

Education Foundation: Fund-A-Project

Instructions for creating a project

INSTRUCTIONS

1. [Create an account](#) using your Martin County School District email address.
2. Once you are registered, click on Teacher Login under Fund-A-Project and use your District email address and password to login.
3. When signed in **you will see a tab for 'Projects'**. If you do not see that tab, the email address you provided may not match that of a teacher in the system. Contact us at 772-600-8062 for help.
4. To add a project, **click on the 'Projects' tab**
5. Once there, click the button with the **bright green '+' sign** labeled **'Add'** to the right of the page.
6. **Fill in the required fields.**
7. 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, 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**.

The screenshot shows the Fund-A-Project website. On the left is a navigation menu with the following items: Home, Adopt-A-Classroom, Fund-A-Project (highlighted), Instructions, Teacher Login (indicated by a red arrow), Community Opportunities, Plus +, Education Packages, and Contact Us. The main content area has a breadcrumb trail 'top > fund-a-project' and a title 'Fund-A-Project'. Below the title is a large graphic with the text 'Fund-A-Project Program' and 'SAMPLE' in a light font. Below the graphic, there is a paragraph of text: 'If you are a teacher or principal and would like to post a project, please follow these [instruc](#)'. Below this paragraph is a red link: 'Classroom Projects looking for a Sponsor'. At the bottom of the main content area is a button labeled '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:

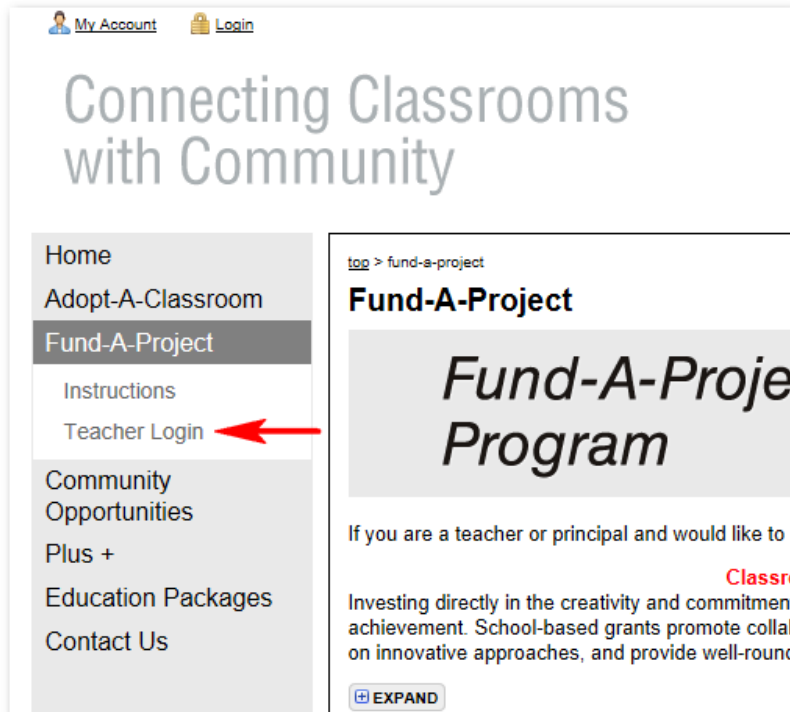
- * First Name:
- * Last Name:
- * Email Address:
- * Confirm Email Address:
- * Password:
- * Confirm Password:
- Register button (highlighted with a red box)

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 banner with a red border containing the message: "You are now registered, and may use your email address and password when logging in." Below the banner, the text "Fund-A-Project Program" is displayed in a large, stylized font, with "SAMPLE" in smaller letters to its right. On the right side, it says "Program Partner:" followed by the AT&T logo.

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.



The screenshot shows the 'User Login' page. It has a 'login' link in the top left and 'A A A' in the top right. The page is divided into two columns: 'Sign In' and 'Or Register'. The 'Sign In' column has fields for '* Username' and '* Password', both with red arrows pointing to them. Below these fields is a 'Login' button (highlighted with a red box) and a link: '* I have forgotten my password, and want to reset it'. The 'Or Register' column has fields for '* First Name', '* Last Name', '* Email Address', '* Confirm Email Address', '* Password', and '* Confirm Password'. There are question mark icons next to the 'First Name', 'Email Address', and 'Password' fields. A 'Register' button is at the bottom of the 'Or Register' column.

- **Projects**

Once you are signed in you will see a tab for 'Projects'. Click on the 'Projects' tab.

jane.smith > tasks A A A

User Tasks

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

! Your email address has been validated.

- I want to edit my **User Account and Addresses**
- I want to manage **Teacher Projects**
- I want to manage my **Community Opportunities**

- To create a new project **click the button titled 'Add' with a green '+' sign beside it.**

jane.smith > projects A A A

Teacher Projects

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

Grade Subject

Teacher Approved Principal Approved Admin Approved

Date	Title	Subject	Approvals	Funding	Unthanked	
02/14/2013	Demo Project	Science	Teacher	\$0.00 / \$0.00 0%	0	+ Add Edit View Images Donations

- 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.

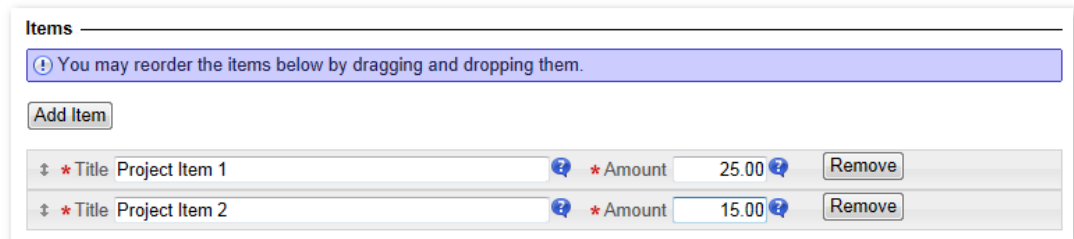
[Submit](#)

- **Add project items**

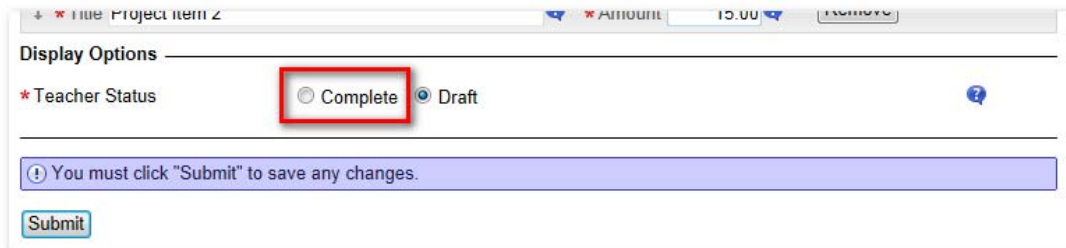
- Adding project items is what actually creates the budget for your project. To add your first item, merely click into the **'Title'** field and type in the name of the item, and then enter the cost of the item into the **'Amount'** field. To add additional items, click on the **'Add Item'** button.



- 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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