

Getting Started

How to upload Stories on the STARS website

Once you've completed a STARS activity you need to upload a Story on your school STARS account. Your Stories will be saved on your school profile and reviewed by your Borough Officer during the accreditation process.

Top Tip

You can see example stories from other schools by going to [Explore Schools](#)

Step 1

Log into your STARS Account and click on the Activities tab

Information Surveys Issues and targets **Activities** Stories Boroughs and partners

Click on the STARS Activity Card you want to add to your Stories and click on the tab **Tell your story**

Step 2

Add your story details to the boxes and a description of the activity.

Who led the activity

Story owner

Staff member

Step 3

Upload your evidence, tick the boxes if you have the necessary consent and the Story is ready for approval by your Borough Officer

[Add a link](#)

[Add a file](#)

It is your responsibility to ensure you have the appropriate consent of this page plus any attachments and links that you have set to 'Public'. This includes parental or guardian consent for images of pupils. We advise against including names of individuals or any other personally identifiable information.

☐ I confirm I have the necessary consent.

Check the box below to send this story to your borough officer. Once approved the story will be accredited.

☐ This story is ready for approval.

Step 4

Click on the tab **Save your story** and your Story is now saved onto your Profile.