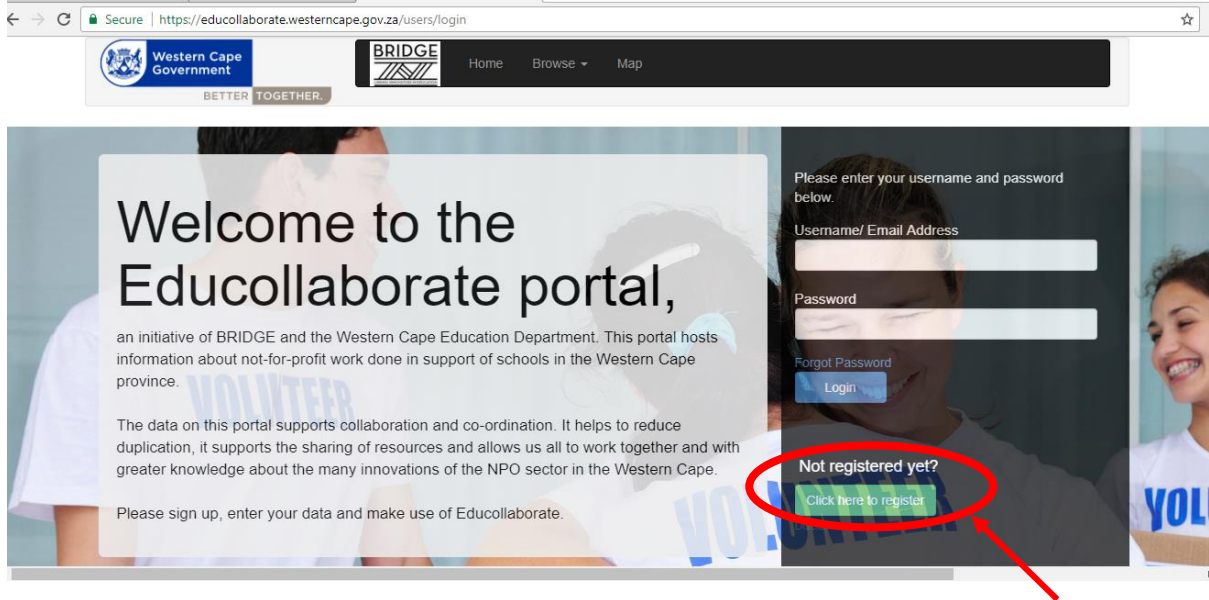


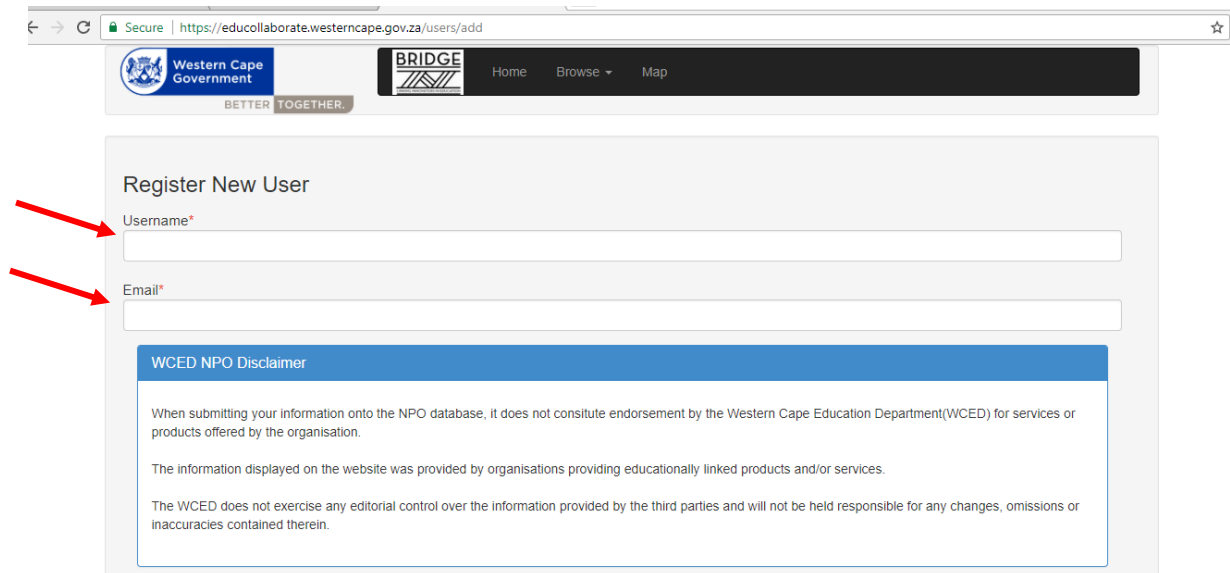
Registering your organisation on Educollaborate

<https://educollaborate.westerncape.gov.za/users/login>

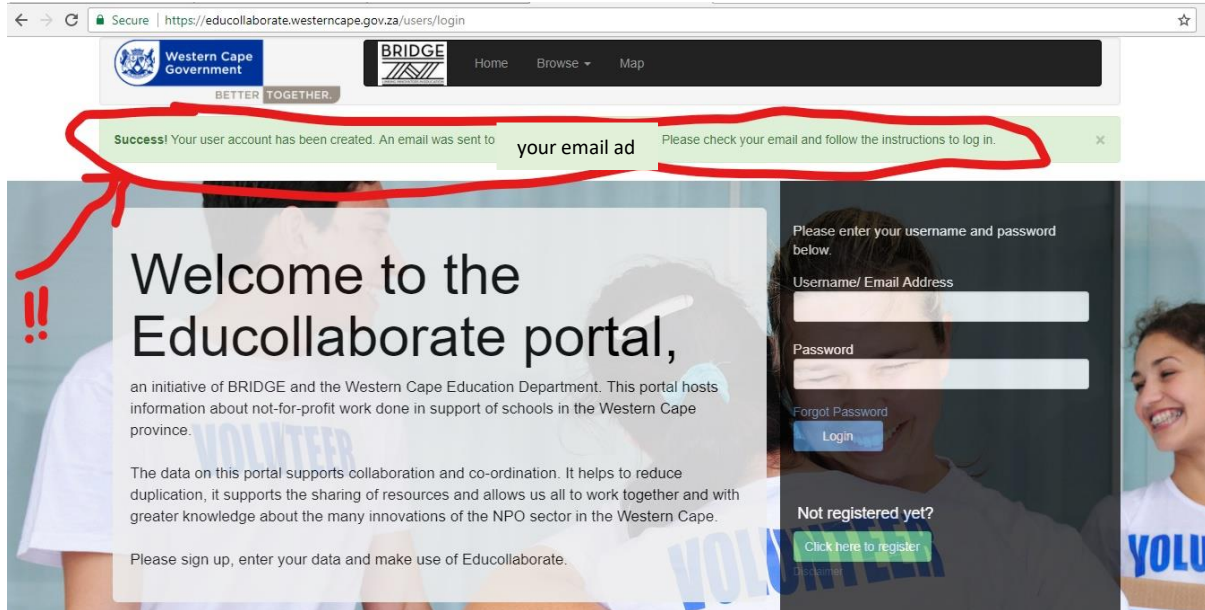
1. Click on the 'Click here to register' button



2. Fill in a Username and email address



3. You will then be returned to this page with a message indicating you will be emailed with a temporary password

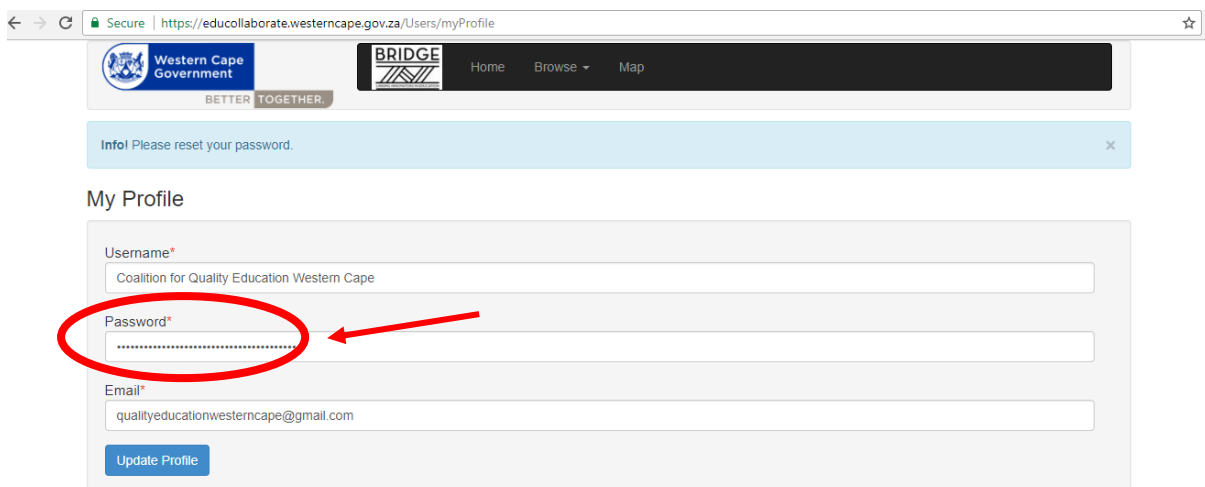


4. Once the email is received, go back to the login page

NOTE: You must MANUALLY input the temporary password (copying and pasting from the email does not work)

5. You will then be taken to Your profile page where you change the password and press update

NOTE: Your new password must be at least 8 characters long and include letters and at least one number



6. You will then be taken to the 'My Organisation' page. On this page you will be asked to complete details regarding the Purpose, Structure, Funding, Objectives, Relationships, and Monitoring of your Organisation. **Please be sure to save all the data under each sheet before moving forward, otherwise data will be lost!!!**

Western Cape Government
BRIDGE
Home My Organisation My Programmes Map Browse Mandy Test

PROGRAMME DETAILS OUTSTANDING Organisation Completeness Not Verified

General Information Incomplete
Name, Type, Registration

Addresses Incomplete
Postal, Residential Address

Contact Incomplete
Contact Person Details

Organisation Details

Purpose Incomplete
Purpose of Organisation

Structure Incomplete
Fulltime Staff, Part-time Staff

Funding Incomplete
Budget, Source of Funding

Objectives Incomplete
Focus Area, Support Services

Company Name* CEO First Name*

Organisation Type* CEO Surname

Registration No* CEO e-mail

Registration Type* CEO Telephone

Year Registered*
Select Year

Save

You need to go through each Tab on the left and fill in all details

Western Cape Government
BRIDGE
Home My Organisation My Programmes Map Browse Mandy Test

PROGRAMME DETAILS OUTSTANDING Organisation Completeness 40% Not Verified

Test org

General Information ✓
Name, Type, Registration

Addresses Incomplete
Postal, Residential Address

Contact Incomplete
Contact Person Details

Organisation Details

Purpose ✓
Purpose of Organisation

Structure ✓
Fulltime Staff, Part-time Staff

Funding ✓
Budget, Source of Funding

Objectives Incomplete

Pillar
Select a pillar
Curriculum, Academic Support & e-learning
Sport & Recreation
Arts and Culture
Life Skills and Career Awareness
Whole School Development
Specialised Education Support Services

Curriculum, Academic Support & e-learning

Organisation Objectives

Main area of focus for your Organisation *

- Academic support for tertiary access
- Curriculum Development & Training
- Early Childhood Development
- Environmental Education
- Information Communication Technology Support
- Learner and Teacher support materials
- Learner remedial support
- Literacy support
- Maths and Science Support
- Numeracy support
- Teacher Development
- Tutoring
- E-learning activities
- Homework support
- Reading support

Secure | https://educollaborate.westerncape.gov.za/OrganisationSchoolRelationships/relationships

PROGRAMME DETAILS OUTSTANDING 50% Not Verified

Test org

General Information ✓
Name, Type, Registration

Addresses Incomplete
Postal, Residential Address

Contact Incomplete
Contact Person Details

Organisation Details

Purpose ✓
Purpose of Organisation

Structure ✓
Fulltime Staff, Part-time Staff

Funding ✓
Budget, Source of Funding

Objectives ✓
Focus Area, Support Services

Relationships Incomplete
Nature of Relationships

Relationship with Schools

How were your links with the schools established?*

- General advertising
- Open invitation to all schools/educational institutions
- Approached specific schools targeted by the project
- Linked through WCED districts officials
- Approached by schools/educational institutions
- Proposal sent to the WCED head office
- Other

Describe the nature of your relationship with schools / educational institutions.*

- Attendance or support is voluntary
- The school signs a contract with the provider.
- The school gives a verbal commitment
- The WCED approved and supports a MoU
- Other

[Save](#)

Secure | https://educollaborate.westerncape.gov.za/OrganisationDetails/monitoring

Addresses Incomplete
Postal, Residential Address

Contact Incomplete
Contact Person Details

Organisation Details

Purpose ✓
Purpose of Organisation

Structure ✓
Fulltime Staff, Part-time Staff

Funding ✓
Budget, Source of Funding

Objectives ✓
Focus Area, Support Services

Relationships ✓
Nature of Relationships

Monitoring Incomplete
Evaluations, Assessment, Performance

Is your organisation monitored and evaluated(M&E) Internally or Externally?*

Externally

Can you measure your programme's impact?

Yes

If applicable, please select which form of baseline assessment you use for your programme?

- Don't use a baseline assessment
- Use external baseline assessment
- Use internally designed baseline assessment

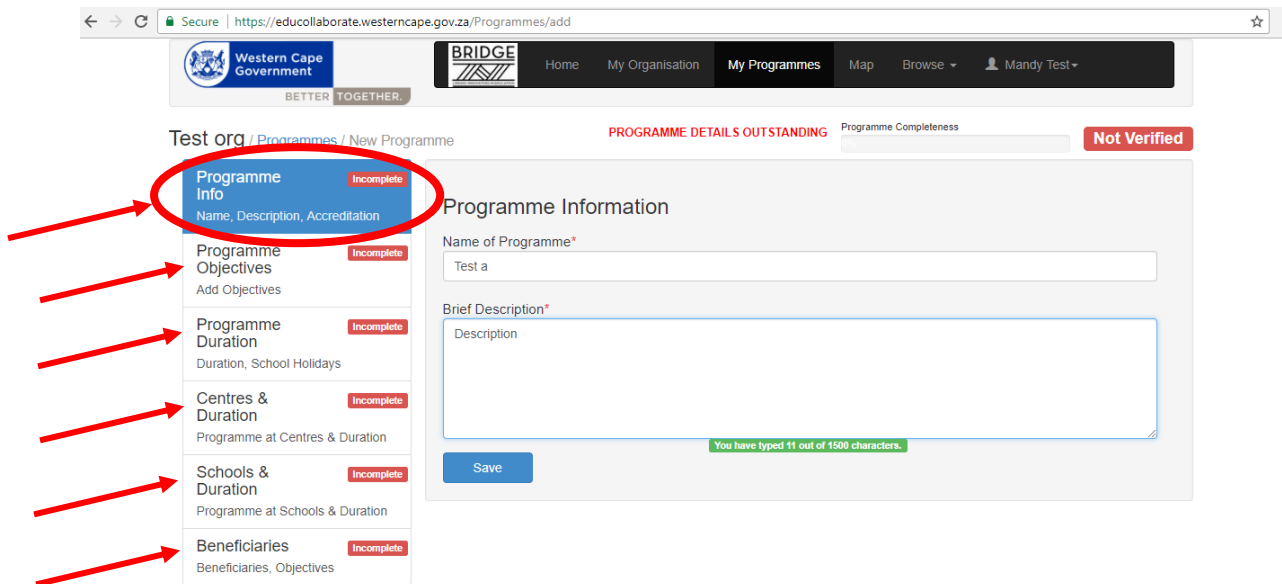
How do you track the performance of your programme's learners/measure the impact of your programme?

- WCED Statistics
- Qualitative Data
- Longitudinal tertiary information
- Track Learner Performance e.g marks
- Other

In principle, would you be willing to share your M&E Methodologies and learnings?*

Yes

7. Once your organisation details are captured and 100% complete (% complete bar shown in top right of each page), you will then proceed to capturing your programme details.



Once again, you need to go through each Tab on the left and fill in all details

8. Once you have completed both your Organisation and Programme page, your profile will then be at 100% completeness.



9. From there, your profile will be verified by a third party who will just contact your organisation to confirm some basic details.



For assistance with any issues you may encounter please contact The After School Game Changers on 021 483 8355.