HOW TO POST A PROJECT ON THE SCHOOL PROJECT SITE

PROJECT POSTING STEPS

1. **ENTER**: https://app.schoolconnectaz.com/

2. **CLICK**: **Projects** button on top left

3. **CLICK**: Create project at top left of screen
   *you may need to first Create account or Log in

4. **ENTER**: Project Title

5. **CLICK**: Choose File and upload image
   (*This helps volunteers get excited about your project*)

6. **SELECT**: Project Date from drop down menu
   (year, month, day)

7. **SELECT**: Your School Name from drop down menu

8. **SELECT**: Sponsor from drop down menu
   (*Is there an organization with which you are partnering?*)

9. **ENTER: Project Specifics** (SEE EXAMPLE ON RIGHT)
   School Contact, What, When, Where, Who, Why Please Bring, Supplies Needed

10. **ENTER**: Participation Limit

11. **SELECT:** Children Welcome? Yes/No

12. **DESCRIPTION**: Describe your project! Use this space to inspire volunteers to join your worthy cause!

CLICK: Create Service Project! YOUR PROJECT IS NOW POSTED!

SAMPLE CONTENT
9. PROJECT SPECIFICS

SCHOOL CONTACT: *Principal Name or Main Point of Contact, and Contact info*
Example: Principal [Name], [Phone], [Email]

WHAT: *Project Description*
Example: [School Name] invites volunteers to come work in our garden! We need to do some planting, light weeding and irrigation work.

WHY: *Motivation to Volunteer!!*
Example: Our garden exposes students to appreciate nature, care for our earth and take pride in our school! Help [School Name] get our garden ready for the 2018-19 school year!

WHEN: *Date and Time*
Example: October 27, 2018, 8:00 AM to 12:00 PM

WHO: *Details on volunteering*
Example: 20+ Volunteers. All ages welcome!
***Children must be accompanied by an adult.**

PLEASE BRING: *Specify any details for volunteers to provide*
Example: Please bring gloves per your preference and clothing appropriate for gardening. Project leader will provide updates as we get closer to the project date regarding supplies.

Attachments (IMAGES AND PDF FILES ONLY)
Add attachment

Create Service project