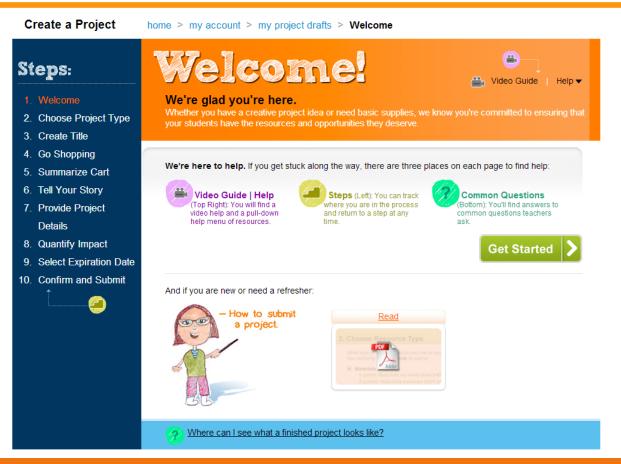
Step 1: Welcome!



- Once you've set up your account and uploaded a photo (?), you're ready to create a project!
- The navigation bar on the left will walk you through the **10 steps** to create your project request.
- If you get stuck at any point, there are several resources on each screen to help.
- Look for answers to common questions in the blue bar at the bottom of every screen.

Step 2: Choose Project Type

Create a Project	home > my account > my project drafts > Choose Project Type
Steps:	2. Choose Project Type
 Welcome Choose Project Type Create Title Go Shopping Summarize Cart Tell Your Story Provide Project Details Quantify Impact 	 What type of resource would you like to request? You currently have 3 points to spend. (Why?) Materials through the DonorsChoose.org vendor directory (1-4 points) Materials between \$100 and \$400 (1 point) Materials between \$401 and \$800 (2 points) Materials more than \$801 (4 points) Special request for materials not available through the DonorsChoose.org vendor directory (6 points) Class trip (4 points)
 9. Select Expiration Date 10. Confirm and Submit 	Class visitor (4 points) Save and Create Title

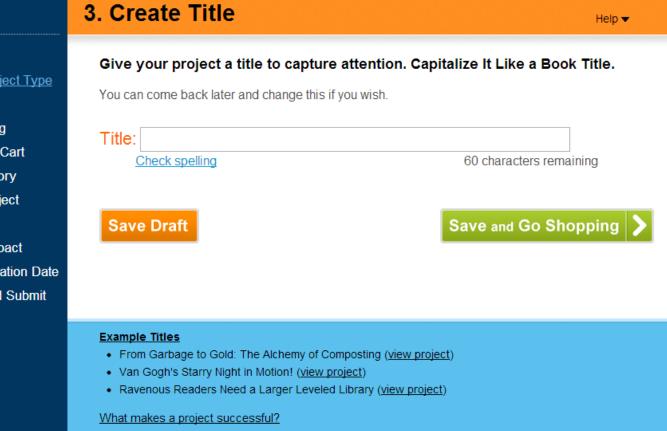
- For your first project you will request materials from our vendor directory.
- You can earn points to submit different types of projects later. Find out how.
- Submit a project for \$100-\$400 in materials to have the best chance of receiving funding!

Step 3: Create Title

Create a Project home > my account > my project drafts > Create Title

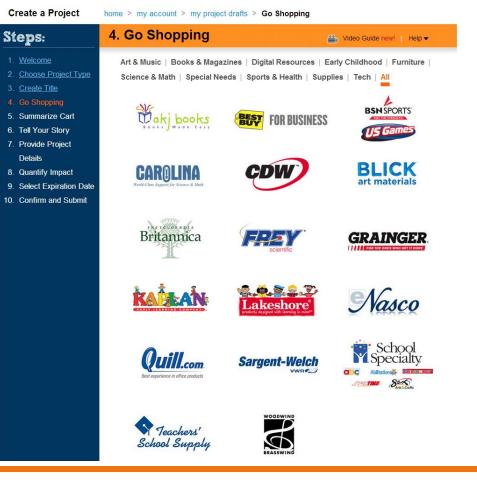
Steps:

- 1. Welcome
- 2. Choose Project Type
- 3. Create Title
- 4. Go Shopping
- 5. Summarize Cart
- 6. Tell Your Story
- 7. Provide Project Details
- 8. Quantify Impact
- 9. Select Expiration Date
- 10. Confirm and Submit



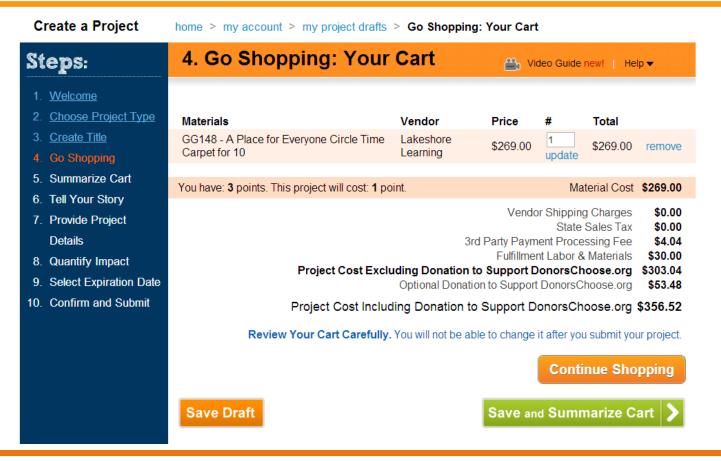
- Grab the reader's attention with a snazzy title, and **double check your spelling** to avoid errors.
- If you need **inspiration**, check out the example titles at the bottom of the page.

Step 4: Go Shopping



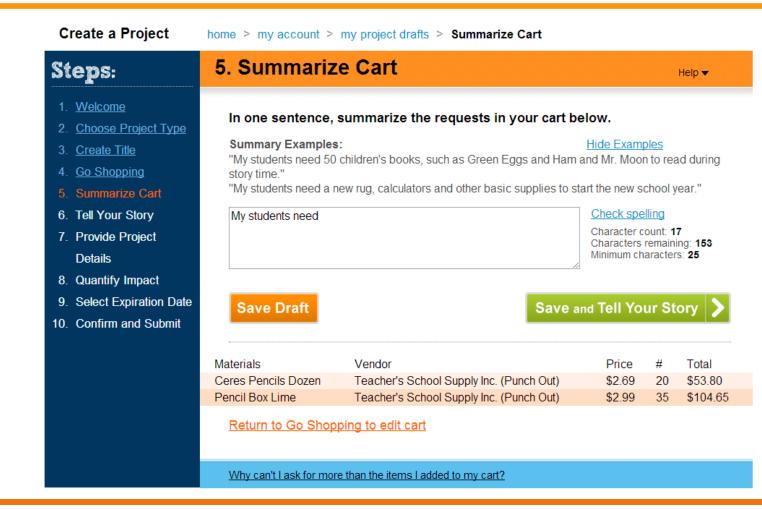
- Click on a vendor logo to start shopping. To help direct your search, try using the category filters above the logos or our list of <u>commonly requested items</u>.
- We'll take you to the vendor catalog. Shop there, and add items to your cart just like online shopping!

Step 4: Go Shopping



- After you check out of the vendor's catalog, the page will refresh and you will see the materials you selected.
- You can continue shopping if you would like to add materials from another vendor.
- You can also review the total cost of your project. Learn more about how the cost is calculated.

Step 5: Summarize Cart



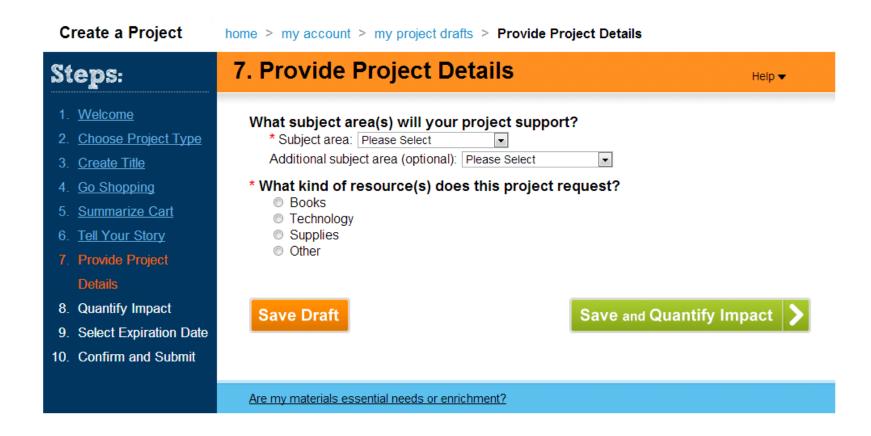
- Summarize the items you've requested in one sentence that reflects exactly what's in your cart.
- If you need to make changes to your materials, use the "Return to Go Shopping" link.

Step 6: Tell Your Story

Steps:	6. Tell Your Story Help -
1. Welcome 2. Choose Project Type 3. Create Title 4. Go Shopping 5. Summarize Cart 6. Tell Your Story 7. Provide Project	Open with the challenge facing your students. Opening Examples: Show Examples Check spelling Character count: 0 Characters remaining 300 Minimum characters: 50
Details 8. Quantify Impact 9. Select Expiration Date 10. Confirm and Submit	Tell us more about your students. Who are they? What are they like? What kind of school do they attend? For privacy, don't reveal names or location mentioning your state is OK, but nothing more specific. Check spelling Character count: Characters remail Minimum character Inspire potential donors with an overview of the resources you're requesting. Include a vivid description of how these resources will charge your students' lives for the bet activity will you be able to do? What will your students learn?
	Check spelling Character count 0 Characters remaining: 1000 Minimum characters: 250 Close by sharing why your project is so important. This is your last chance to convince donors to support this project. How will donations to this request make a difference? What broad impact will this project have on your students? Check spelling Check spelling Check spelling Check spelling Check spelling Check spelling Characters remaining: 500 Minimum characters: 180 Save Draft

- Describe your project by answering these four questions. The more **concise and compelling** your story, the more likely it is to attract donors.
- Need some inspiration? Click on the examples link on the screen or check out the essays of projects already posted on DonorsChoose.org.

Step 7: Provide Project Details



• The information you enter here will help donors find your project once it's posted.

Step 8: Quantify Impact

Create a Project home > my account > my project drafts > Quantify Impact 8. Quantify Impact Steps: Help -1. Welcome * This project's resources will benefit students in the following grades: 2. Choose Project Type First select a range, Grades PreK-2 Grades 3-5 Grades 6-8 Grades 9-12 then select individual Create Title Pre-K 3rd Grade 6th Grade 9th Grade arade levels 4th Grade Kindergarten 7th Grade 10th Grade Go Shopping 4. 1st Grade 5th Grade 8th Grade 11th Grade 5. Summarize Cart 2nd Grade 12th Grade 6. Tell Your Story If the range does not accurately describe the grade levels of the students who will benefit from this project, please check or uncheck individual grade levels as necessary. You must have at least 7. Provide Project one grade range and one grade level checked. Details 8. Quantify Impact * How many students will benefit from this project this school year? 9. Select Expiration Date Save and Select Expiration Date Save Draft Confirm and Submit How do I calculate how many students will benefit from this project this school year?

- Quantify the impact of your project to give donors more information about your classroom.
- Calculate only the number of students who will benefit from the project this school year.

Step 9: Select Expiration Date

home > my account > my project drafts > Select Expiration Date

Steps:

- 1. Welcome
- 2. Choose Project Type

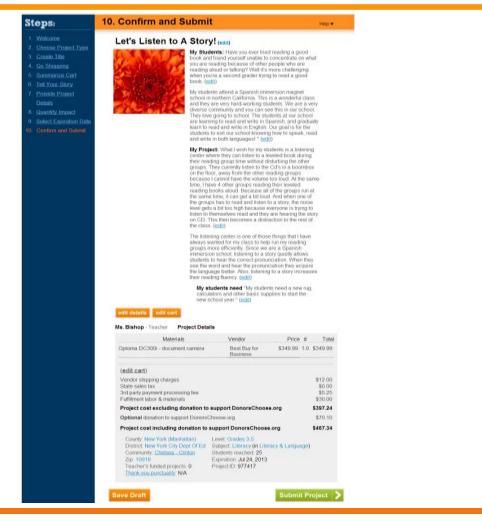
Create a Project

- 3. Create Title
- 4. Go Shopping
- 5. Summarize Cart
- 6. Tell Your Story
- 7. <u>Provide Project</u> Details
- 8. Quantify Impact
- 9. Select Expiration Date
- 10. Confirm and Submit

	9. Select Expiration Date
<u>e</u>	Projects posted to DonorsChoose.org have up to 4 months to receive funding.
	Keep my project on the site as long as you can! (4 months)
	My project can't take place after a certain date, so I need to set my own expiration date. Keep my project on the site until Jul 21 2013. This date is 6 weeks before I need my materials. (Why?)
	Projects not fully funded at the time of their expiration will be removed from our public site but will remain in your account for your reference.
ate	Save Draft Save and Confirm Project
t	
	What happens if a project has only partial funding when it expires? Why won't an earlier expiration date increase my chances of funding?

- Materials will be purchased only after a project is fully funded.
- We encourage you to leave your project posted for the full 4 months if possible to maximize your chance of funding.

Step 10: Confirm and Submit



- Look over your essay, project details materials. You can go back and make changes if needed.
- Review your project carefully before submitting your project. After this step, it cannot be modified.

You've submitted your project -- nice work!

We'll review your project within 5 business days and either post your project or ask you follow-up questions.

Thanks for going above and beyond for your students!

