



Step-by-Step Guide: Becoming a Facilitator, how to use your blog

Congratulations on taking the first step towards becoming a facilitator and making a positive impact on the lives of others. This guidance has been designed to provide you with step-by-step instructions on how to navigate the process successfully. As a facilitator, you will have the opportunity to inspire and empower individuals through engaging sessions and thought-provoking discussions. This guidance will take you through the journey, from registration to becoming an approved facilitator, providing valuable resources and tips along the way. Let's embark on this fulfilling adventure together, as we strive to create an enriching learning environment and make a difference in the lives of those we touch.

Here are the steps to follow:

Step 1: Registration

- Accept term and condition.
- Register on the website as a potential facilitator. Provide the necessary information and complete the registration process.
- You will receive email verification.
- You must tick "I want to be facilitator."

Step 2: Login and Customization

"Access the website by logging in and proceed to your personal page. Customize the page to your liking, making sure to enhance its professional and appealing appearance by modifying the background, cover image, and profile picture (refer to figure 1). To make changes, simply click on the 'Edit' button accessible through the 'Sting' sign.

"Craft an inspiring 'About Me' section that showcases a summary of your academic and career journey in an impressive manner. Emphasize your remarkable achievements, pertinent experiences, and any other significant details that reflect your expertise and unwavering passion (refer to figure 2). As a facilitator, ensure that you complete **all the required fields** to provide a comprehensive overview of your professional profile.

Figure1) Click on setting bottom to customize cove and personal image

To add your location on the map, follow these steps:

1. Click on the map to activate the pinning feature.
2. Zoom in or out of the map to find your desired location more accurately.
3. Navigate the map by dragging it to position the marker precisely on your location.
4. Once you have found your location, click on the map to drop a pin or marker.
5. The pin will represent your location on the map.

Now if you want to be facilitator please tick the option "do you want to be facilitator"



After this tutorial, a "Tutorial" tab will appear in your blog. The next paragraph will provide a more detail.

Step 3- Territorial Training:

- This step will be divided into three parts, incorporating both video and text-based content.
- After completing each part, you will be required to answer questions related to the material.
- If your answers are correct, the next tutorial will be unlocked, and your logo figure will receive an additional hand, indicating your successful completion of the first step.

Continuation of the Process:

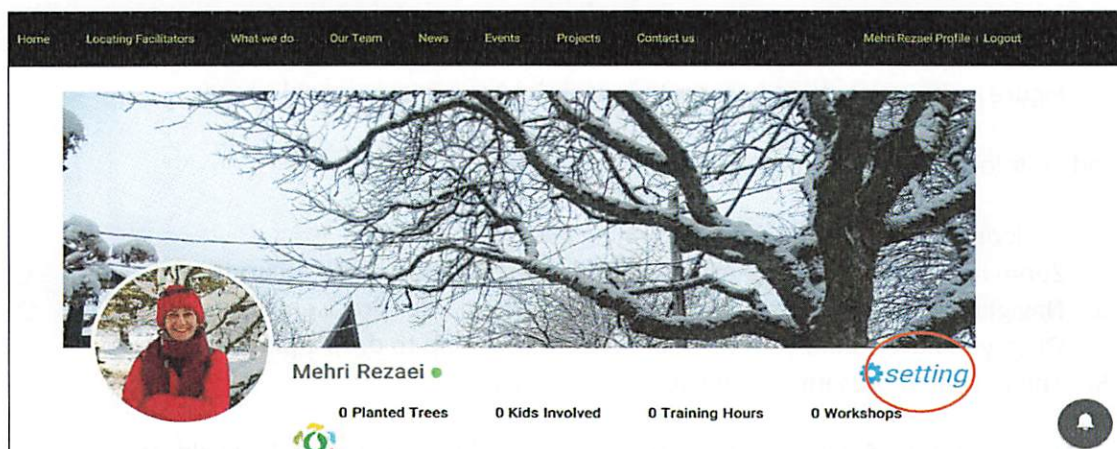
- The same process of combining video and text-based content, followed by a question-and-answer session, will be implemented in Step 2.
- Upon successful completion of the second step's assessment, your logo figure will gain another hand, indicating your progress in the training.

Final Approval and Certification:

- The third step will continue with the same format as the previous two steps.
- Once you pass the assessment for this final step, your logo will be completed by adding the last hand, symbolizing your successful completion of the entire training process.
- At this point, a certificate of completion will be awarded to you.

Post-Training Benefits:

- Your learning journey will be enriched, and you will have the opportunity to continue expanding your knowledge in the subject area. Indeed, once you complete each step of the training and pass the related assessments successfully, your profile will be updated accordingly. The tutorial and tutorial status will become accessible for you, indicating your progress and achievements throughout the learning process. This personalized approach ensures that you can track your advancement and have





convenient access to the materials and information relevant to your current stage of learning. Step 3: Tutorial and Step-by-Step Guide

STEP4: Curriculum Access:

- After successful completion of the tutorial and question answering, you gain access to the curriculum. This curriculum contains eight lessons that you will be responsible for delivering as a facilitator.
- Dive into the details of each lesson in the curriculum. Study the content thoroughly, understand the learning objectives, and prepare yourself to deliver engaging and informative sessions.
- The curriculum has to be delivered between 8 to 10 days for each group

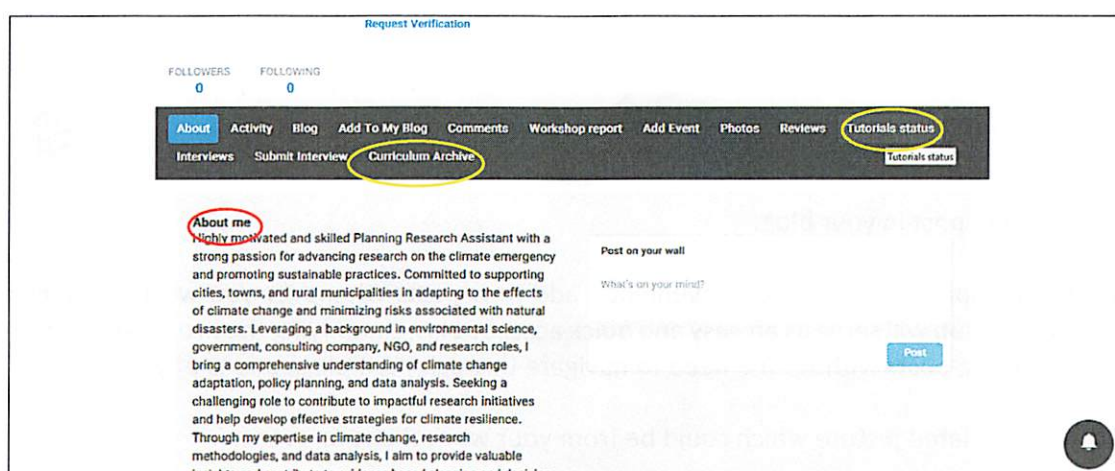
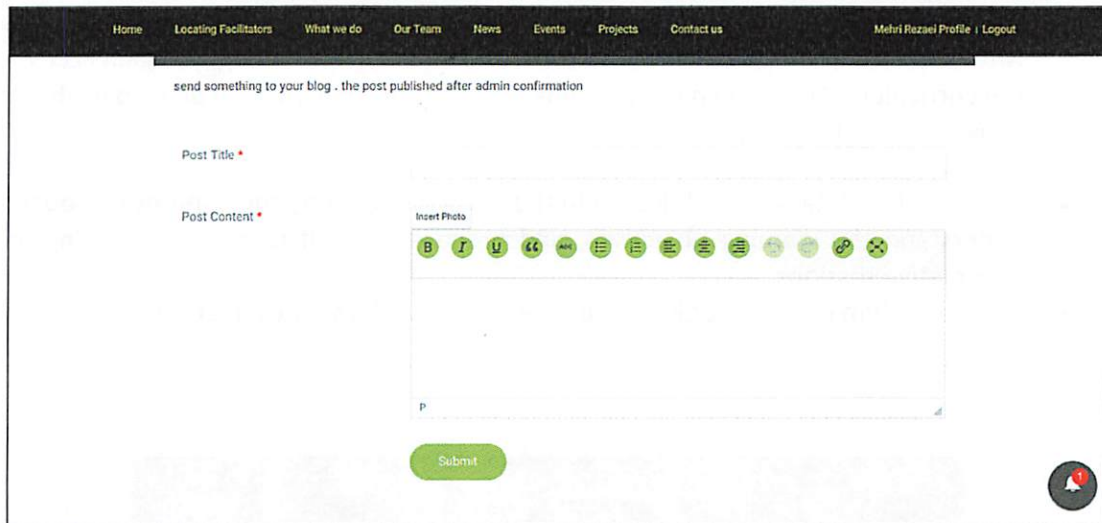


Figure2) Fill out about me, and review step by step territorial and curriculum

If you have any questions or inquiries regarding the curriculum, please feel free to reach out to us at Facilitator@Weneedtrees.Net. Our team will be more than happy to assist you and provide any additional information you may need.

Step 5: Documentation and How to Use Other Tabs on Your Page (Blog)

Your blog page is a space that is visible to other website users, where you can share various content such as "About Me" information, personal details, location, comments, and reviews. Here's a guide on how to navigate and use the different tabs on your blog page:



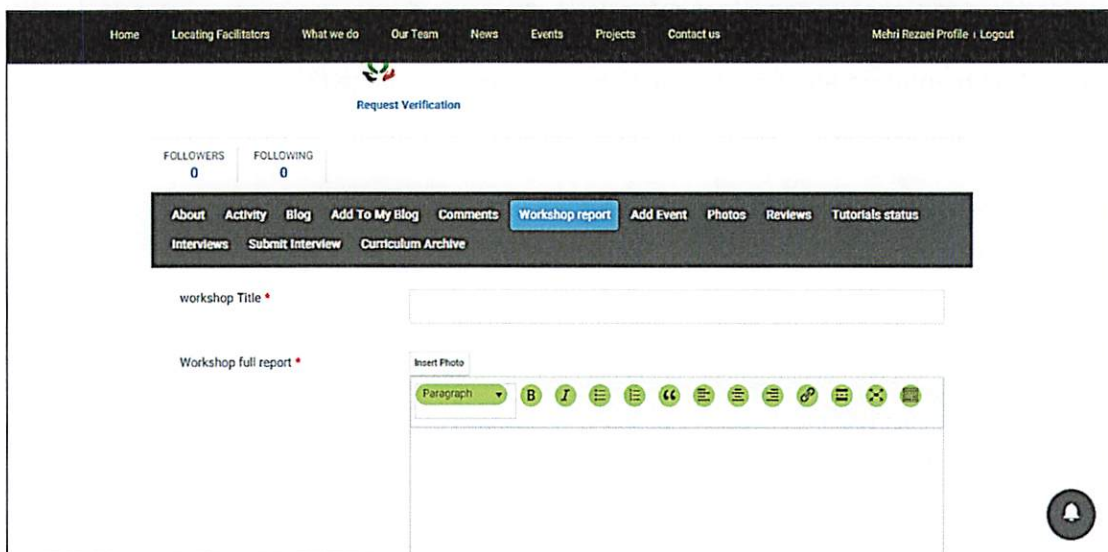
The screenshot shows a web form for adding a new blog post. At the top, there is a navigation bar with links: Home, Locating Facilitators, What we do, Our Team, News, Events, Projects, Contact us, and a user profile link 'Mehri Rezaei Profile | Logout'. Below the navigation bar, a message reads 'send something to your blog . the post published after admin confirmation'. The form includes a 'Post Title' field, a 'Post Content' field, and an 'Insert Photo' section with a row of icons for text formatting (bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, image, video, code, quote, indent, outdent, undo, redo). A 'Submit' button is located at the bottom of the form. A notification bell icon with a red '1' is in the bottom right corner.

Figure3) How post in your blog:

Add to my blog: allows you to conveniently add new posts whenever you wish to publish content. This tab will serve as an easy and quick access point, simplifying the process of adding and publishing posts without the need to navigate through multiple sections of your blog.

Photo: add related picture which could be from your work shops or events

Workshop report: Throughout your work as a facilitator, it is important to document your progress and achievements (figure 4). This helps in tracking your impact and sharing success stories with the organization and stakeholders.



The screenshot shows a web form for submitting a workshop report. The navigation bar is identical to the previous figure. Below it, there is a 'Request Verification' section with 'FOLLOWERS 0' and 'FOLLOWING 0' counts. A horizontal menu contains various tabs: About, Activity, Blog, Add To My Blog, Comments, Workshop report (highlighted), Add Event, Photos, Reviews, Tutorials status, Interviews, Submit Interview, and Curriculum Archive. The form includes a 'workshop Title' field and a 'Workshop full report' field. The 'Insert Photo' section features a dropdown menu set to 'Paragraph' and the same text formatting icons as in Figure 3. A notification bell icon with a red '1' is in the bottom right corner.

Figure4) how share your workshop report

You are expected to submit a report after completing each set of eight workshops. To ensure uniformity across all reports received from facilitators worldwide, we have developed a standardized form. Please upload the form provided here, which will serve as the original template for reporting.

You may consider incorporating an event into your schedule, featuring activities such as beach or jungle cleanup and environmental movie screenings. It is your duty to record all the details related to this event. When reporting on the event, you have the option to use the same form used for workshops, which can be customized accordingly.

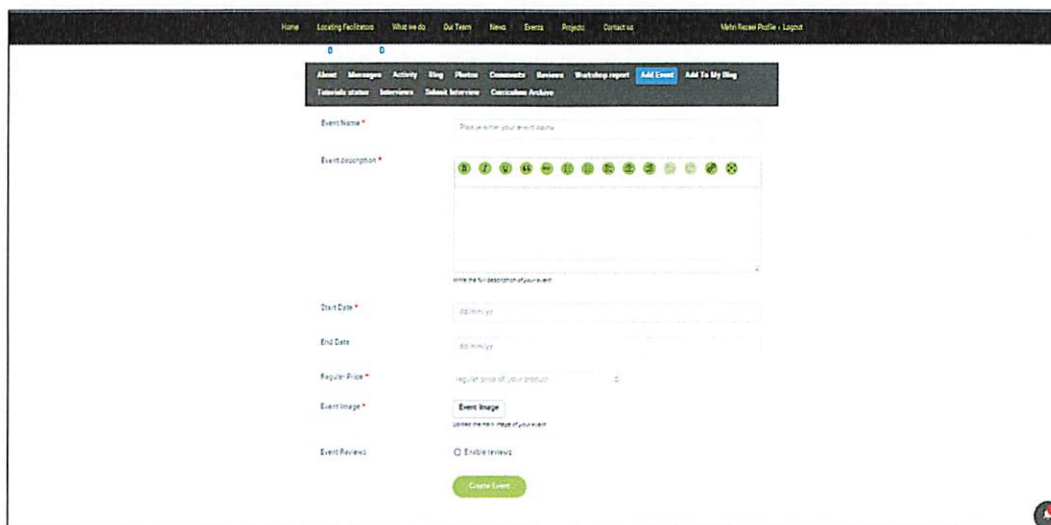


Figure 5) how share your event report

- As the final step, ensure to document your work by capturing pictures and videos. Take photos during your sessions to highlight participant engagement and various learning activities. Additionally, record videos to document the program's impact and gather testimonials from participants.
- However, before using any images or videos for future publishing, such as on websites or other promotional materials, it is essential to obtain consent from the schools or organizations involved. You should request them to sign a consent letter, allowing you to use the media for the intended purposes. You can upload the consent letter here for record-keeping and reference. [\(Link to download the form\)](#)
- Upload the pictures and videos to your webpage on the "workshop report tab: on your page. This ensures that your work is visible to the organization, fellow facilitators, and stakeholders.
- Note the number of kids participated in one run workshop, counted once, for example if you have 20 kids in your workshop which participated in 8 section, total number of participants will be 20.