



TeenLaunch

USER MANUAL

Discover opportunities. Build skills. Plan your next move.

Launch edition	July 2026
Audience	Students aged 10-24, parents, educators, partners, and administrators

Support: vivienne@teenlaunch.app

1. Welcome to TeenLaunch

TeenLaunch is a youth-focused platform for discovering opportunities, building career awareness, practising future-ready skills, planning goals, connecting with peers, and presenting verified achievements. Public browsing is available without an account; personalised and record-keeping features require sign-in.

Important

TeenLaunch helps you discover and organise opportunities. Always confirm deadlines, fees, eligibility, safeguarding arrangements, and application requirements with the official organiser.

What you can do

- Browse and filter youth opportunities and competitions.
- Complete Career DNA and view personalised opportunity matches.
- Save opportunities and submit supported applications.
- Use Career Copilot, Life Planner, learning resources, and debate practice.
- Connect with members, use messaging, and build a verified public portfolio.
- Submit opportunities as a partner, subject to TeenLaunch admin review.

Before you begin

- Use a current version of Chrome, Edge, Safari, or Firefox.
- Keep access to the email address used for registration.
- For users under the age required by local rules, involve a parent, guardian, or trusted educator.
- Never share passwords, one-time codes, identity documents, or unexpected payment details in community messages.

2. Quick start

Follow this route to get useful results in about ten minutes.

Step 1 - Create or access your account

Select Login in the navigation. Choose registration if you are new, complete the requested details, and sign in. If a page asks you to log in again, your session may have expired.

Step 2 - Complete your profile

Open My Profile or Settings > Edit Profile. Keep your age or education information accurate because eligibility and recommendations may depend on it.

Step 3 - Complete Career DNA

Open the Personality Test from Settings or your profile. Answer honestly; there are no correct answers. Your result supports recommendations and can be retaken.

Step 4 - Find an opportunity

Open Opportunities. Search by keywords or use category and detail filters. Open Details before acting, then check deadline, age, education, location, format, organiser, and source.

Step 5 - Save or apply

Use Save to bookmark an option. Saving is not applying. Select Apply and complete every required step. If directed externally, confirmation comes from the organiser.

Step 6 - Turn action into progress

Add the goal and deadline to Life Planner. After completion, add a reflection or project to your portfolio. Official completion records remain locked; you control your own reflections and public visibility.

3. Finding and applying for opportunities

Search and filters

- Use specific keywords such as 'design', 'internship', 'public speaking', or 'startup'.
- Combine category filters with mode or detail filters.
- Use Recommended for You after completing Career DNA.
- Treat match percentages as guidance, not acceptance predictions.

Read the detail page

Check	Why it matters
Deadline	Allow time for documents, consent, and external forms.
Eligibility	Confirm age, education level, residency, and prerequisites.
Format and location	Plan travel, time zone, device, and accessibility needs.
Source and organiser	Confirm identity, official website, fees, and safeguarding details.
Outcome	Know what you will learn, submit, receive, or be assessed on.

Application status

A saved opportunity is only a bookmark. An application is complete only when the application flow confirms submission or the official organiser confirms receipt. Keep a copy of important answers and confirmation messages.

Safety check

Stop if someone asks for a password, one-time code, secret payment, or unnecessary identity information. Verify the organiser through an independent official channel and tell a trusted adult if anything feels wrong.

4. Your growth tools

Career DNA

Career DNA identifies patterns in your interests and working style. Use the result as a conversation starter and exploration aid. It is not a diagnosis or a fixed label.

Career Copilot and AI assistant

Ask for ideas, comparison criteria, preparation checklists, reflection prompts, and possible next steps. Do not enter confidential, identifying, medical, legal, or financial information. Check important advice against official sources and a trusted adult or professional.

Life Planner

Turn goals into clear actions. Give each item a realistic deadline, next step, and progress state. Review the planner weekly and adjust when priorities change.

Resources and debate

Use workshops, pitching tips, presentation guidance, and speaking practice before applications or competitions. Practise in short rounds and record one improvement after each attempt.

Community, connections, and inbox

Keep conversations relevant and respectful. Do not share private contact details, home or school schedules, or sensitive documents. Block contact and report concerns to TeenLaunch support where appropriate.

Verified portfolio

The portfolio can combine verified completion records, reflections, and projects. Preview before publishing. Only make it public when every visible item is suitable for anyone with the link to see. Use the public view's Print / Save as PDF option when you need a shareable copy.

5. Account, privacy, and troubleshooting

Account and appearance

- Use Settings to edit profile information, view or retake Career DNA, change display mode, and open Help.
- Use the language control for supported bilingual interface text.
- Use Logout on shared devices. Do not rely on closing the browser alone.

Privacy essentials

- Use a unique password and keep recovery access secure.
- Share the minimum information required for an application.
- Review a public portfolio before copying its link.
- Remove sensitive details from screenshots sent to support.
- Remember that external organisers apply their own privacy terms.

Troubleshooting

Problem	Try this
Page will not load	Check your connection, refresh once, and try a supported browser.
Logged out	Return to Login and sign in again. The session may have expired.
No recommendations	Complete Career DNA and make sure profile eligibility details are filled in.
Apply button unavailable	The opportunity may already be applied for, closed, unavailable, or require sign-in.
Public portfolio missing	Open the builder, confirm it is public, and copy a fresh public link.
Issue continues	Email support with the page, expected result, actual result, time, browser, and a safe screenshot.

6. Guidance for partners and administrators

Opportunity partners

Sign in and choose Submit an Opportunity from the Opportunities menu. Provide accurate organiser, eligibility, deadline, location, application, safeguarding, and source information. Submissions enter review and publication is not guaranteed.

Administrators

- Review source identity, official links, dates, eligibility, costs, and student safety before publication.
- Use the admin dashboard to manage opportunities and review partner submissions.
- Apply least-privilege access and never share admin sessions.
- Avoid publishing personal information that is not necessary for applicants.
- Correct, unpublish, or escalate inaccurate or unsafe listings promptly.

Launch operations

Before major campaigns, confirm that the production API is available, opportunity deadlines are current, support inbox coverage is assigned, and at least one complete student journey has been tested on desktop and mobile.

Support escalation

For ordinary help, email vivienne@teenlaunch.app. Include the page, time, browser, expected behaviour, actual behaviour, and a screenshot with sensitive data removed. For immediate safety concerns, stop interaction with the organiser, preserve relevant evidence, tell a trusted adult, and use appropriate local emergency or safeguarding channels.

7. Questions and Answers

Who is TeenLaunch for?

Primarily young people aged 10-24, with relevant access for parents, educators, partners, and authorised admins.

Can I browse without an account?

Yes. Sign-in is required for saved items, applications, recommendations, planning, social features, and portfolio management.

Does a recommendation guarantee eligibility or acceptance?

No. Recheck every official requirement and use the score only as guidance.

Is Save the same as Apply?

No. Save bookmarks an opportunity. Apply starts or links to the actual submission process.

Can I retake Career DNA?

Yes. Open Settings > Personality Test and choose the retake option.

Who can see my portfolio?

Only you while it is private. When public, anyone with the link may be able to view it, so review every item first.

Are all opportunities run by TeenLaunch?

No. Listings may come from TeenLaunch, reviewed public sources, or partners. The source label helps identify origin.

What if an organiser asks for money or documents?

Verify the request on the organiser's official site, understand refund and privacy terms, and involve a trusted adult. Never provide passwords or one-time codes.

What information should I send support?

The page, time, browser, what you expected, what happened, and a screenshot without passwords or sensitive personal data.

Where is the latest online help?

Open Help from the TeenLaunch navigation or Settings. Online questions and answers can be updated between manual editions.

Need help?

Email vivienne@teenlaunch.app. For the current FAQ, open Help inside TeenLaunch.