Becoming an Instructor

To become an instructor, follow these steps:

1. Apply on our website: https://www.protohaven.org/opportunities/open-call-for-instructors/
2. An education lead at Protohaven will reach out to you
3. Discuss with Education team what you would like to teach and submit a class
4. Submit the details of any new classes you want to teach via our new class template form. Be advised that these classes will require further review before they are taught.
   - Review will consist of a back and forth with a Protohaven education lead to ensure the class meets our mission and safety standards
   - This will be followed by a paid tech pilot, and feedback on the class
5. Once the class is finalized, we will onboard you as an instructor
   - Fill out the New Instructor Registration Form, so we can get your W9, direct deposit info, profile picture, and instructor bio.
6. If you are not already a member, you will be sent a link to set your account password. This will allow you to log into your Protohaven account and the Instructor Dashboard.
7. Once you have been onboarded you will have access to the following:
   - The Instructor Dashboard
   - The Instructor's Handbook on our Wiki
   - Our Education Shared Drive
   - The #instructors Discord channel (join our server here).
8. For Teaching classes:
   - Familiarize yourself with Classes, (Supplies, Running a Class, Creating a new class, and Modifying an existing class) as well as the materials and tools that will be involved in your classes.
   - Follow the Scheduling steps to schedule your classes.
   - Coordinate with the education leads to get access to our class supply room (via the August app)
   - After you teach your class, log your hours and the clearances students earned in the Log Hour & Clearance Form. A link to this form is also found in your Instructor Dashboard. This is how you get paid, and how students get their clearances added to their accounts.

Profile Status (on Dashboard)

When you sign in to the Instructor Dashboard, your profile on the left side of the page includes a "Status" section. This will potentially highlight actions you need to take:

- Capabilities - when not "OK", this means that your capabilities haven't been logged. Reach out to education@protohaven.org
- Paperwork - when not "OK", specific documents will be listed as missing. Submit the Instructor Registration form to remedy this.
- Discord - when not "OK", it's likely your discord username isn't linked to your Neon account. Mention this in the #instructors channel of Discord and an admin (probably Scott) will link things up.
- Availability - when not "OK", this indicates that your availability cannot be found in the instructor availability calendar. Make sure you are using your full name (as listed on the instructor dashboard) when setting your availability, and contact education@protohaven.org if you have access or setup issues.

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