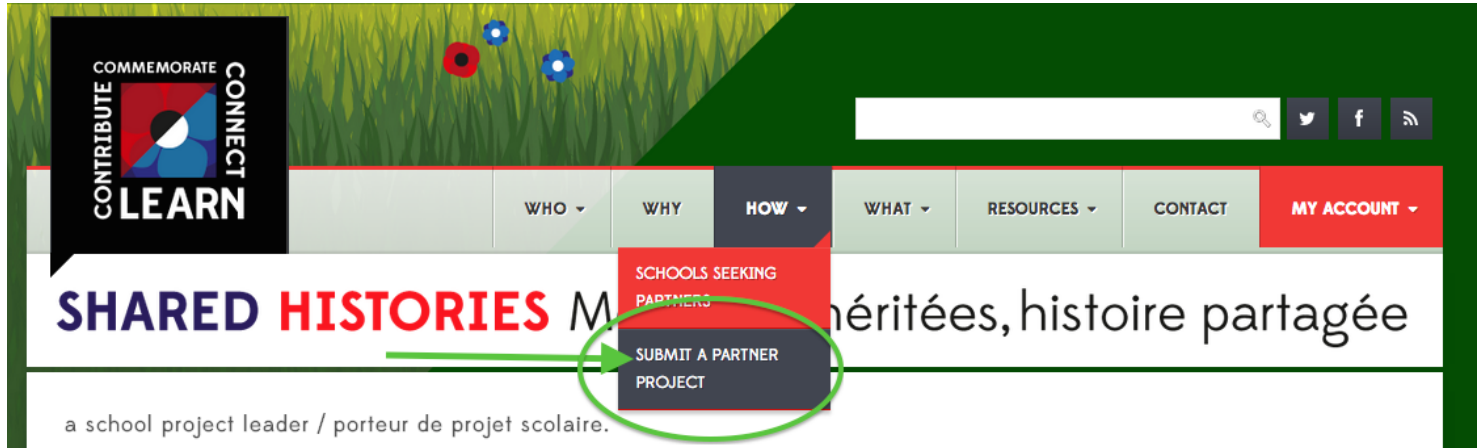




Submit a Project for Registration

Once a Partnership is created both schools can work on a Project together.



- Use the **Project Registration Draft Form** to prepare your project together.

Preparation, consultation with stakeholders, and collaboration with colleagues take time.

Ensure you have support to carry out your collaborative project in your school.

You will use a range of media (email, skype etc) to prepare for the Project Registration Deadline (see information Call for Project on sharedhistories.com)

Only when you are both satisfied with your Project Plan, start using **the online form**.

SHARED HISTORIES Mémoires héritées, histoire partagée

This is the form you fill in when you and your partner have discussed and are ready to submit your Project Plan.

To help with your Project planning, [download the form](#) and draft your response prior to submitting.

[Download to prepare your project](#)

DOWNLOAD FORM

[Project Registration Draft Form](#)

Project Details / Description du Projet

* Title of project / Titre du projet

English Speaking School

Number of teachers involved in the project

Number of students involved in the project

Age range of students involved in the project

Classes (Years) involved

Name of School Principal

School Principal email

Etablissement Francophone

Nombre de professeurs impliqués dans le projet

WHO'S ONLINE?

The following members are online:

- PascaleHP
- php

- Fill in your section. You can save and you or your partner can continue editing by clicking **Update Form**

English Speaking School

Dates of proposed visit	<input type="text"/>
Location of proposed visit	<input type="text"/>
No. of pupils involved	<input type="text"/>
No. of teachers involved	<input type="text"/>
Age range of pupils involved	<input type="text"/>

Etablissement Francophone

Dates du séjour	<input type="text"/>
Lieu du séjour	<input type="text"/>
Nombre d'élèves concernés	<input type="text"/>
Nombre de professeurs concernés	<input type="text"/>
Age des élèves	<input type="text"/>

- When you update the form you the project details are saved.

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CONNECT
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WHO - WHY HOW - WHAT - RESOURCES - CONTACT MY ACCOUNT -

SHARED HISTORIES Mémoires héritées, histoire partagée

Thanks for submitting. Your project details are now saved. You and your partner can continue to edit your project.

Once you are both happy with it, [Submit Project](#)

You will be directed to your profile, tick the box "I accept our Project Plan", and then scroll down to register your acceptance of this project. Your partner has been notified that they must also register their acceptance.

The project will then be received and reviewed by the Shared Histories team.

You will both be notified of the status of your project via email.

DOWNLOAD FORM
Project Registration Draft Form

WHO'S ONLINE?
The following members are online:
• PascaleHP

- Once you are happy with it and all the fields are filled:
click on **Submit Project** and then scroll down to **Update**

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Edit Your Details

I accept our project plan

envisagée dans le cadre du projet?

UPDATE

CANCEL

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Partner Project Submitted

Partner Project submitted.

You are now logged out.

- Your partner is notified of your submission via email.
- Just follow the **sign off** link to in turn sign off the project.

sharedhistories.com
15 June 2014 8:24 pm

To: pascalle-sh7@tw.co.nz [Hide Details](#)

your partner has signed off your project proposal/ votre partenaire a accepté votre proposition de projet. 4

You now need to sign off also for the project to be reviewed
 Sign off : <http://www.sharedhistories.com/cb/userdetails>

- When **signed off by both** parties, both receive the following email.

sharedhistories.com
15 June 2014 8:30 pm

Partnership Project Submitted for Review/Projet de partenariat soumis à l'examen. 6

Your partnership submission has been submitted for review. You and your partner are receiving this confirmation email. You will both receive an email about the Shared Histories Support team to inform you of your next step within a week.

Votre demande de partenariat a été soumis pour examen.
 Vous et votre partenaire avez reçu ce courriel de confirmation.
 Vous allez tous deux recevoir un e-mail de l'équipe de soutien Shared Histories pour vous informer de votre prochaine étape sous une semaine.

Thank you for your commitment to the Shared Histories programme.

Kind Regards,
 Shared Histories Administration Team