Setting up the fundraising module

This guide aims to take you through the process of setting-up the charity fundraising module on the vivoclass.com website.

The fundraising module is a great way to support your favourite local, national or international charity organisation using Vivo!

**STEP 1**

Click on the `<Modules Overview>` link in the main menu on the left. Find the fundraising module and click on `<Manage>` from any ADMIN login.

**STEP 2**

You will then need to manage the permissions of this module in order to turn it on for use by each year group in your school. This should have already been switched on during your first Vivo Training session, but if not click on the year groups tab and then click on `<Manage permissions>`. Select the year groups you wish to have access to this module and then click on the `<Update>` button at the bottom of the page to save your selections.
STEP 3

Click on the <Add Event> tab.

Add the Event name in the “Event” field and the “Intro” field needs to be written with the same information as the “Event” field. This is because of how it appears on a student’s page when they are logged in. Choose a Coordinator also from the drop down menu provided if you wish to have a teacher be the main contact for the event you are posting.

You can then select a target audience specific to the event you are listing. This can be by year group or house group. Select the desired target audience and click on the <Add> button at the bottom of the page to save your selections. This will then add the event to your fundraising events list which can be seen on the <Events> tab.
STEP 4

Once you have created a charity event and it is added to the list of Events, you can click on the particular event/charity name you have created in the <Events> tab. This will take you through to the main page for the event where you will be able to edit things such as the main body text, the icon image, the main image and where you will activate or suspend the event.

This page also shows you to see the total number of Vivos raised for the charity event and the average donation value on the right hand side. You will also have a list of recent donations underneath the main body text. This will list donations showing the date and time, student’s name, year group and Total Vivos donated to the charity.
STEP 5

Click on <Edit this Event> in order to add the information about the charity as seen below. The Event title and introduction should read the same. You can then pick a coordinator of the charity event (if required) and fill out the overview section with as much detail as you like on the event. You then have the option to add a target to get to and also extra details about where the student can find more details about the charity such as a website address.

Target audiences by selecting the year group and/or houses you want to be able to see and contribute to the event. When all is complete you can click on <Update> to ensure the information added is saved.
STEP 6

Once the main part of the charity event is setup you can then add any relevant images you want to display on the users page when they are viewing details of the charity event. Click on the <Edit images> option in the main event page.

The main image will be what appears in the main event page when the user is looking at the full event details. The icon image is what appears as the small image in the link on the user’s home page to get to the main event details.

Click on <Browse> in each section and choose a specific image you have saved on your computer to upload. Select the image and click on <Upload>. The icon image should be no more than 50 X 50 pixels square and the main image no more than 635 pixels wide. To find the pixel details of an image you can right click on the image and select properties. The dimensions will be shown as below:
STEP 7

Editing an image: (**NOTE – This step is a guide only and may not be necessary)**

This step will help you in the process of editing your images to ensure they meet the pixel requirements needed for step 6.

Find your required image and then save it to your desired location on your computer. Open the image and right click on it and choose “Edit”. This should open the image in the computer’s basic “Paint” software which is already installed on all versions of Microsoft Windows.

In the menu options at the top select “Image” and then select “Attributes”. A box like the below will appear for you to be able to edit the image pixels. Ensure that the width and height for your icon image are no more than 50 X 50 Pixels. For the main event image please ensure that the width is no more than 635 pixels and the height no more than 320 pixels. This will ensure optimum image quality is loaded to the website. If you do not adhere to these guidelines your images may be unclear or distorted when being viewed.

Once completed click on “ok” to resize your image to the pixel dimensions you have specified. Save in your desired location on your computer and use this saved image when uploading your images to your fundraising event.
STEP 8

The final step is to activate the event. Click on <Activate Event> in order to allow students to see the activated charity event on their Vivo homepage. They will then be able to click on a link to go through and see the event details from their homepage and donate Vivos as they wish to.

You will be able to keep track of the Charity donations in the Finance/Budget section of the website as seen above. Once the charity event is over you will need to click on <Suspend Event> in order to remove it from the users homepage view. Once an event is suspended Vivo Miles will be notified of this and we will then send a cheque to your school for the amount raised at the charity event. It will then be the school’s responsibility to pass on the money raised to the particular charity.

If you need further support, then please contact our support team via support@vivomiles.com