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.**

DonorsChoose.org
Teachers ask. You choose.

Step 2: Choose Project Type

Create a Project

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

2. Choose Project Type

Help ▼

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)

○ 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!

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Step 3: Create Title

Create a Project

Steps:

1. Welcome
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3. Create Title
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9. Select Expiration Date
10. Confirm and Submit

3. Create Title

Help ▼

Give your project a title to capture attention. Capitalize It Like a Book Title.

You can come back later and change this if you wish.

Title: [   ]

Check spelling   60 characters remaining

Save Draft   **Save and Go Shopping** ❯

Example Titles
- From Garbage to Gold: The Alchemy of Composting (view project)
- Van Gogh's Starry Night in Motion! (view project)
- Ravenous Readers Need a Larger Leveled Library (view project)

What makes a project successful?

- 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.

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Teachers ask. You choose.

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 commonly requested items.
- 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

Create a Project

home > my account > my project drafts > **Summarize Cart**

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

5. Summarize Cart

Help ▾

In one sentence, summarize the requests in your cart below.

Summary Examples: Hide Examples

"My students need 50 children's books, such as Green Eggs and Ham and Mr. Moon to read during story time."
"My students need a new rug, calculators and other basic supplies to start the new school year."

My students need   Check spelling

Character count: **17**
Characters remaining: **153**
Minimum characters: **25**

Save Draft   **Save and Tell Your Story** ❯

Materials	Vendor	Price	#	Total
Ceres Pencils Dozen	Teacher's School Supply Inc. (Punch Out)	$2.69	20	$53.80
Pencil Box Lime	Teacher's School Supply Inc. (Punch Out)	$2.99	35	$104.65

Return to Go Shopping to edit cart

Why can't I ask for more than the items I added to my 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.

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Step 6: Tell Your Story

- 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

Create a Project

Steps:

1. Welcome
2. Choose Project Type
3. Create Title
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5. Summarize Cart
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7. Provide Project Details
8. Quantify Impact
9. Select Expiration Date
10. Confirm and Submit

7. Provide Project Details

Help ▼

What subject area(s) will your project support?

* Subject area: Please Select ▾

Additional subject area (optional): Please Select ▾

* What kind of resource(s) does this project request?

- ○ Books
- ○ Technology
- ○ Supplies
- ○ Other

Save Draft

Save and Quantify Impact ›

Are my materials essential needs or enrichment?

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

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Step 8: Quantify Impact

Create a Project

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

8. Quantify Impact

Help ▾

* **This project's resources will benefit students in the following grades:**

First select a range, then select individual grade levels

- ○ **Grades PreK-2**
  - ☐ Pre-K
  - ☐ Kindergarten
  - ☐ 1st Grade
  - ☐ 2nd Grade
- ○ **Grades 3-5**
  - ☐ 3rd Grade
  - ☐ 4th Grade
  - ☐ 5th Grade
- ○ **Grades 6-8**
  - ☐ 6th Grade
  - ☐ 7th Grade
  - ☐ 8th Grade
- ○ **Grades 9-12**
  - ☐ 9th Grade
  - ☐ 10th Grade
  - ☐ 11th Grade
  - ☐ 12th Grade

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 one grade range and one grade level checked.

* **How many students will benefit from this project this school year?** [   ]

Save Draft

Save and Select Expiration Date ❯

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**.

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Step 9: Select Expiration Date

Create a Project

Steps:

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

9. Select Expiration Date

Help ▼

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.

Save Draft   **Save and Confirm Project** ❯

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.

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Teachers ask. You choose.

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**.

What's Next?

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!

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