



## HOW TO VIEW AND NAVIGATE YOUR COMMUNITY PARTNER DASHBOARD ON GIRLS WHO CODE HQ

Dear Community Partner,

We are so thrilled to share with you our Community Partner Dashboards!

Our Community Partner Dashboards have been designed to provide Community Partners with helpful information to support Girls Who Code Clubs affiliated with their partnership. Your dashboard will be updated daily by Girls Who Code to reflect the most up to date information regarding any existing or newly submitted Clubs affiliated with our Community Partnership.

Your dashboard shows the Club information for all Clubs that registered under your affiliation, including but not limited to: Club logistics, Facilitator/Decision Maker contact information, and more.

If you have any questions, please reach out to your Girls Who Code representative or [international@girlswhocode.com](mailto:international@girlswhocode.com).

Best,  
Girls Who Code

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## ACCESSING YOUR DASHBOARD

### NEW HQ USERS

1. Navigate to [Girls Who Code HQ](#) and click on the sign up tab
2. Enter your country and your date of birth
3. For role, please choose 'I'm a community partner' and hit the 'continue' button

**Girls Who Code HQ**

Sign up and start your Girls Who Code experience

Log in **Sign up**

Where are you from?

Country

What's your birth date

Birth date

So we can provide a custom experience for you.

**CONTINUE**

Log in **Sign up**

Where are you from?

Country CANADA ✓

What's your birth date

Birth date 01/01/1986

So we can provide a custom experience for you.

**Choose your experience**

I want to start a club or I want to volunteer for a club.

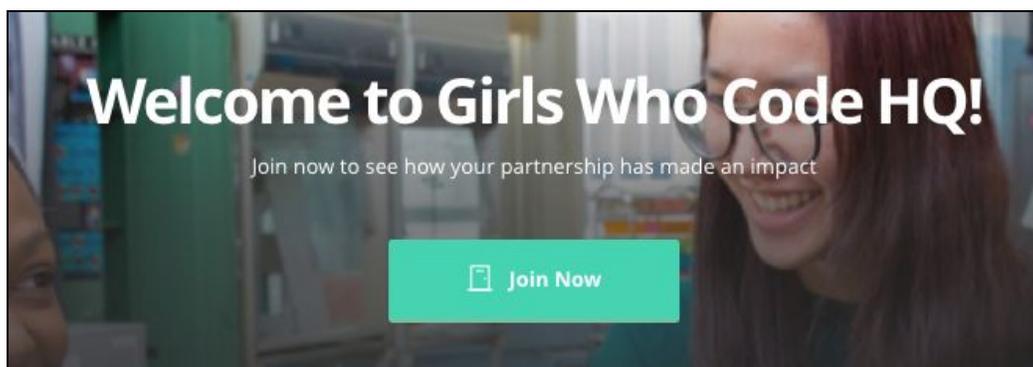
I want to enroll my child in a Club

I'm just a visitor

I'm a community partner

**CONTINUE**

4. Once you gain access to HQ you'll see a Welcome Screen that will prompt you to join your partnership. Click the 'Join Now' button.



5. Insert the unique code that you have received from your partnership representative.

## Join Now!

Please provide the Community Partnership Code provided to you by your Girls Who Code Representative

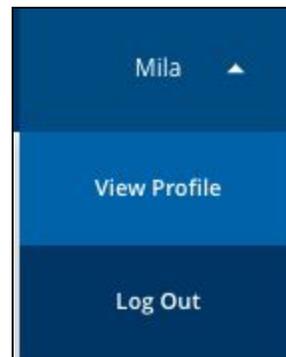


This field is required.

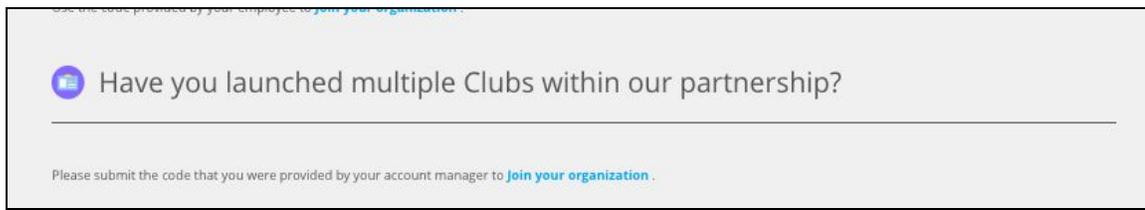
Close Next

## EXISTING HQ USERS

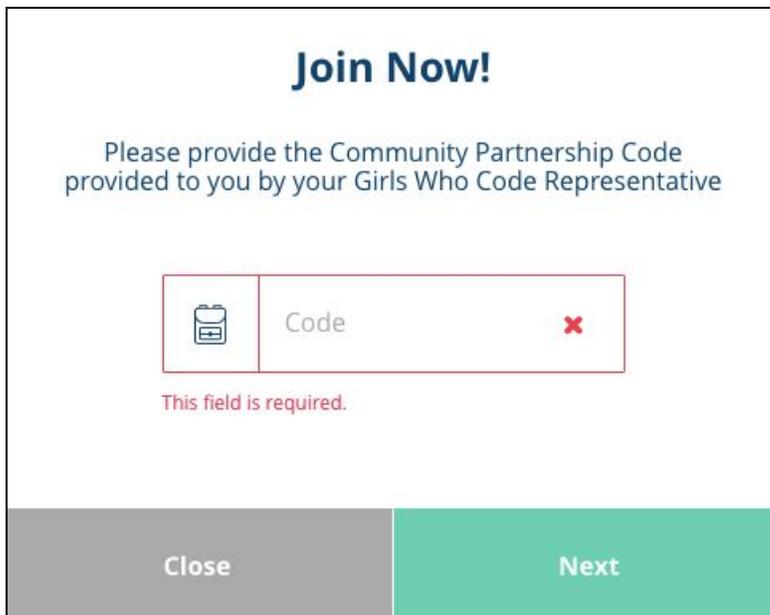
1. Log on to [Girls Who Code HQ](#)
2. Click on your user name on the top left
3. Select "View Profile"



4. In your profile, scroll all the way to the prompt 'Have you launched multiple Clubs within your partnership'? And click on the 'join your organization' link.

A light gray dialog box with a thin black border. At the top left is a purple circular icon with a white document symbol. To its right is the text "Have you launched multiple Clubs within our partnership?". Below this text is a horizontal line. At the bottom of the dialog, there is a smaller line of text: "Please submit the code that you were provided by your account manager to [join your organization](#)."

5. In the opened dialogue insert the unique Community Partnership Code code you've received from your Girls Who Code representative.

A white dialog box with a thin black border. At the top center is the heading "Join Now!" in a large, bold, dark blue font. Below the heading is the text "Please provide the Community Partnership Code provided to you by your Girls Who Code Representative" in a smaller, dark blue font. In the center is a form field with a red border. On the left side of the form field is a calendar icon. To the right of the icon is the text "Code" and a red "X" icon. Below the form field is the text "This field is required." in red. At the bottom of the dialog are two buttons: "Close" on the left and "Next" on the right.

## NAVIGATING YOUR DASHBOARD

As you are navigating your Community Partner Dashboard, please feel free to reference our [Community Partner Dashboard FAQ](#) for answers to questions that may come up.

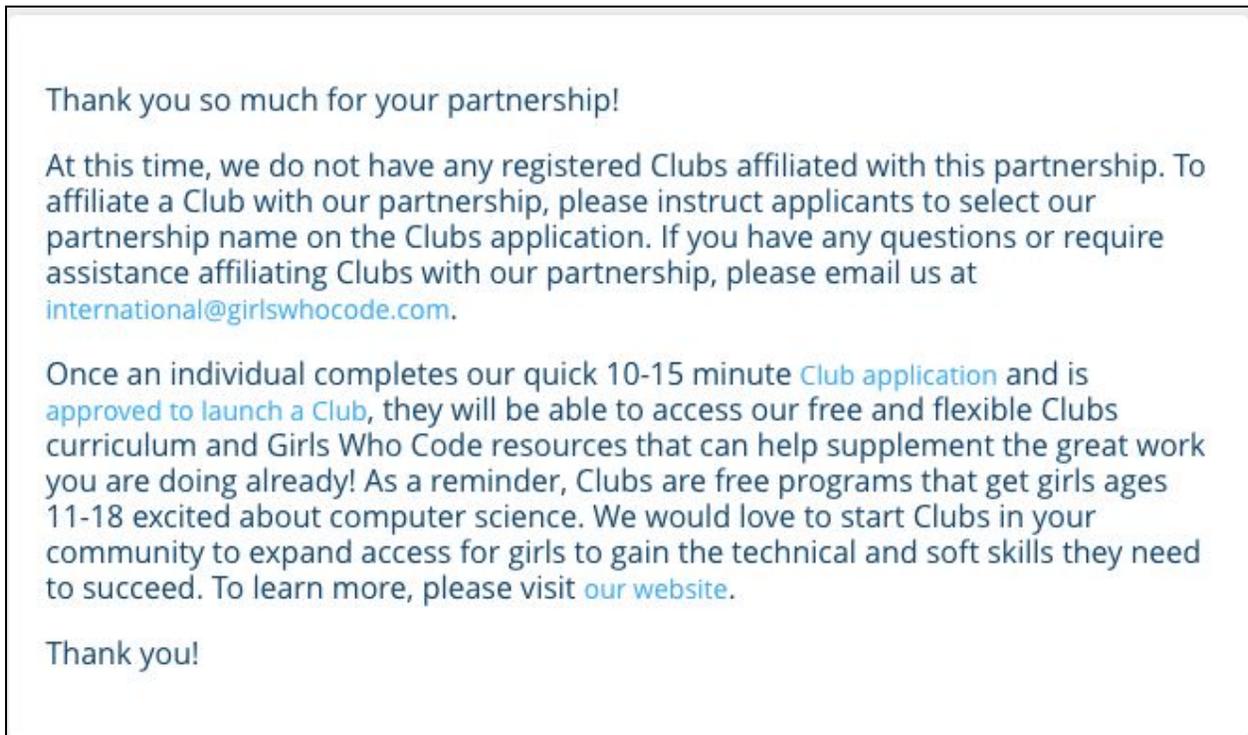
The Community Partner Dashboard includes links to three resources:

1. The Community Partner Dashboard
2. Community Partner Outreach Toolkit, including resources and templates to promote our partnership and programs with your network
3. The Girls Who Code Project Gallery, which includes Girls Who Code projects that have been shared by Clubs from all around the world.



## PARTNERS WITHOUT AFFILIATED CLUBS

If your partnership does not yet have affiliated Clubs, you will see the following screen:\*



\*If you see this screen, we encourage you to use the Outreach Toolkit (found in your dashboard) to promote Clubs to your network. You can also connect with your Girls Who Code representative for more support on launching Clubs.

## PARTNERS WITH AFFILIATED CLUBS

If your partnership already has affiliated Clubs, the Community Partner Dashboard will include three different charts:

1. Partnership Summary
2. Clubs Logistics
3. Clubs Contact Information

**Partnership Summary:** The first chart includes a summary of the number of Clubs, Facilitators and participants within your partnership.



**Clubs Logistics:** The second chart provides logistical information about all Clubs within your partnership:

<b>Girls Who Code Clubs: Overall Logistics</b>					
The chart below provides logistical information about the Clubs affiliated with our partnership, including curriculum type, anticipated launch date, Clubs Fund status, and more.					
Club Code	Club Name	Facilitators	Participants count	Status	Anticipated Launch Date
XCA10027	International Club 40	1	1	Active	10/01/2019

**Clubs Contact Information:** The third chart provides contacts information for Decision Makers and Facilitators associated with Clubs within your partnership:

<b>Girls Who Code Clubs: Contact Information</b>					
The chart below provides contact information for all Decision Makers and Facilitators affiliated with your Girls Who Code Clubs.					
Club Year	Club Code	Club Name	Curriculum	Decision Maker Name	Decision Maker Email
2018	XCA10027	International Club 40	International	Irwin intl40 Horowitz	irwin+hello@girlswhocode.c