

# Schools In Business

Speakers In Schools Program



## Do you want to make a difference?

Find a Speaker



Become a Speaker



Read Reviews



Schools in Business



## Speakers in Schools Program

### Website Overview

[www.speakersinschools.com.au](http://www.speakersinschools.com.au)

### Login

Navigate to the home page where you can login at the top of the page.



EMAIL

.....

SIGN IN

SEARCH



HOME

ABOUT

FOR TEACHERS

FOR SPEAKERS

CONTACT US

GET PASSWORD

**Username** = Email Address

**Password** = Your Password

\* Username and password are case sensitive

\*\*Once logged in you will be able to change your password.

If you have forgotten your password, click **FORGOTTEN?** and an email will be sent to you notifying you of your password to the existing email address recorded.

Once you have logged in, the top bar will look as follows:



You will then be able to select from **Details** or **Presentations**.

# Schools In Business

Speakers In Schools Program



## Do you want to make a difference?

Find a Speaker



Become a Speaker



Read Reviews



Schools in Business



### Details

By clicking **Details** you will be able to view/edit your profile. It is important that we are kept up to date on your current employment and contact details to ensure you receive relevant speaker requests.

### Presentations

By clicking **Presentations** you will be taken to a page where you will be able to review your presentations. There are three different sections on this page:

**Requested** A listing of presentations you have been invited to present

**Upcoming** A listing of presentations you have agreed to present

**Past** A listing of presentations you have delivered

---

#### **Requested** - you have been invited to present at:

School	Date	Time	Topic	Region
--------	------	------	-------	--------

#### **Upcoming** - you have agreed to present at:

School	Date	Time	Topic	Region
	12 Aug 2015	10:00 AM	IT Communications	Adelaide Hills

---

#### **Past** - you have presented at:

School	Date	Topic	Region
--------	------	-------	--------



Speakers In Schools Program



In the individual sections you have the option to click on each school name to view further information about that presentation. Should you require further information or clarification please contact the Speakers in Schools staff on 0438 493 999 or email [info@speakersinschools.com.au](mailto:info@speakersinschools.com.au)

# Schools In Business

Speakers In Schools Program



## Do you want to make a difference?

Find a  
Speaker



Become a  
Speaker



Read  
Reviews



Schools in  
Business



### Presentation Requests

All school requests will be entered online via the Speakers in Schools public website. Once a presentation is submitted online, a profile match is conducted and suitable speakers will be contacted via email.

Speakers will be deemed suitable based on **region, topic, industry** and **school type** (primary/secondary).

The email invitation will include the following details:

- School Name
- Topic
- Region
- Date
- Time
- Duration

There will be three options following presentation details to choose from:

- [Click here to view the presentation online](#)
- [Click here to accept the invitation](#)
- [Click here to decline the invitation](#)

It is important that your response to the email is delivered via the accept/decline link.

Please note Speakers in Schools may receive multiple acceptances for one presentation therefore an acceptance should not be noted as confirmation.

Should you be selected as the preferred speaker a confirmation email will be sent to you.

# Schools In Business

Speakers In Schools Program



## Do you want to make a difference?

Find a  
Speaker



Become a  
Speaker



Read  
Reviews



Schools in  
Business



If you have not been selected as the speaker for the presentation you will receive notification via email that the request has been filled.

### **Presentation Confirmation**

After acceptance of a presentation invitation, the selected speaker will receive a confirmation email.

The confirmation email will confirm your delivery of the presentation and will include a link to view further details on the presentation.

A link will also be visible to take you to support and reference materials to assist you with preparation for your presentation.

Speakers in Schools will also contact you one week prior to the presentation date to reconfirm all details and ascertain whether you require further assistance.

### **Presentation Feedback**

After completion of a presentation with the program you will receive a thank you email requesting feedback from your presentation.

The details of the presentation will be listed to assist in refreshing your memory in addition to the link through to view the presentation online.

The email will include a link to submit feedback associated with a specific presentation.

### **Summary of Processes**

1. Speaker logs in to the Speakers in Schools website
2. Speaker reviews/changes their profile
3. School submits presentation request
4. Speakers in Schools website conducts matching process

# Schools In Business

Speakers In Schools Program



## Do you want to make a difference?

Find a  
Speaker



Become a  
Speaker



Read  
Reviews



Schools in  
Business



5. Suitable speakers are invited to deliver the presentation
6. Speakers view/accept/decline the invitation to present
7. Speakers in Schools selects suitable speaker
8. Preferred speaker receives confirmation email
9. All invited speakers receive notification that they are not required to deliver the presentation
10. Speakers in Schools calls the selected speaker one week prior to the presentation date to reconfirm details and assist if necessary
11. Selected speaker delivers presentation
12. Selected speaker and school receive thank you email requesting feedback
13. Selected speaker and school submit feedback
14. Speakers in Schools sends school feedback to selected speaker