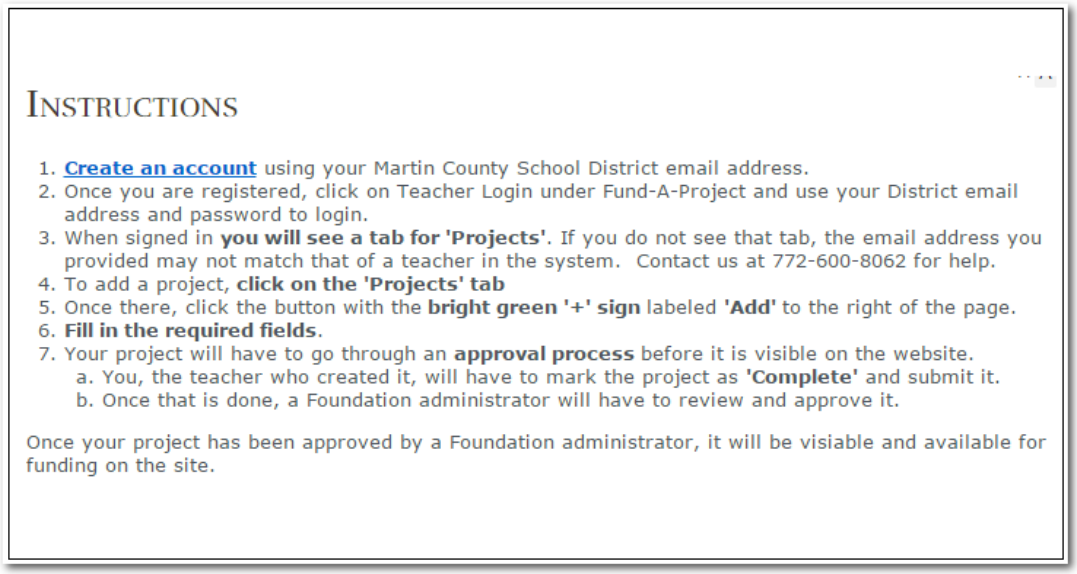
Education Foundation: Fund-A-Project

Instructions for creating a project



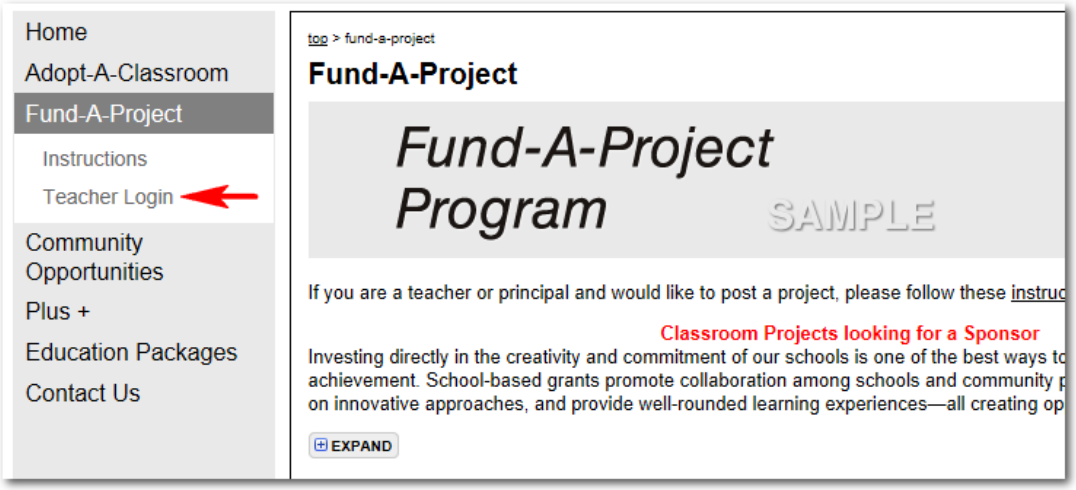
INSTRUCTIONS

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.

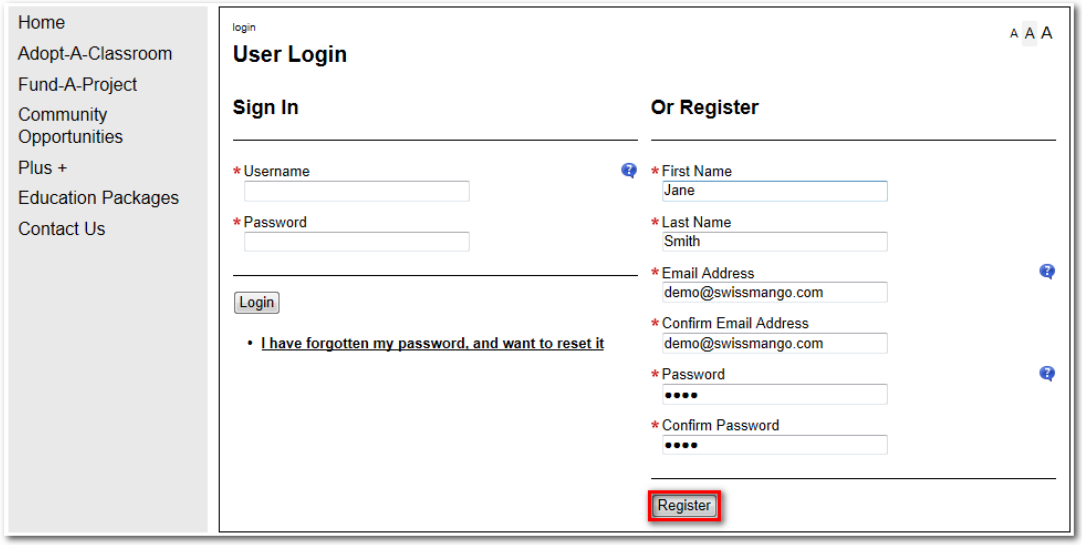
Once your project has been approved by a Foundation administrator, it will be visiable and available for funding on the site.

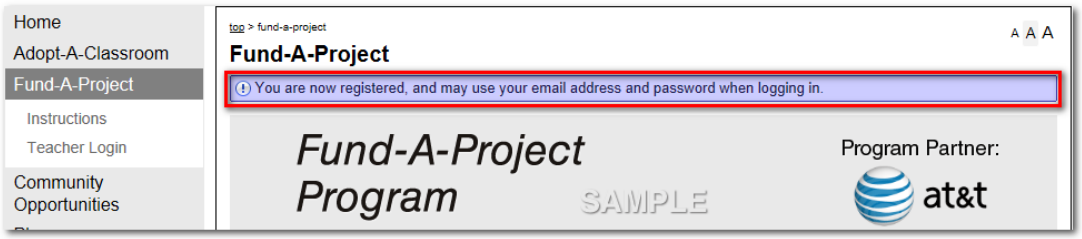
How to register for an account

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



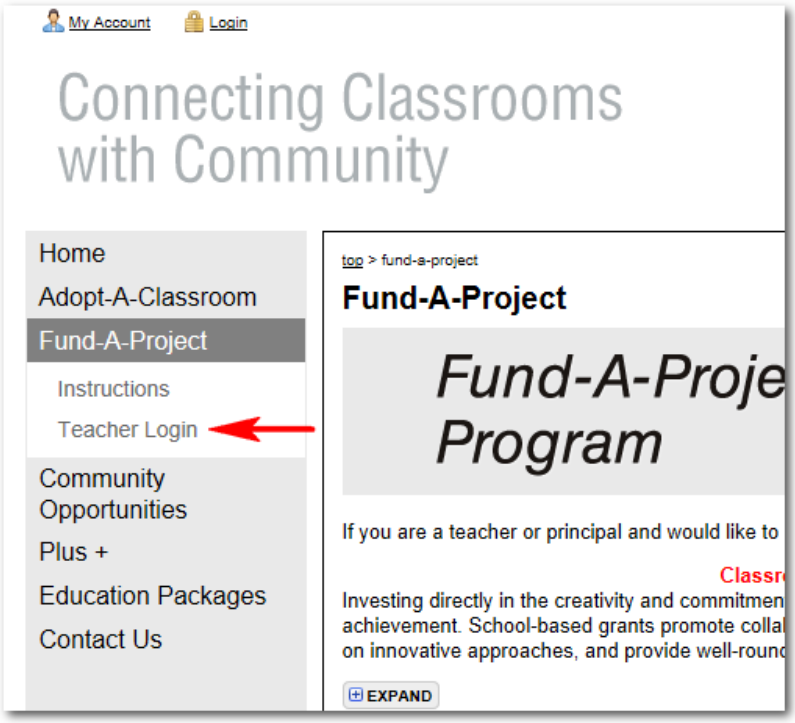
- Fill in the required fields when registering (you must use your district-provided email address to post Fund-A-Projects)

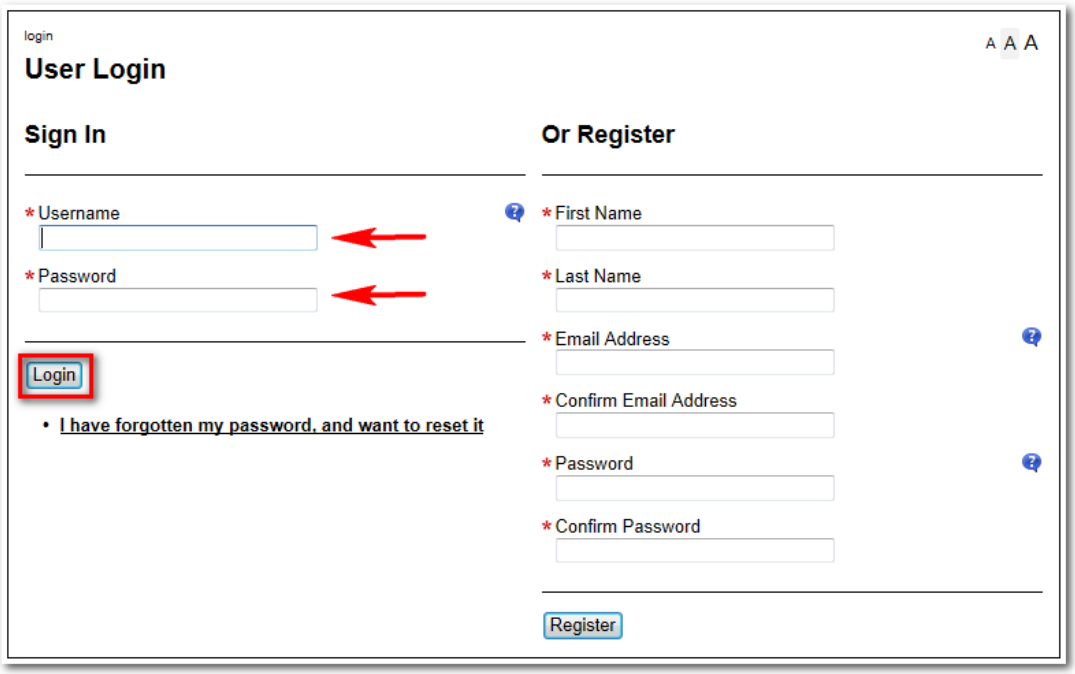




How to log in & create a project

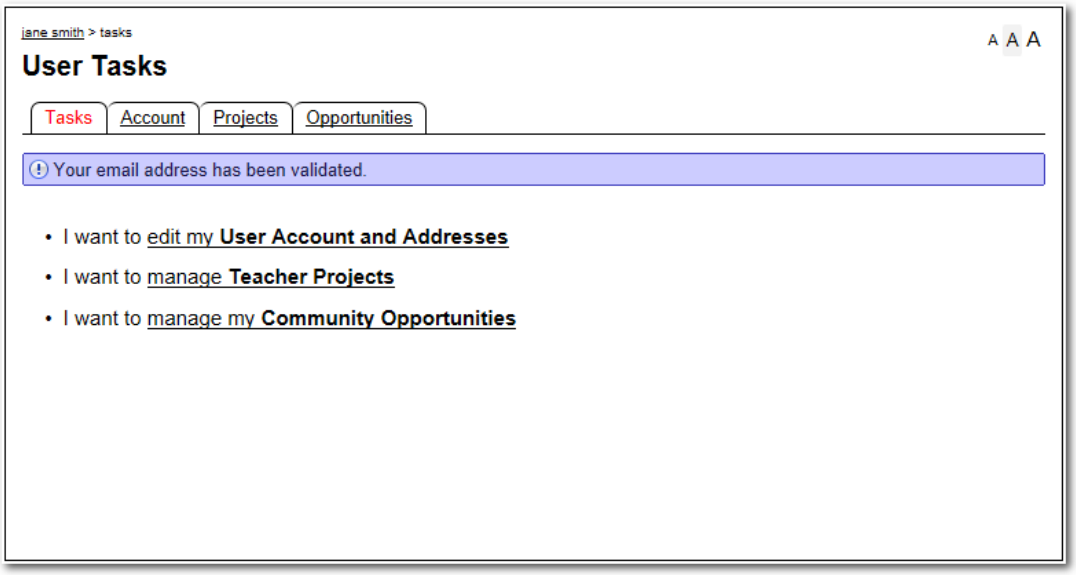
- You must be logged into your account to create a teacher project. Do this by going to the Fund-A-Project page in your Education Foundation's website and clicking '**Teacher Login**'. This will take you to the User Login page. Enter your login information, and hit submit.



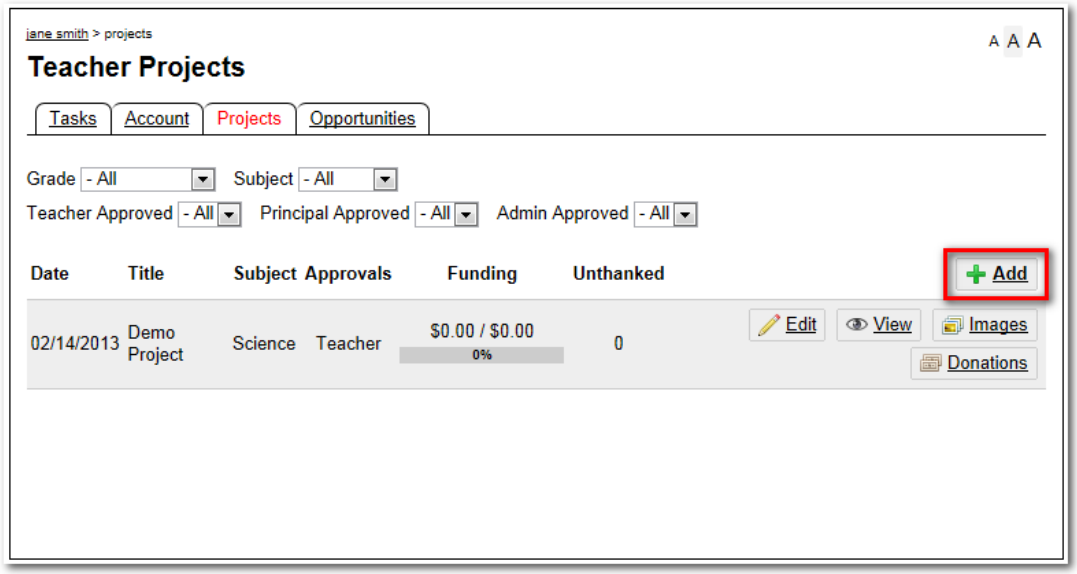


- **Projects**

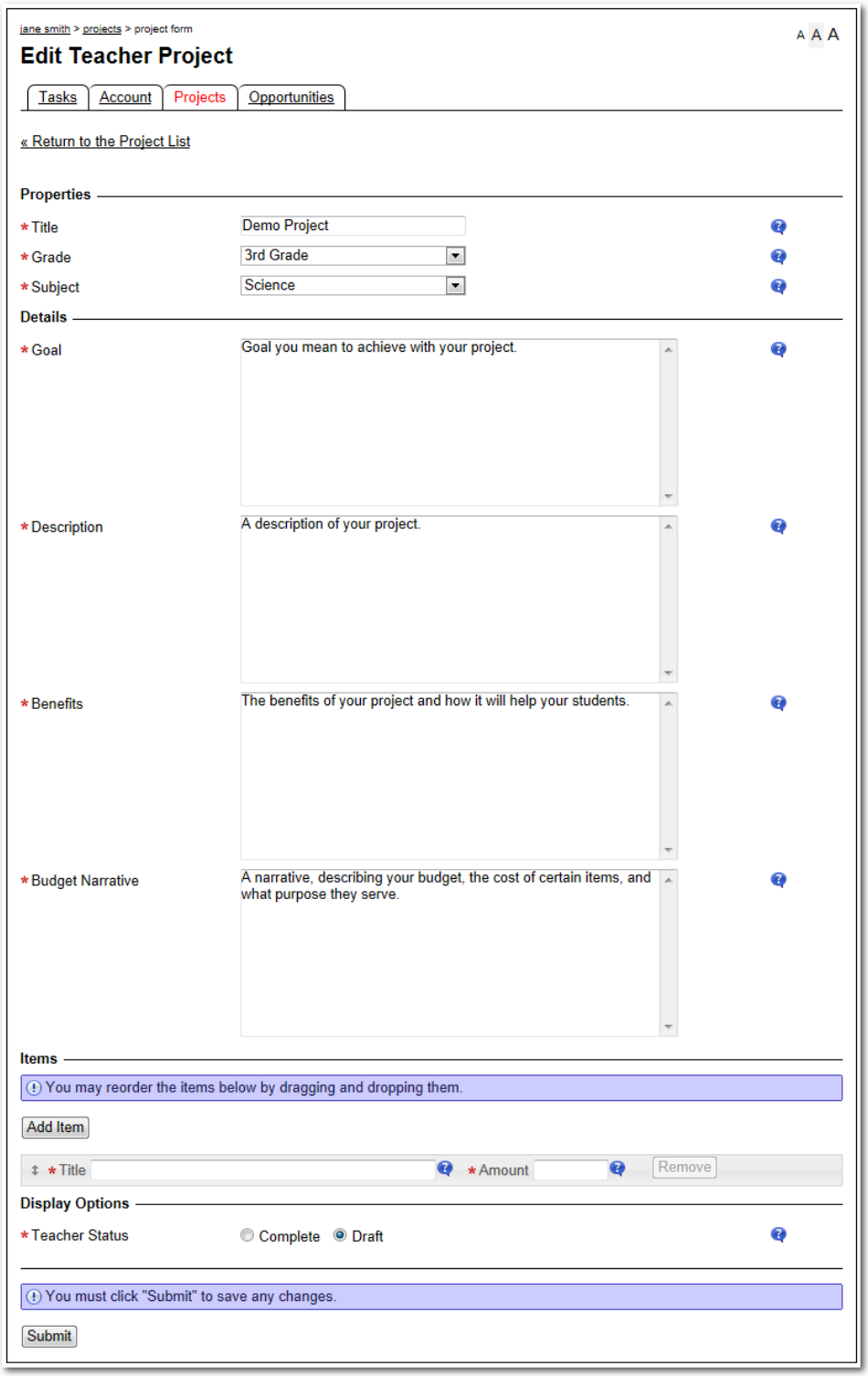
Once you are signed in you will see a tab for 'Projects'. Click on the 'Projects' tab.



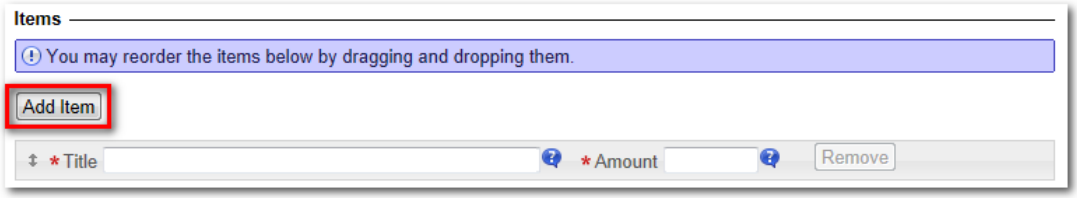
- To create a new project **click the button titled 'Add' with a green '+' sign beside it**.



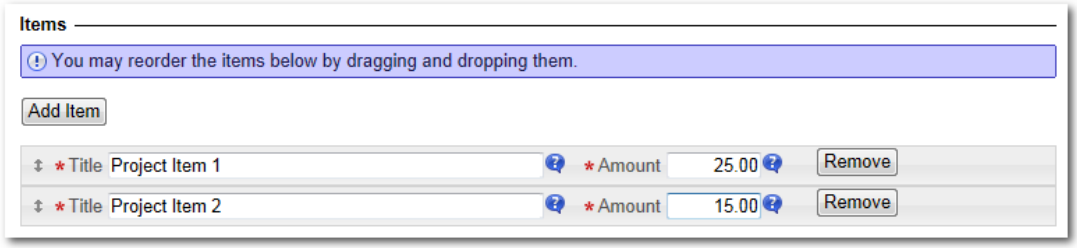
- This will take you to the **'Add Teacher Project'** page. **Fill in the required fields**.



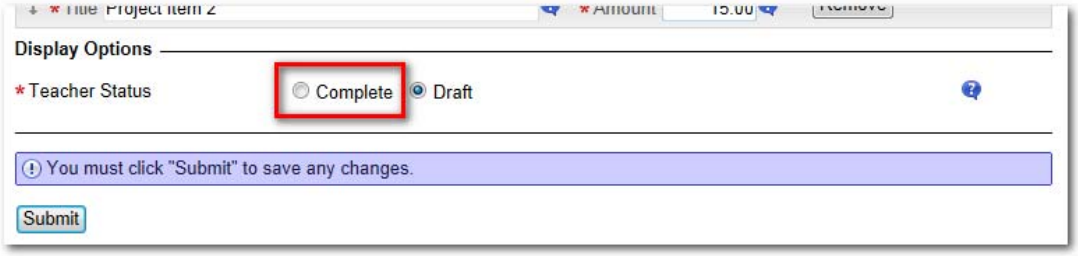
- **Add project items**
  - Adding project items is what actually creates the budget for your project. To add your first item, merely click into the '**Title**' field and type in the name of the item, and then enter the cost of the item into the '**Amount**' field. To add additional items, click on the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