



## STARTING A GIRLS WHO CODE CLUB

Canada, UK, & India

*A step-by-step guide on how to start a Girls Who Code Club for girls ages 11-18 in your community*

Step	Details	Timeline
1	<p><b>Apply to Start a Club by completing the <a href="#">Clubs application</a></b></p> <p>Applicants who are <a href="#">Decision Makers</a> but are not facilitating the Club at their Host Site can complete the application, but the application will not be approved until their Club has at least one Facilitator.</p> <p>Upon submitting an application, Decision Makers will receive a Club Code, which they can share with prospective Facilitators. Interested Facilitators will use that Club Code to complete a <a href="#">Facilitator application</a>. Once a Facilitator is added, the Club will be approved.</p> <p><i>Please note that applications to start a Club must be submitted by an employee of the Host Site. Facilitators do not have to be employed by the host site.</i></p>	10 minutes
2	<p><b>Keep an eye out for your Club confirmation email</b></p> <p>Girls Who Code reviews and approves Club applications on a rolling basis. After their application is approved, applicants will receive an approval email with information about how to access <a href="#">HQ</a>, including their <a href="#">Club Code</a>.</p>	Immediately after application is approved
3	<p><b>Review the resources on HQ</b></p> <p>Log in to HQ using your Club Code (provided in the confirmation email) to access our training webinar, recruitment materials, curricula, and more! You'll be able to register students directly through HQ.</p>	---
5	<p><b>Meet your Clubs Success Specialist</b></p> <p>To provide ongoing support throughout the year, each Club is paired with a Clubs Success Specialist. The Specialist will reach out one week after your application is approved and will serve as a resource to help you launch and run your Club. If you need to connect with your Club Success Specialist sooner, please email <a href="mailto:international@girlswhocode.com">international@girlswhocode.com</a>.</p>	One week after application is approved
6	<p><b>Launch your Club!</b></p> <p><a href="#">Recruit students</a> and enroll them on HQ to get started. There are two ways to enroll a student on HQ:</p> <ol style="list-style-type: none"> <li>1. The Facilitator invites the student to join the Club using the "invite students" button on the upper left-hand side of the Girls Who Code HQ dashboard. The students then receives an email prompting them to create an HQ account.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>2. The student can create an account on Girls Who Code and enter their Club Code to join the Club.</li> </ol> <p><i>Please note that parents/guardians may need to create HQ accounts for students under the legal age of consent.</i></p>	---

## TERMS

**CLUBS APPLICATION:** The universal application to start a Club.

**CLUB CODE:** The unique ID issued to each Club. It's used by students and Facilitators to access materials on HQ.

**DECISION MAKER:** The person who serves as the liaison between Girls Who Code and the Club Host Site. This person can either serve as a Facilitator or can recruit a separate Facilitator.

**FACILITATOR:** The person who leads students through the curriculum. A Club can have multiple Facilitators. No technical expertise required. (Note: A person can be *both* the Decision Maker and a Facilitator).

**HOST SITE:** The public, non-profit, or similarly tax-exempt location of the Club.

**HQ:** The Girls Who Code learning platform. HQ is the primary resource for both students and Facilitators, where you will find all training and educational materials.

## TROUBLESHOOTING TIPS

**EMAILS:** Occasionally, our emails will be sent to recipients' spam folders. If you haven't received an expected email, the first step is to check there. To make sure they receive all emails from Girls Who Code, all applicants should add [international@girlswhocode.com](mailto:international@girlswhocode.com) to their contacts list.

## RESOURCES

**CLUBS APPLICATION:** [girlswhocode.com/international\\_application](https://girlswhocode.com/international_application)

**FAQ:** [girlswhocode.zendesk.com](https://girlswhocode.zendesk.com)

**HQ:** [hq.girlswhocode.com](https://hq.girlswhocode.com)

For additional assistance, please contact us:  
[international@girlswhocode.com](mailto:international@girlswhocode.com)