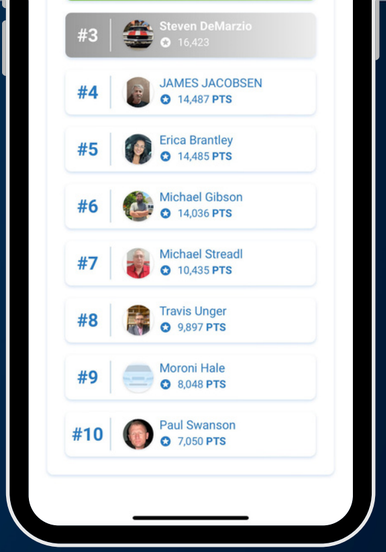
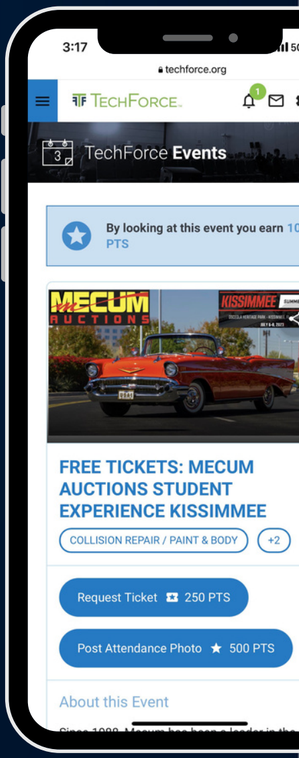
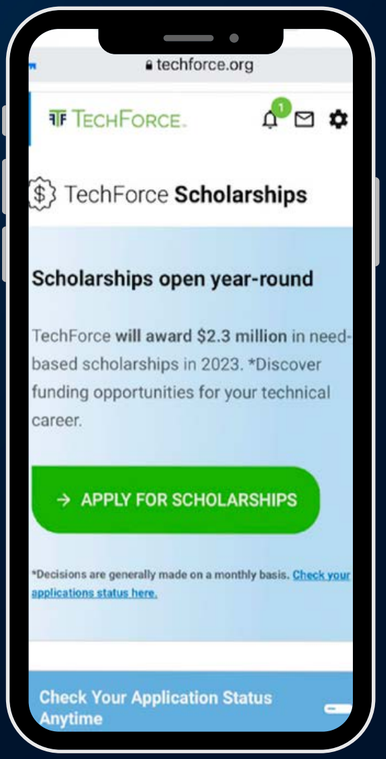
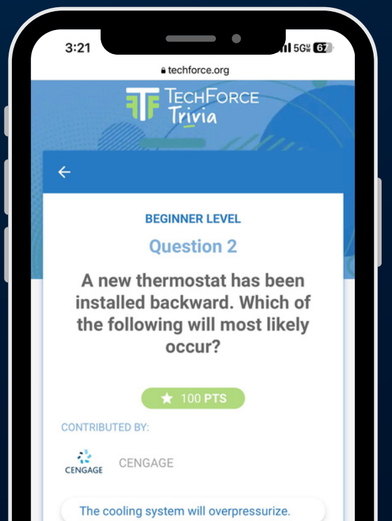
TechForce Foundation

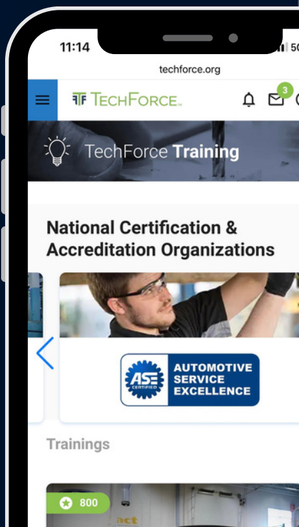
TECHFORCE
SCHOOL GUIDE











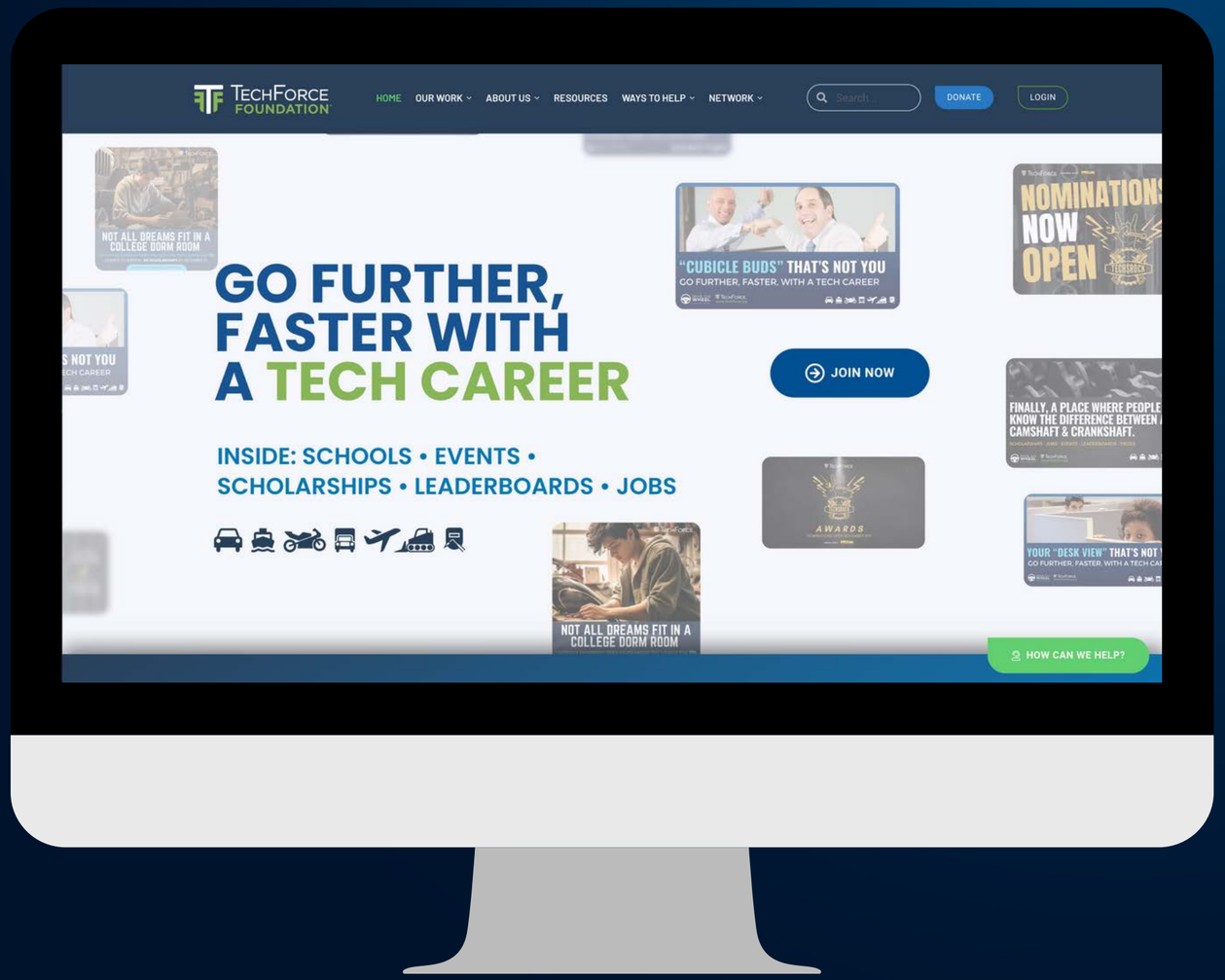
TechForce FOUNDATION

TechForce™ is a community of students, working techs, educators, industry and donors committed to helping young people find a technical education and career that fits (Hence the name "Tech-Force"). Our mission is to champion all students to and through their technical education and into careers as professional technicians.

TechForce Foundation is the **only nonprofit 501(c)(3) committed to the career exploration and workforce development of professional technicians across all sectors.**

TechForce inspires people to explore the technician profession; supports students obtaining the technical education needed to be workforce-ready; and connects techs to resources, mentors and employers to thrive in their careers.

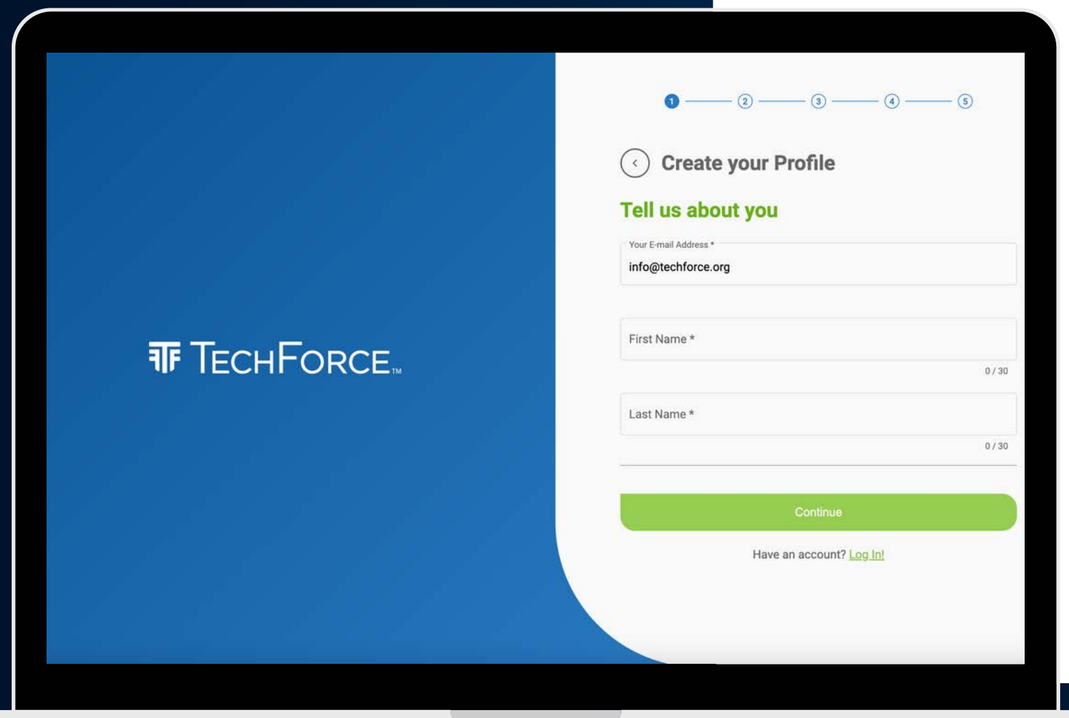
TechForce Foundation



LET'S TAKE A LOOK INSIDE

TechForce Foundation

FIRST: SIGN UP & JOIN



Click the “Join Now” button on the homepage. You will land on our sign-up page that looks like the image to your left.

Remember to have your phone next to you. We have a two-step verification for security but also to capture users phone numbers.

Fun Fact: For our student users this is also a single sign-in process so they can go straight into our scholarship portal and apply, check status, or search scholarships available!

WHAT'S INSIDE

Welcome to the heart of TechForce. This is where a user will land after they sign in for the first time.

Points & Status: TechForce is gamified. This is where a user will see his points and status on the leaderboad.

Notification & Messaging: Internal messaging and notifications within TechForce. Some partnerships come with a message feature on their industry page that will connect to the admin's messages.

Represent a School: This is where students and instructors can earn points for their schools. It is also how TechForce tracks the number of users (per role) for that school.

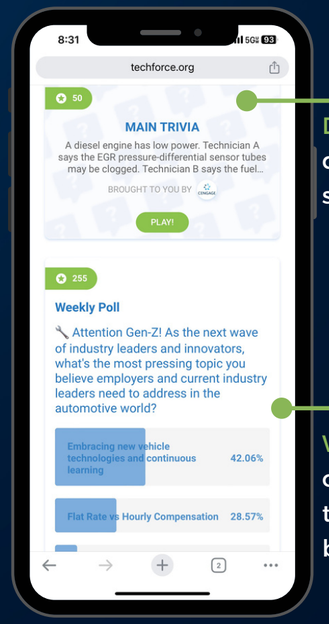
Profile Settings: Update your profile picture and add more information for points!!

Current Leaderboard Challenge Information

Scholarships: Students are able to apply for scholarships here.

Dashboard Slider: Anything new in TechForce.

School Tab: This is where you will find access to your customized page and where students can find you.



Daily Trivia: Here you will find the day's daily trivia which you can submit to TechForce to showcase.

Weekly Poll: We learn alot from our users. Here is where we ask the questions relevant to our user base.

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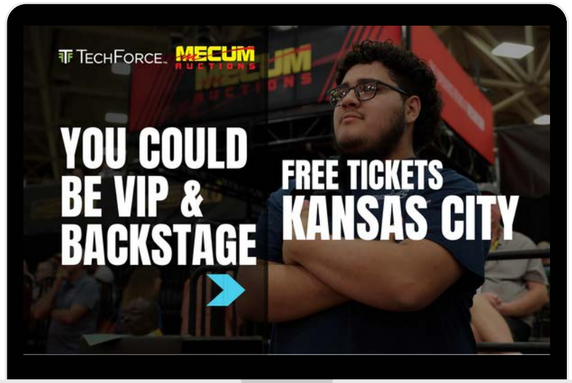
DASHBOARD SLIDER INCLUDES:

Leaderboard Contest

Our most popular contest in TechForce. Students, Instructors & Schools compete for the most number of points to win prizes. High visibility and brand awareness for our partners.

Partner Events & Trainings



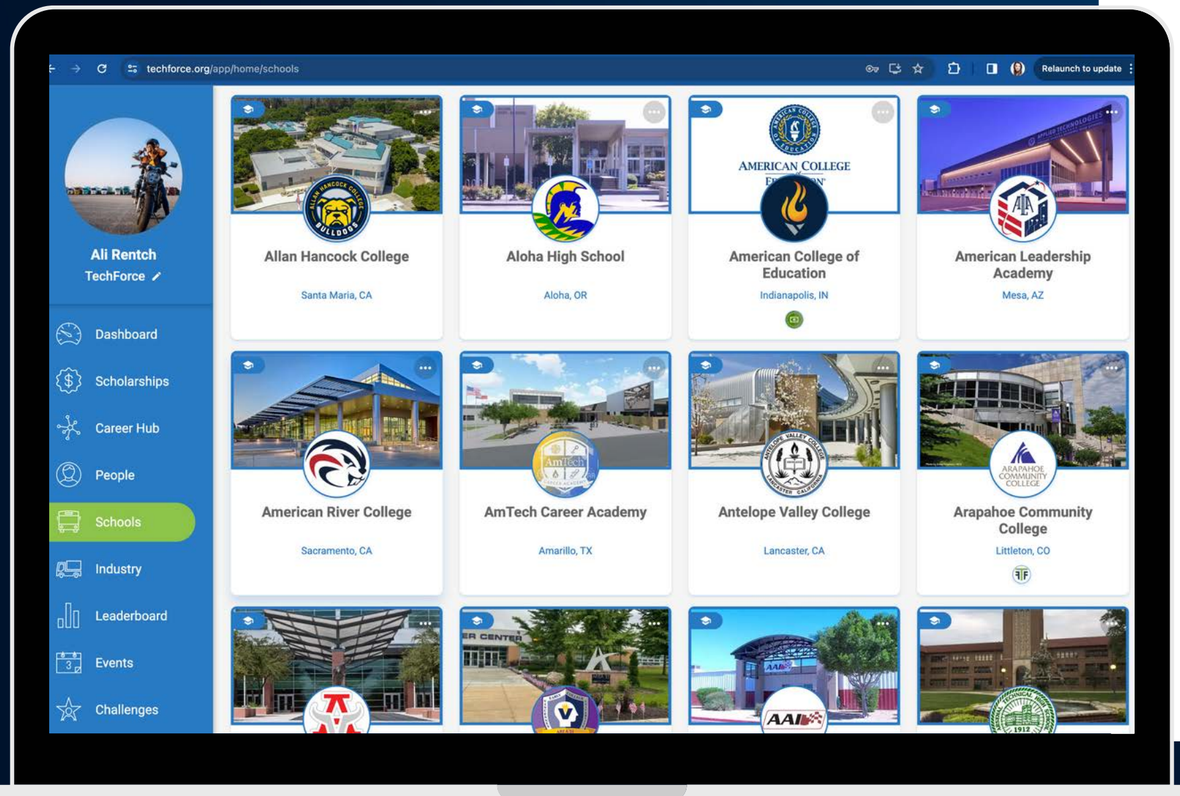
Showcasing partner events that offer FREE tickets to our users. We highlight based on the date of the event. We also display any new and relevant partner trainings.

Scholarship Updates

Scholarships within TechForce are always changing based on when they open and close. This is how we communicate with our users what is available and when they close.

SCHOOL PROFILE

A TechForce team member will set up your profile and invite you to become an admin. This is our quick four-step process and to help guide your team.



STEP ONE: A TechForce team member will work to set up your profile in TechForce.

STEP TWO: After you have created a user account. **TechForce will assign you as an admin** of your page..

STEP THREE: You will **receive an email from TechForce alerting you** when you are assigned an admin.

STEP FOUR: You can then go into your **School Page and add, edit, or modify it as needed.**

SCHOOL PAGE

TechForce will fill out your profile before you are assigned an admin. When you receive your admin email you will sign in, go to the industry tab, select your business, and go to your page.

You will then want to go to your admin console to edit the page.

Admin Users: Who has access to the page.

Inbox: Where users can send the admin internal messaages.

Social Pages: Link to your social sites.

Below the fold: All the fields that are in the admin console will show up here.

HINT: Check out some of our other school partner pages to see how they utilize their description section.

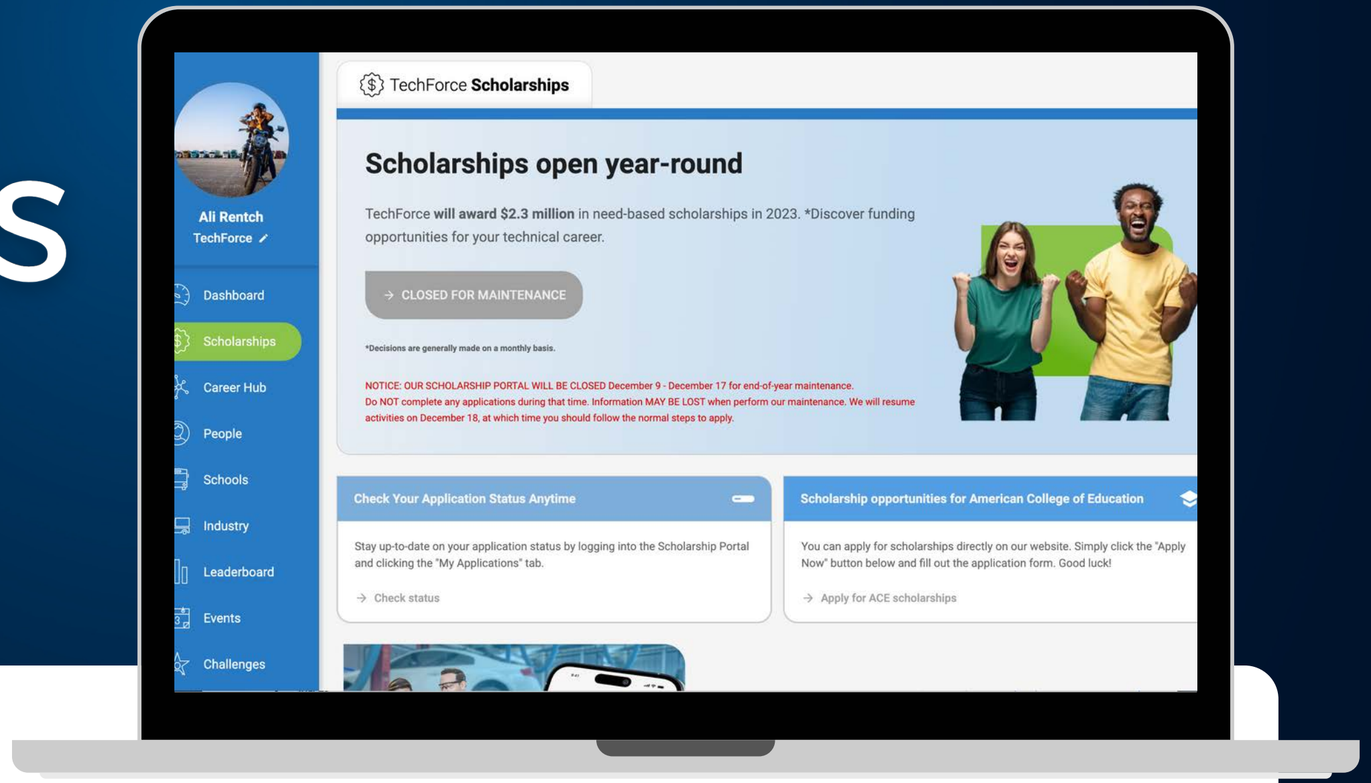
ADMIN CONSOLE

School Users & Points
Everyone in the network who has selected your school to earn points for the leaderboard.

You will see your schools total number of points and place on the leaderboard.

SCHOLARSHIPS

TechForce Foundation provides financial aid for transportation technicians through scholarships, for tuition, emergency funds, relocation grants, food pantries, advanced training support, and grants for veterans.



GENERAL APPLICATION

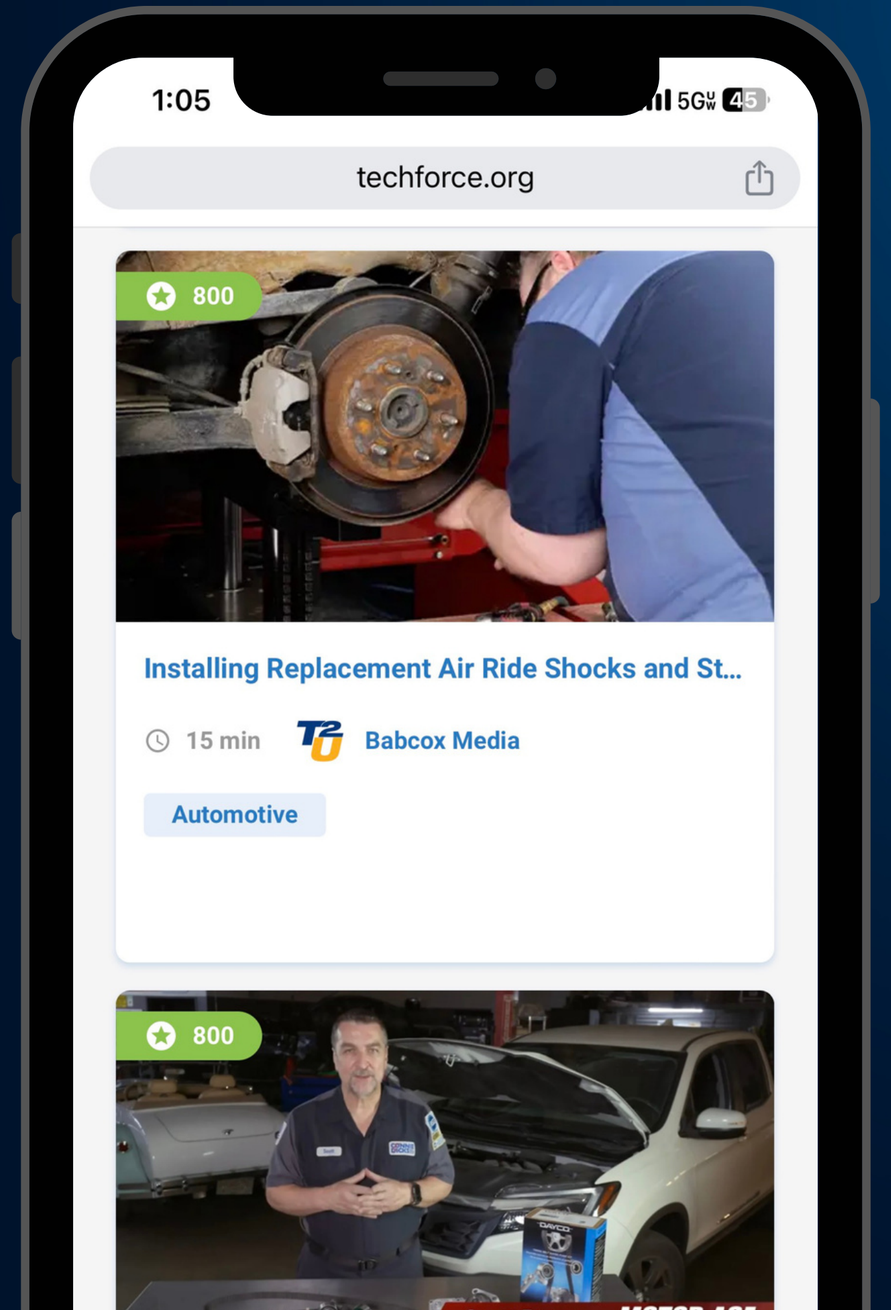
When they click apply they come to the General Application. This is where users tell us about themselves. Answers matter! When they hit done choose “Finish and Submit.” General Application should say “Submitted.” “Drafted” applications are not considered.

CHECK STATUS

Users can check their scholarship application status by logging in and checking their status. They can stay informed and get peace of mind. Award Offers are released according to the Award Cycles & Decision Days calendar.

ABILITY TO REAPPLY

New Opportunities continuously open per the Award Cycles & Decision Days calendar. If you haven’t received an award - keep trying! You CAN "Apply" again. Make sure your General Application is current and re-apply to new Recommended Opportunities.



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TRAININGS

After surveying some of our most engaged instructors, we found that most of them used TechForce for the training in their classes. With over 182 different trainings, there is a little of something for all your students!

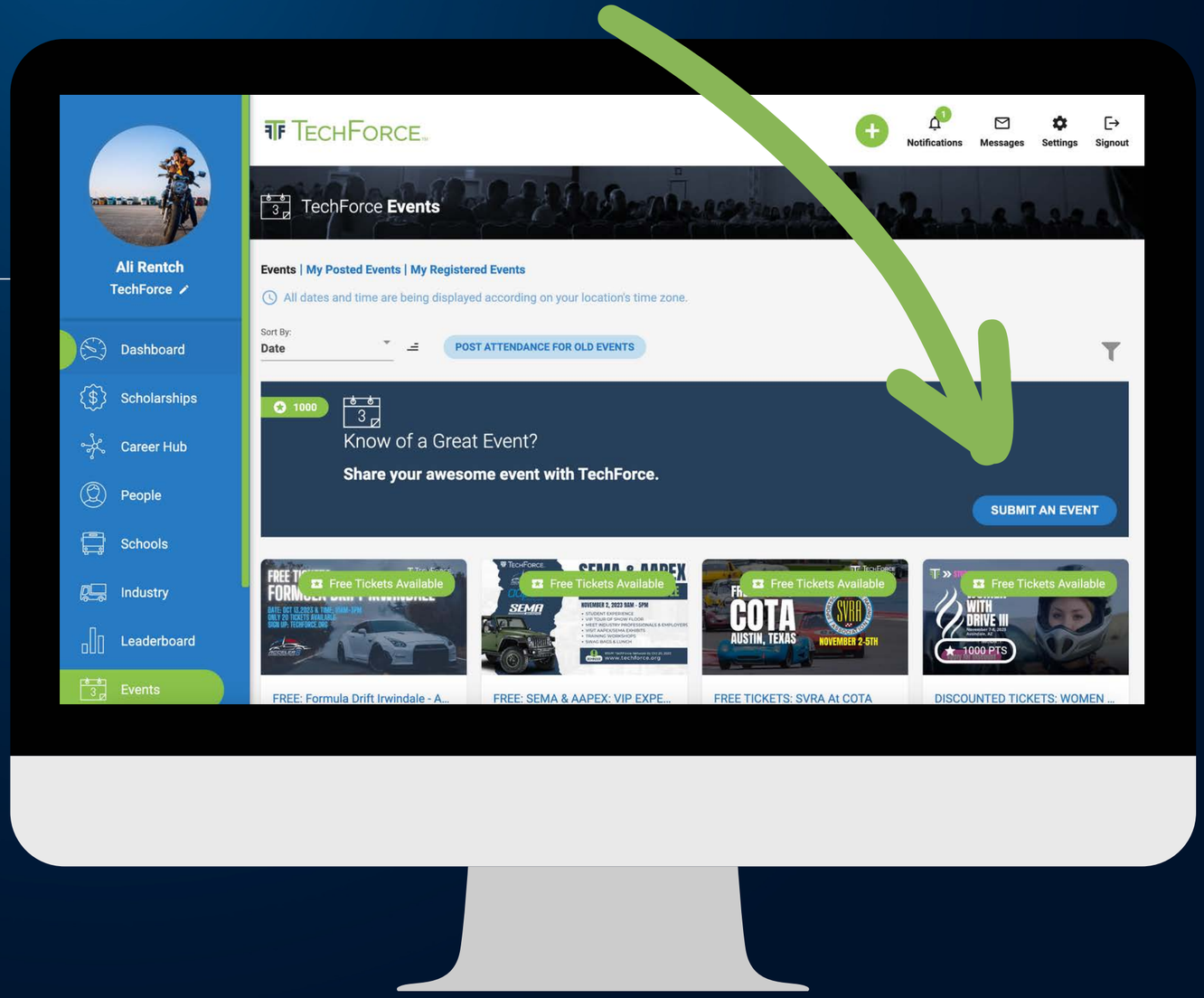
Users watch the training.
They get more points the longer the training.

Q|A

After the user is done watching the question they have to answer a list of 3 questions with 4 answers to choose from to collect points!

EVENTS

Events is one of the most popular tabs in TechForce. This year we had over 3524 events on the platform! Our most popular are the free ticketed events that show up on the dashboard.



TechForce recieves free VIP tickets to major events like Mecum Auctions, Formula Drift, SEMA & AAPEX.

If your students are in TechForce, they will get notified when an event comes to your area.

Have several events you would like to make TechForce users aware of? **You can submit events** in the events page under "Submit an Event".

COMING SOON

CAREER HUB

Career Hub is currently getting an upgrade but here are some exciting things you should know about how it works now and it's next launch!!!

WHAT GEN-Z NEEDS

Since TechForce's inception in March 2021, we've gained invaluable insights into Gen Z's unique job application patterns and the industry's evolving needs to effectively engage with them. Our reimagined Career Hub is the solution.

APPRENTICESHIPS

We spotlight apprenticeships knowing they provide invaluable hands-on experience, These opportunities directly address the industry's skills gap, offering a tailored, real-world education. Career Hub apprenticeships present a cost-effective pathway to a career, often leading to full-time positions.

GEO-TARGETED JOBS

Geotargeted jobs in TechForce Career Hub cater to Gen Z's mobility constraints and lifestyle preferences. By aligning job opportunities with specific locations, it promotes local talent growth and reduces relocation challenges for younger generations.

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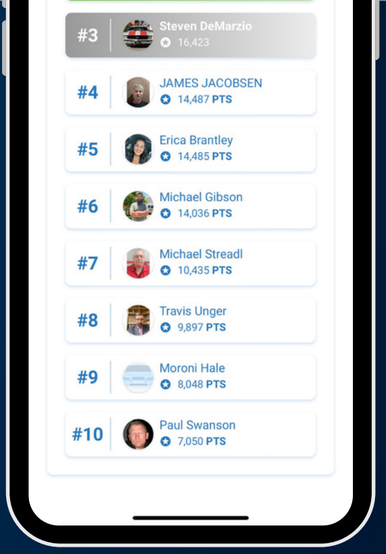
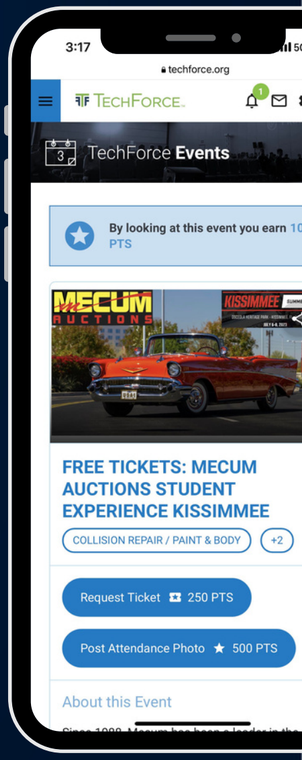
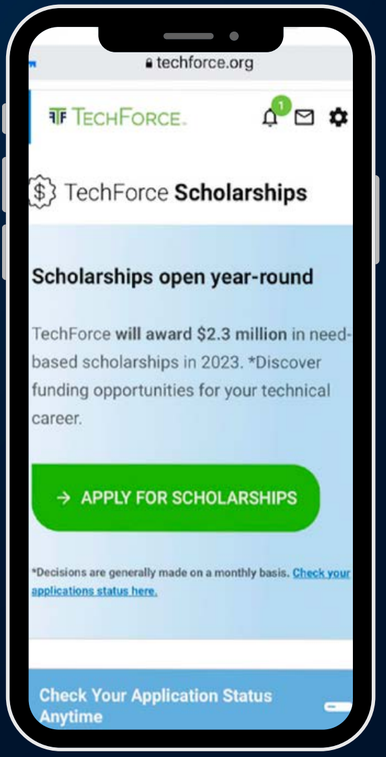
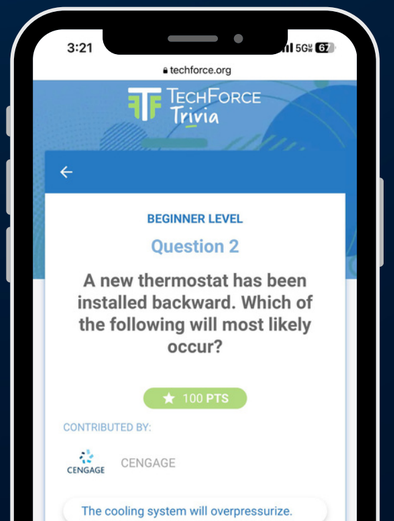
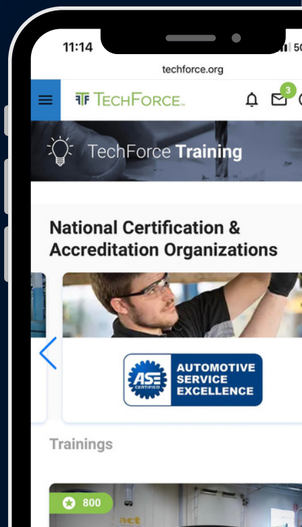
QUESTIONS?

We are here to help! Just let us know if you want a one-on-one tutorial or help uploading anything into TechForce.

Questions? Contact us at info@techforce.org.