

Education Foundation: Fund-A-Project

Instructions for creating a project

[top](#) > [fund-a-project](#) > instructions A A A

Instructions

Instructions

1. **Create an account** using the email address assigned to you by the school system.
2. An email will be sent to you, asking that you **validate your account**. Do so.
3. Once that has been done, and you have signed in, click 'My Account' at the top, left hand corner of the site.
4. If your account has been validated **you will see a tab for 'Projects'**. If you do not see that tab, either your account has not been validated, or the email address you provided does not match that of a teacher in the system.
5. To add a project, **click on the Projects tab**
6. Once there, click the button with the **bright green '+' sign** labeled 'Add' to the right of the page.
7. **Fill in the required fields**.
8. Your project will have to go through an **approval process** before it is visible on the website.
 - a. You, the teacher who created it, will have to mark the project as **'Complete'** and submit it.
 - b. Once that is done, the principal of your school will have to review and approve it.
 - c. A Foundation administrator will have to review and approve it.

Once your project has been approved by a Foundation administrator, it will be visible and available for funding on the site.

How to register for an account

- To create an account, click **Teacher Login**.

[top](#) > [fund-a-project](#)

Fund-A-Project

Fund-A-Project Program

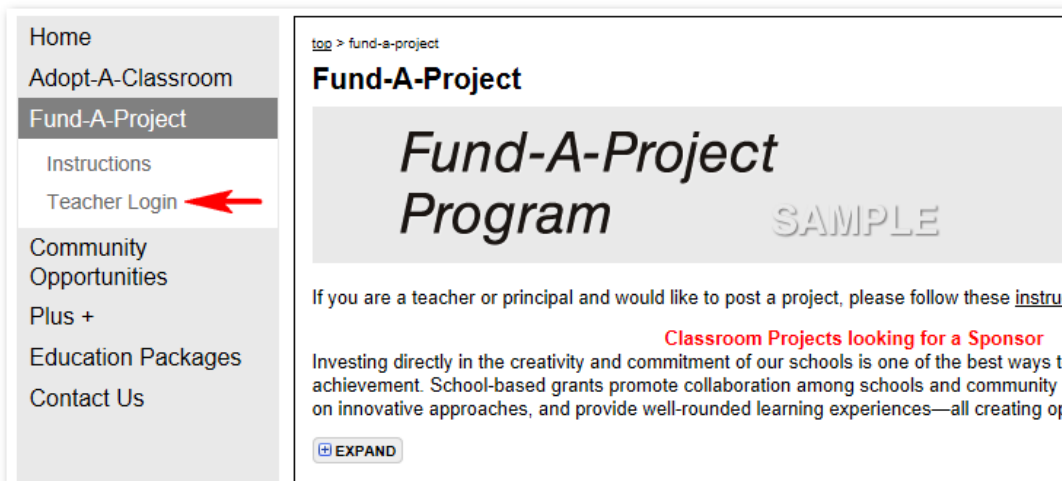
SAMPLE

If you are a teacher or principal and would like to post a project, please follow these [instructions](#)

Classroom Projects looking for a Sponsor

Investing directly in the creativity and commitment of our schools is one of the best ways to achieve student achievement. School-based grants promote collaboration among schools and community partners, support innovative approaches, and provide well-rounded learning experiences—all creating opportunities for student success.

[EXPAND](#)



- Fill in the required fields when registering (you must use your district-provided email address to post Fund-A-Projects)

The screenshot shows a web page titled "User Login" with a navigation menu on the left. The menu includes: Home, Adopt-A-Classroom, Fund-A-Project, Community Opportunities, Plus +, Education Packages, and Contact Us. The main content area is split into two columns: "Sign In" and "Or Register".

Sign In:

- * Username:
- * Password:
- Login button
- [I have forgotten my password, and want to reset it](#)

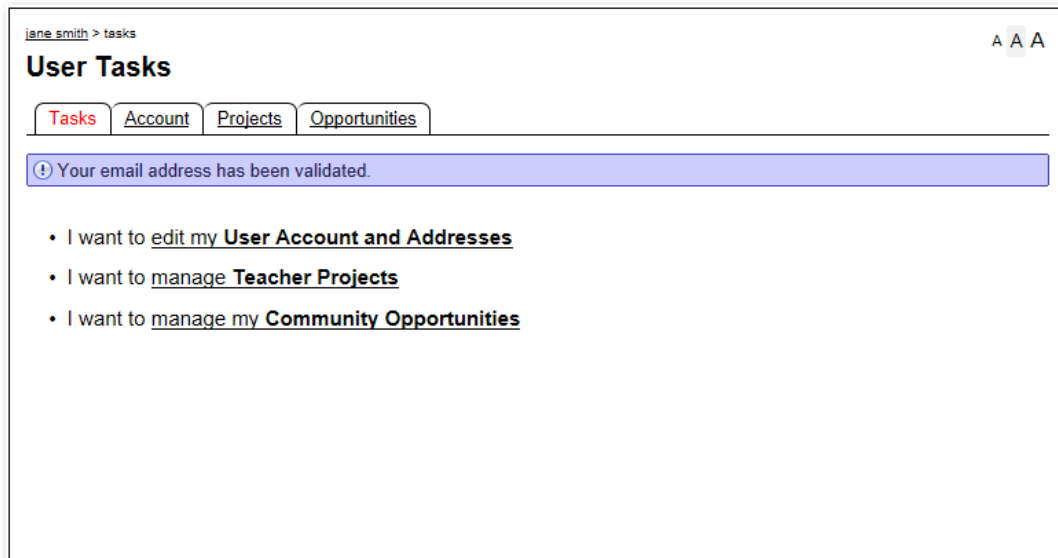
Or Register:

- * First Name:
- * Last Name:
- * Email Address:
- * Confirm Email Address:
- * Password:
- * Confirm Password:
- Register button (highlighted with a red box)

The screenshot shows the "Fund-A-Project" registration confirmation page. The navigation menu on the left includes: Home, Adopt-A-Classroom, Fund-A-Project (highlighted), Instructions, Teacher Login, Community Opportunities, and Opportunities.

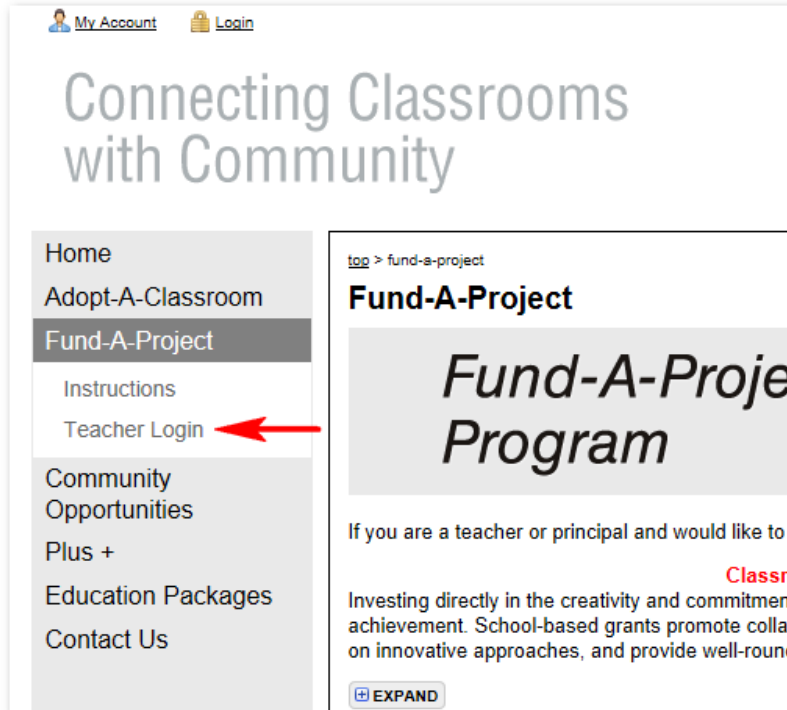
The main content area features a blue notification bar with a red border: "You are now registered, and may use your email address and password when logging in." Below this, the "Fund-A-Project Program" logo is displayed, along with the text "SAMPLE" and the "Program Partner: at&t" logo.

- An email will be sent to you, asking that you **validate your account**. Click on the link provided in the email. This will take you to your account page on the website.



How to log in & create a project

- You must be logged into your account to create a teacher project. Do this by going to the Fund-A-Project page in your Education Foundation's website and clicking 'Teacher Login'. This will take you to the User Login page. Enter your login information, and hit submit. If you have not yet registered and validated your account, you will need to do so before creating a project.



The screenshot shows the 'User Login' page. At the top left, it says 'login' and at the top right, there are three 'A' characters for font size adjustment. The page is divided into two columns: 'Sign In' and 'Or Register'. Under 'Sign In', there are two input fields: '* Username' and '* Password', both with red arrows pointing to them. Below these fields is a 'Login' button, which is highlighted with a red box. Underneath the 'Login' button is a link: '• [I have forgotten my password, and want to reset it](#)'. Under 'Or Register', there are five input fields: '* First Name', '* Last Name', '* Email Address', '* Confirm Email Address', and '* Password', followed by a '* Confirm Password' field. There are question mark icons next to the 'First Name', 'Email Address', and 'Password' fields. At the bottom of the 'Or Register' section is a 'Register' button.

- If your account has been validated **you will be taken to the 'Teacher Projects' page**. If you do not see that page, either your account has not been validated, or the email address you provided does not match that of a teacher in the system.
- To create a new project **click the button titled 'Add' with a green '+' sign beside it**.

The screenshot shows a web interface for 'Teacher Projects'. At the top, there is a breadcrumb 'jane.smith > projects' and a font size selector 'A A A'. Below the title 'Teacher Projects', there are four tabs: 'Tasks', 'Account', 'Projects' (which is active and highlighted in red), and 'Opportunities'. Below the tabs are several filter dropdown menus: 'Grade - All', 'Subject - All', 'Teacher Approved - All', 'Principal Approved - All', and 'Admin Approved - All'. The main content is a table with the following columns: 'Date', 'Title', 'Subject', 'Approvals', 'Funding', and 'Unthanked'. A single row is visible with the following data: '02/14/2013', 'Demo Project', 'Science', 'Teacher', '\$0.00 / \$0.00' (with a '0%' progress bar below the first value), and '0'. To the right of the table row are three buttons: 'Edit' (with a pencil icon), 'View' (with an eye icon), and 'Images' (with a camera icon). Below the 'Images' button is a 'Donations' button. A red rectangular box highlights a '+ Add' button located to the right of the table headers.

Date	Title	Subject	Approvals	Funding	Unthanked
02/14/2013	Demo Project	Science	Teacher	\$0.00 / \$0.00 0%	0

- This will take you to the 'Add Teacher Project' page. Fill in the required fields.

jane.smith > projects > project form A A A

Edit Teacher Project

[Tasks](#) [Account](#) [Projects](#) [Opportunities](#)

[« Return to the Project List](#)

Properties

* Title ?

* Grade ?

* Subject ?

Details

* Goal ?

* Description ?

* Benefits ?

* Budget Narrative ?

Items

ⓘ You may reorder the items below by dragging and dropping them.

[Add Item](#)

⌵ * Title ? * Amount ? [Remove](#)

Display Options


* Teacher Status Complete Draft ?

ⓘ You must click "Submit" to save any changes.

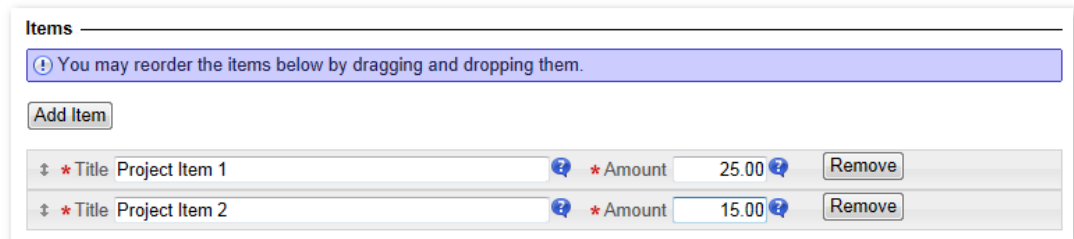
[Submit](#)

- **Add project items**

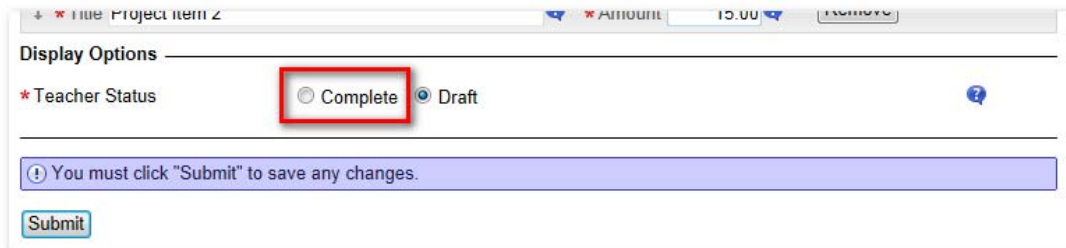
- Adding project items is what actually creates the budget for your project. To add your first item, merely click into the **'Title'** field and type in the name of the item, and then enter the cost of the item into the **'Amount'** field. To add additional items, click on the **'Add Item'** button.



- Repeat process for each item you will need to purchase and each cost you discussed in your **'Budget Narrative'**.



- If you project is complete, change the **'Teacher Status'** field from **'Draft'** to **'Complete'** and select **'Submit'**. If you have not yet finished your project, leave it marked as a draft and click **'Submit'**. This will allow you to save the project and return to complete it at a later date.



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