



Creating Your FabFems Profile

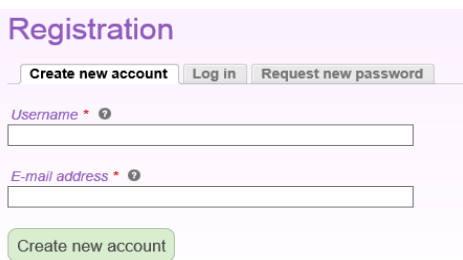
FabFems are women from a broad range of professions in science, technology, engineering and mathematics (STEM). They are passionate, collaborative, and work to make the world a better place. Many girls have similar interests and aren't connected to adults who exemplify the STEM career pathway. **This is where FabFems come in.**

Connecting girls to FabFems will expand their career options, dispel stereotypes and spark their interests! Follow the steps below to create your FabFems Profile!

1. Register to “Become a Role Model” at www.fabfems.org



Enter a username and email address and select “Create new account.” A valid e-mail address is required. All e-mails from the system will be sent to this address. The e-mail address will **not be public** and will be used to reset your password and to receive news and notifications.



Once you complete this, you will see text that says “Further instructions have been sent to your email address.”

Open the email account you used to complete the registration process.

2. Activate Your Account and Password Setup

In your email inbox you will receive a message from info@fabfems.org. The subject line will read: “Account details for [your username] at FabFems.” The message will read: *Thank you for registering at FabFems. You can now log in by clicking this link or copying and pasting it to your browser: [your unique link]. This link can only be used once to log in, and will lead you to a page where you can set your password. -- FabFems team.* If you do not receive this email within 48 hours, please email info@fabfems.org for further support. Copy and paste the link provided to a new internet browser and follow the directions provided.

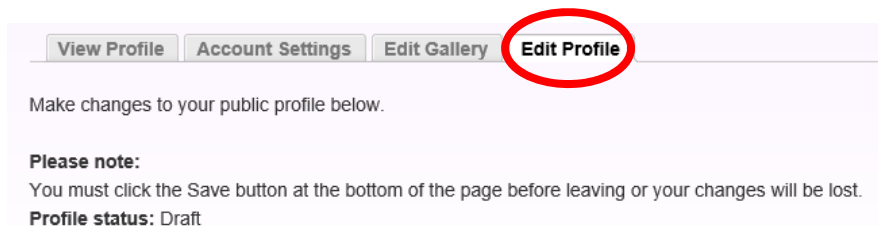


Select “Log In” and the next screen will look like this:



Select “Save” after entering and confirming your password.

3. **Complete Your Profile!** While creating your Profile, you must click the **Save button** at the bottom of the page before leaving or your **changes will be lost**. You can “Save as Draft” as many times as needed and log in and out of your account until you have completed all sections. When you are done with all the sections, select the “Submit for Moderation” button at the bottom of the page. You will need to be in the “Edit Profile” tab to enter your profile information.



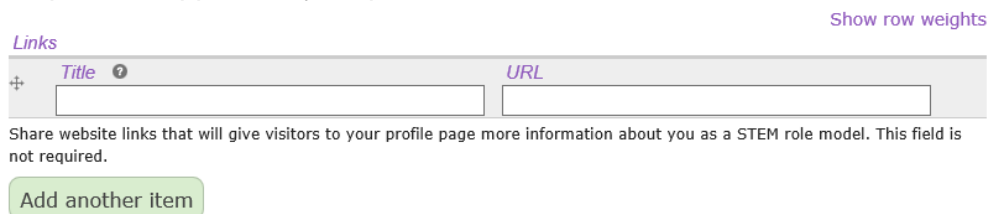
Personal Info. Indicate which of the following role model directories you would like your profile displayed in: [FabFems](#) and/or [STEM Role Models](#). Select from:

- [FabFems](#) directory only (audience: girls and girl-serving organizations)
- [STEM Role Models](#) directory only (audience: all youth and organizations serving mixed-gender groups)
- [FabFems](#) AND [STEM Role Models](#) directory

Enable the Contact Button. Choosing **yes** will enable the Contact button to appear on your profile. Visitors can complete a form that will be sent to you. **Your email address will not be displayed.**

Profile Biography. Include a short biography with your profile. Write your biography in the first person (using “I” instead of “she”). Describe how you chose your career, path through education, your life outside of work, and advice for girls who may be on a similar journey. For more ideas, visit other FabFems profiles and find inspiration on the [Resources page](#).

Links. This is a great place to share website links to give visitors to your profile page more information about you as a STEM role model. This field is not required. Enter a description under the “Title” and include the website URL in the “URL” box on the right. Select “Save” at the bottom of the page, to save your entries. Select “Show row weights” to choose the order in which multiple links appear on your profile.



Profile Image. Your profile will not be made public until an image is uploaded. Files must be less than **8 MB**. Allowed file types include **png, gif, jpg, jpeg**. Great profile photos show your face clearly (no hats, sunglasses, etc.) and show you in a personal **or** professional setting. An Image Gallery is available later to allow the upload of multiple photos.

Complete the Personal Info section by entering your Birth Year, Gender and Ethnicity. Birth Year and Gender are not published and are used solely for FabFems Project internal records.

Personal Info

Contact Info

Your profile will show city and state, but your phone number and street address will not be published.

First Name Last Name Phone Number

Address

Country United States Address 1

Address 2 City

State ZIP Code

Be sure to select “Save as Draft” to save changes you have made to your profile so far!

Contact Info. Add your personal contact information. Your profile will only show city and state to allow visitors to find FabFems located in their region. Phone numbers and street addresses are not published.

Personal Info

Contact Info

Professional Info

All fields in this group are required in order to become an approved role model.

Company

Job Title

College

Education Level - None -

Degree

Field of Work - None - Other Field of Work

Professional Info. All fields in this group are required to become an approved role model and are published. If you are student, you may leave the “Company” field blank and enter “Student” or similar term in the “Job Title” section. If your field of work is not listed, enter text of your choice in the “Other Field of Work” section.

Role Model Info. All fields in this group are required to become an approved role model and most will be published. This information will help visitors find you and will be used as search options in the [“Find a Role Model”](#) page.

- Referral Source:** How did you hear about this website? (not published)
- Program Affiliation:** What programs/organizations are you affiliated with? (this is published and used as search option).
- Interests:** What interests do you have? If you don’t see your particular interests, select “Other” and enter in text of your choice. (this is published and used as search option).
- Have you been a role model before?** You are eligible to be a FabFem regardless of your previous experiences as a role model. This is published to allow visitors to understand the experience you have had as a role model.
- Age Range:** This is published and allows visitors to understand what age groups you are most comfortable with.
- Availability:** This is published and allows visitors to understand when you are available to serve as a role model.
- Level of Participation:** This is published and allows visitors to understand what role model activities you are interested in.
- Resources:** This is published and allows visitors to understand other resources you might have to share with the community.

4. Submit Your Profile

Congratulations! Now that you have completed all required sections, select “Submit for Moderation” in the bottom right corner. Your profile will be reviewed by a FabFems staff member within 24-48 hours.



The image shows a screenshot of a profile editing interface. It features three expandable sections: 'Contact Info', 'Professional Info', and 'Role Model Info'. Below these sections are two buttons: 'Save as Draft' and 'Submit for Moderation'. The 'Submit for Moderation' button is highlighted with a red circle.

Once approved, you can log back into your account using your username and password. For example, you can use the “Edit Gallery” option to add more media to your profile,

including images and video. Here are some guidelines:

- Content must be appropriate for youth audiences
- Pictures and videos demonstrating your personality, passion for STEM, and work-life balance are effective for engaging girls in STEM. This includes but is not limited to: Your work location(s), Family, Friends, Pets, Volunteering, Travel, Hobbies, and General interests

You are responsible for all content that you transmit via the FabFems web site. We reserve the right to remove content that we consider inappropriate for youth audiences. More information about content in [Terms of Use](#).

You can also use the Account Setting Tab to change your username and password or update your email.

If you have any questions not covered in this document, please send an e-mail to info@fabfems.org. Thank you for choosing to become a FabFem!