

# How to register as the Giving Nation Coordinator

Every school or setting needs to have one member of staff responsible for overseeing and timetabling the Giving Nation programme. This person is our main point of contact, and is responsible for distributing and monitoring the use of Giving Nation funding. To register yourself as Coordinator, follow these simple steps:

## 1. Visit [www.g-nation.org.uk](http://www.g-nation.org.uk)

Select 'Register or Login' on the top right hand corner of the page.

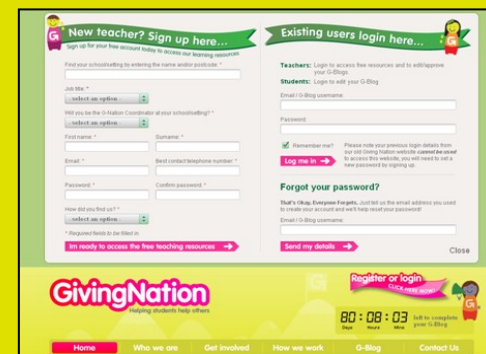


## 2. Enter your details

If your school/setting does not appear on the list please call G-Nation (020 7566 4158) so we can add you to our database.

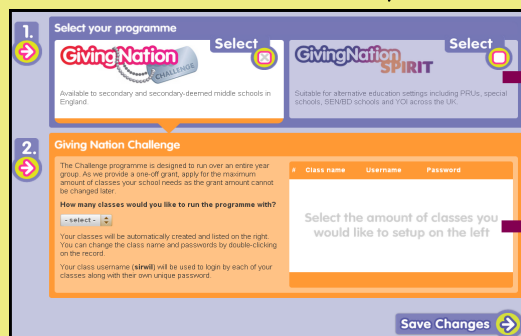
Tick 'yes' when selecting 'Will you be the G-Nation Coordinator at your school/setting'.

Then complete the rest of your details and then click on the 'I'm ready to access the free teaching resources' button at the bottom of the page.



## 3. Set up your programme

**IMPORTANT:** This step **must** be completed in order to register and have access to funding and the student area.



### Select your programme

Choose carefully between the two programme offers depending on whether you are a mainstream school or alternative education setting.

### Select the number of classes

Using the drop down menu, select the number of classes which will run the programme. This relates to how much money you receive. You can edit and personalise class names by clicking on the relevant cell.

**Click Save Changes**—this may take a few minutes—please be patient!

## Congratulations—you're now a Giving Nation Coordinator!

We'll send you an e-mail with two documents attached:

Grant application form (print this and get your school bursar to countersign it to claim your funding)

Class log-in sheet (details for each class to access the compulsory G-Blogs. Pass these on to the relevant teaching staff)