

Splash! at Cornell Teacher Registration Step by Step Guide

If you need help registering a class for Splash! at Cornell, please refer to this guide.

If you have any questions, please email us at splashcornell@gmail.com.

If you are a returning teacher:

1. Log in with your account on our website to access the teacher registration form.
2. Select the option to register for the Fall 2024 Event.
3. Continue to the Class Registration steps.

If you are a new teacher:

1. Create an account at our [website](#).
2. Fill out your information. **For the initial role, select “Volunteer Teacher”**.
3. Once you hit submit, you will see registration links.
4. Continue to the Class Registration steps.

Class Registration

1. Click on the link for **Teacher Registration Fall 2024**.
2. Input your availability on the day of the event **(November 16th, 2024)**.
3. Indicate if you would like to moderate. If you would like to moderate, please check off the box to indicate that you will moderate and select how many timeslots you are able to moderate. Click submit.
 - a. **NOTE:** One time slot is equivalent to one block (50 minutes long) and is added to your schedule in addition to the class you are teaching. If you are teaching 2 classes that are one block long and are moderating for a block, you will be staying at the event for a total of 3 blocks (equivalent to 3 classes).
 - b. If there's a certain class or class subject you would like to moderate, let us know in the comments section!
 - c. Teachers teaching more than 2 blocks are asked to moderate.
 - d. We would greatly appreciate it if you could volunteer to moderate!
4. If you do not want to moderate, do not check the box. Click submit.
5. Fill out the Teacher Registration form. Please review the [application preview](#) to see what information is required. This is where you fill out general information and class ideas (if applicable).
 - a. **NOTE:** The Office of Children and Youth Safety updated their requirements for Fall 2024. All forms and certifications will be completed through the [IdealLogic dashboard](#). If you previously completed RMI training, you may need to redo them through the dashboard.
6. On the teacher dashboard, scroll down to the box that says "Manage Your Classes".
7. Click on the link that says "Add a new class for Splash Fall 2024!".
8. Fill out your class information.
9. When you're done, hit "Teach for Splash!" and you're done!