

Start a Fundraising Campaign

This guide shows approved alumni how to propose a fundraising campaign for the school from the Alumni Portal. A campaign is reviewed by an administrator first and only opens for donations once it is approved.

BEFORE YOU START

- ✓ Approved alumni account & login
- ✓ Campaign Title
- ✓ Description: what it is for and how the money will be used
- ✓ Target Amount
- ✓ Deadline, Purpose & Cover Image (optional)

STEP 0

Open Campaigns and Start a Campaign

New campaigns are started from the Campaigns page.

The screenshot shows the Alumni Portal interface. At the top, there's a navigation bar with a hamburger menu, the 'Alumni Portal' logo, a 'Donate' button, and a user profile for 'Fatou Ceesay'. On the left, a sidebar lists various sections: Campaigns (selected), Feed, Notices, Directory, Events, Gallery, My Donations, Profile, and My Submissions. The main content area features a dark blue banner with the text 'ST. AUGUSTINE'S ALUMNI' and 'Every contribution builds a *better school*.' Below this, a 'Start a Campaign' button is visible. Under the banner, a section titled 'YOUR CAMPAIGNS' displays a card for a 'Sports Day Refreshments Fund'. This card has a 'Rejected' status and a 'Created by you' label. It shows a progress bar at 0% towards a goal of GMD 20,000, with a submission date of 8/21/2026. A note at the bottom of the card says 'Please combine this with the school sports fund campaign.' The user's name 'Fatou Ceesay' and a 'Sign out' button are at the bottom left of the sidebar.

HOW TO OPEN THE PAGE:

- Sign in to the Alumni Portal (<https://alumni.saintaugustinesgambia.org>).
- In the left sidebar, click **Campaigns**.
- Click the white **Start a Campaign** button in the dark banner at the top. (The button is shown only to approved alumni.)

STEP 1

Open the Campaign Form

The **Start a Campaign** page explains that your campaign is sent to an administrator for review.

The screenshot shows the 'Start a Campaign' page in the Alumni Portal. The page has a header with the 'Alumni Portal' logo, a home icon, a 'Donate' button, and a user profile for 'Fatou Ceesay'. A left sidebar contains various icons for navigation. The main content area is titled 'Start a Campaign' and includes a sub-header: 'Submit a fundraising campaign for admin review. Once approved, it will appear on the campaigns page.' Below this is a form with the following fields:

- Title**: A text input field with a placeholder 'e.g. New Science Lab Equipment'.
- Description**: A large text area with a placeholder 'What is this campaign for, and how will the funds be used?'.
- Target amount**: A section with a currency dropdown set to 'GMD' and a text input field containing '1000.00'.
- Deadline (optional)**: A text input field with a placeholder 'mm/dd/yyyy' and a calendar icon.
- Purpose (optional)**: A text input field with a placeholder 'e.g. Facilities, Scholarships, Sports'.
- Cover image (optional)**: A dashed box with the text 'Attach a cover image'.

A 'Submit for approval' button is located at the bottom right of the form.

WHAT TO DO:

- The form has the fields **Title**, **Description**, **Target amount**, **Deadline**, **Purpose** and **Cover image**.
- **Title** and **Target amount** are required. The **Submit for approval** button stays grey until both are filled in.
- Deadline, Purpose and Cover image are marked *(optional)*.

STEP 2

Enter the Campaign Details

Tell donors clearly what the campaign is for.

Alumni Portal

Home Donate Fatou Ceesay F

Start a Campaign

Submit a fundraising campaign for admin review. Once approved, it will appear on the campaigns page.

Title

Computer Lab Upgrade

Description

Help us replace 20 ageing computers in the school ICT lab so every student can practise coding and prepare for exams. Funds will pay for new computers, a projector and networking equipment.

Target amount

GMD 150000

Deadline (optional)

12/15/2026

Purpose (optional)

Technology

Cover image (optional)

Attach a cover image

Submit for approval

WHAT TO DO:

- **Title:** a short name, e.g. **Computer Lab Upgrade** (up to 500 characters).
- **Description:** what the campaign is for and how the funds will be used.
- **Target amount:** the amount you want to raise, e.g. **150000**. The currency (**GMD**) is set by the school and cannot be changed.
- **Deadline** (optional): pick a future date, e.g. **12/15/2026**. **Purpose** (optional): a word or two, e.g. **Technology**.

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STEP 3

Add a Cover Image (Optional)

A good picture makes the campaign card stand out.

Alumni Portal

Home Donate Fatou Ceesay F

Start a Campaign

Submit a fundraising campaign for admin review. Once approved, it will appear on the campaigns page.

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Target amount

GMD 150000

Deadline (optional)

12/15/2026

Purpose (optional)

Technology

Cover image (optional)

Computer Lab Upgrade



Submit for approval

WHAT TO DO:

- Click **Attach a cover image** and choose a picture from your phone or computer.
- It must be a **JPEG, PNG, WebP or GIF** file of **5 MB or less**. A red message appears if the file is too large or the wrong type.
- A preview appears. Click the small **x** in its corner to remove it and choose another.
- Check everything, then click **Submit for approval**.

STEP 4

Submitted for Approval

You are taken back to the Campaigns page.

The screenshot shows the Alumni Portal interface. At the top, there's a navigation bar with a menu icon, the text 'Alumni Portal', a home icon, a 'Donate' button, a notification icon, and a user profile for 'Fatou Ceesay'. On the left, there's a sidebar with various icons. The main content area features a dark blue banner with the text 'ST. AUGUSTINE'S ALUMNI' and 'Every contribution builds a *better school*.' Below this is a 'Start a Campaign' button. A yellow message box states: 'Your campaign has been submitted and is awaiting admin approval.' Under the heading 'YOUR CAMPAIGNS', there are two campaign cards. The first card, 'Computer Lab Upgrade', is labeled 'Pending review' and 'Created by you'. It shows a progress bar at 0% of a GMD 150,000 goal, submitted on 9/30/2026. The second card, 'Sports Day Refreshments Fund', is labeled 'Rejected' and 'Created by you'. It shows a progress bar at 0% of a GMD 20,000 goal, submitted on 8/21/2026, with a red message: 'Please combine this with the school sports fund campaign.' At the bottom, there's a section for 'ACTIVE CAMPAIGNS' showing two active campaigns with progress bars. A user profile icon for 'F' is visible in the bottom left, and a '2 campaigns' indicator is in the bottom right.

WHAT TO DO:

- A yellow message says **Your campaign has been submitted and is awaiting admin approval.**
- Your campaign appears under **Your Campaigns** with the labels **Pending review** and **Created by you**. It is not visible to other alumni yet and cannot receive donations.
- If a red message appears instead (for example a missing title or a target amount of 0), correct the highlighted field and submit again.

STEP 5

After the Administrator Decides

Your campaigns list shows the result.

The screenshot shows the Alumni Portal interface. At the top, there's a navigation bar with a home icon, a 'Donate' button, and the user's name 'Fatou Ceesay' with a profile icon. A sidebar on the left contains various icons for navigation. The main content area features a large dark blue banner with the text 'ST. AUGUSTINE'S ALUMNI' and 'Every contribution builds a *better school*.' Below this is a 'Start a Campaign' button. Under the banner, there's a section titled 'YOUR CAMPAIGNS' showing two campaign cards. The first card, 'Computer Lab Upgrade', is marked 'Approved' (green) and 'Created by you'. It shows a progress bar at 0% of a GMD 150,000 goal, submitted on 9/30/2026. The second card, 'Sports Day Refreshments Fund', is marked 'Rejected' (red) and 'Created by you'. It shows a progress bar at 0% of a GMD 20,000 goal, submitted on 8/21/2026, with a red box stating 'Please combine this with the school sports fund campaign.' Below this is a section titled 'ACTIVE CAMPAIGNS' showing three active campaign cards: 'Computer Lab Upgrade', a bar chart campaign, and a flask campaign. A '3 campaigns' indicator is on the right.

WHAT TO DO:

- Return to **Campaigns** at any time. The label on your card changes to **Approved** (green) or **Rejected** (red).
- A rejected campaign shows the administrator's reason in a red box, so you can submit an improved campaign.
- Click an approved card to open the campaign page. It also appears under **Active Campaigns**, where alumni can donate. The administrator chooses whether it is visible to everyone or to signed-in members only.

IMPORTANT NOTES

- Every campaign is **reviewed by an administrator** before it goes live. A pending or rejected campaign cannot be opened by others or receive donations.
- You cannot change the currency. Campaigns are always raised in the school's currency (**GMD**).
- The deadline cannot be in the past. If you leave it empty the campaign has no end date.
- Donors can give to an approved campaign with or without an account (see the donation guides).



Done!

Your campaign is submitted. It will open for donations as soon as an administrator approves it.

