or Download to customize.

Getting Started with [Exchange Name]

[Exchange Name] is a free directory of STEAM opportunities. The [ORGANIZATION NAME] manages [EXCHANGE NAME] in partnership with [Science Near Me](#), a National Science Foundation-funded resource with the goal of helping anyone — anywhere in the U.S. — participate in engaging science, technology, engineering, art, and math that matters.



1. Create an Account or Log in

Visit [LINK] and click **Sign Up** to create an account.
Already have a Science Near Me account?
Click **Log in** and enter your email address and password.



2. Add an Opportunity

Click the **Add an Opportunity** button and enter the information. You will have the option to add start and end dates, add recurring events, direct people to external links to learn more, add social media handles or hashtags, and more. Once you have completed all the fields, *submit* your opportunity for review.



3. We Review and Publish

Please note that once you create an opportunity, it is sent to us for review.
During this 24-to-48-hour window it will not be visible on the site.

Frequently Asked Questions

I want my opportunity to be visible on Science Near Me and [EXCHANGE NAME]. Do I need to submit it both places?

No, opportunities submitted to [EXCHANGE NAME] will automatically be displayed on Science Near Me.

I created an account but need to update my profile. How do I do that?

To update your profile, visit [Science Near Me](#) and log in using the same information you use for [EXCHANGE NAME].. From there, you can update your email address, password, display name, and more.

Questions? contact [CONTACT INFORMATION]



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