Getting started with Funds4School

How to register as your school's organiser and log in for the first time

1 Tell us you're interested

On **funds4school.co.uk**, click **Start fundraising** on the home page. You can also click **Organisers Login**, then **Not registered? Start fundraising**.
Fill in your name, email address, phone number, school and position, then submit.

2 Look out for your registration link

We'll set up your school on our system and email you a personal registration link. The link is unique to your school, so please don't share it.

3 Create your account

Click the link. It opens the **Organisation Admin Registration** page with your school's name at the top.
Enter your email address (this becomes your username), choose a password, confirm it and click **Create Account**.

4 Verify your email address

A message on screen will ask you to check your inbox. Open the email titled *Please verify your email to activate your Organisation Admin account* and click **Verify email address**.
If the button doesn't work, copy the link from the email into your browser.

5 Log in

The verify button takes you to the login page. Enter your email address and password.

You're all set. You are now logged in and can set up and manage your school's fundraiser.

Email not arrived? Give it a few minutes, then check your junk or spam folder. If it still hasn't come through, contact us at **funds4school@bangonprint.co.uk** and we'll help.

Setting up your school

What to complete after you log in, so you can order your art forms

When you log in you arrive at your **Dashboard**. Work through the tabs along the top of the page in order. You can come back and finish at any time.

1

Account details

Add your first and last name. Your display name, which is how you appear in your account and in reviews, fills in automatically.
You only need to change your email address or password if you want to. Click **Save changes** at the bottom of the page.

2

Manage School

- **School logo (optional).** Click **Choose file**, select your logo, then click **Upload Logo**.
- **Delivery address.** Enter the recipient name and the address where finished orders should be delivered, then click **Save Delivery Address**.
- **Delivery times.** Add each period when the school can accept a delivery, using a start date and an end date. Click **Add Delivery Time** for each extra period, then **Save Delivery Times**.
- **Order totals.** Once parents start ordering, you can follow the number of orders, items and value here.

3

Class & Pupil Data

Choose whichever option suits you. Each pupil is given a unique code automatically.

Option A: Import a CSV file (quickest)

If your class lists are in a spreadsheet, this is the best route. Click **Download CSV Template**, set out your data in two columns (the child's name, then their year group and class name), choose your file and click **Import CSV**.
Please keep to the template layout exactly, as this is how each pupil is matched to their own art form. If you have any questions, email us.

Option B: Add classes manually

No spreadsheet? Enter each class name and teacher name, clicking **Add Class** for each one, then **Save Classes**.

Option C: Add pupils manually

Add pupils one at a time, entering each child's name and choosing their class, then click **Add Pupil**.

Option D: Handwritten forms

Prefer to fill in forms by hand? Choose this option and we'll send you blank forms to complete.

Whichever option you use, your pupils appear in the **Pupils** table so you can check them.

4 Activate Art Forms

This tab shows a checklist of what has been completed. Delivery address, delivery times, classes and pupils are required; the logo is optional.
Once everything required is ticked, the **Order Art Forms** button becomes available. If something is missing, click **Complete School Details** to go back and finish it.

5 Order your art forms

Click **Order Art Forms**. You'll see the message *Your art forms order has been sent*. Your project pack, with a named art form for every pupil, arrives within **3 working days**.

What happens next. Your project pack arrives within **3 working days** of ordering your art forms. Once the children have finished and we receive your completed art forms, your personalised postcards are with you within **3 to 4 working days**, ready to hand out to parents.

Check before you order. Once art forms are ordered, your classes and pupil codes are locked. Make sure every class and pupil is correct first. If you need to add or change anything afterwards, email us at **funds4school@bangonprint.co.uk** and we'll unlock it for you.