

How to ...

Register a new team and/or an individual

1. Go to your toolkit link. Such as "www.greenimpact.org.uk/acts**"

* Note that this is the only part that changes from Institution from Institution, the rest of the address stays the same.

2. Register. This is found at the top right hand of the page.

Please note that these registration questions may vary depending on your institution.

Login
Register
Lost Password

T Denotes text field **N** Denotes number field

Note, if you receive a "Server error" when you click register this is usually because text is in a number field. For example, "How many people work in the same area as the Green Impact team?*", if "I don't know" is written in you will receive an error. If you're not sure just take a guess but make sure it's a number, such as "25".

Registration

Please note you are asked to register as an individual rather than as a team so please register yourself to the toolkit by entering your details below. You will be assigned to the team you choose from the 'Team' dropdown menu. If your team isn't listed in the 'Team' dropdown menu, that means you are the first person from your team to register for the programme, therefore, please also enter your team's details.

3. Individual registration.

Fill out this part if there is an already established team that you want to join (from the list) then click the 'Register' button below.
OR

First name*	<input type="text"/>	T
Last name*	<input type="text"/>	T
Email*	<input type="text"/>	T
Preferred language	English <input type="text"/>	
Telephone number*	<input type="text"/>	N
Location/Building*	<input type="text"/>	T
Password*	<input type="text"/>	
Password Re-type*	<input type="text"/>	
Team*	New Team <input type="text"/>	

4. Individual + team registration. Fill out steps 3 and 4 if there is **not** an already established team and you would like to create a new one.

New Team Details (if required):		
Team name*	<input type="text"/>	T
Location of team*	<input type="text"/>	T
Number of people in Green Impact team*	0 <input type="text"/>	N
Lead contact for team (name)*	<input type="text"/>	T
Lead contact for team (email)*	<input type="text"/>	T
How many people work in the same area as the Green Impact team?*	0 <input type="text"/>	N
Secondary contact for team (name)*	<input type="text"/>	T
Secondary contact for team (email)*	<input type="text"/>	T
What department or faculty is the team located in?*	<input type="text"/>	T

5. Submit. Once completed, tick the box for the T&C's and then click 'Register'

[You can find our privacy statement here.](#)

I agree*

Register



green impact