



School Administrator Guide

Manage your school's campaigns and teachers

School Administrators

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1 Getting School Admin Access

1 Option A: Upgrade from Teacher

Register as a Teacher, complete onboarding, and join your school organization. Then ask a Platform Admin to upgrade your role to ORG_SCHOOL_ADMIN.

2 Option B: Invited by existing admin

An existing school admin or platform admin can invite you and assign the ORG_SCHOOL_ADMIN role directly.

3 Verify your access

Once you have the School Admin role, the "School Admin" option appears in your account dropdown menu. Click it to access your School Dashboard.

2 School Dashboard Overview

1 Access the School Dashboard

Click your name in the top menu and select "School Admin", or navigate to kidstarter.online/dashboard/school-admin.

2 View school info

The header shows your school name, profile, and buttons to "View Profile" (public page) and "Edit Org" (manage details).

3 Review school stats

Stats show: Total Raised (all school campaigns), Total Donations, Active Campaigns, and Number of Teachers in your organization.

4 Check for pending campaigns

If any campaigns are awaiting review, an alert banner appears with a link to the moderation queue.

3 Managing School Campaigns

1 View the campaigns table

A table lists all campaigns from teachers in your school: Campaign Name, Student Name, Status badge, Amount Raised, and Goal Amount.

2 Monitor campaign progress

Click any campaign name to view its full detail page. Track fundraising progress across all teachers in your school.

4 Organization Profile Management

1 Navigate to organization settings

Go to kidstarter.online/dashboard/organization, or click "Edit Org" on your School Dashboard.

2 Edit your school profile

Update your school's public-facing information.

Field	Type	Expected Input	Req.
Description	Textarea	A description of your school, its mission, and community.	No
Website	URL	Your school's website address.	No
Contact Email	Email	A public contact email for inquiries.	No
City	Text	Your school's city.	No
Region / State	Text	State, province, or region.	No

3 Save your changes

Click "Save Profile". If your organization is public, the changes reflect on your school's profile page at [kidstarter.online/o/\[slug\]](https://kidstarter.online/o/[slug]).

5 Managing Teachers

1 View teacher count

The Teachers section on your School Dashboard shows the number of members in your organization.

2 Invite teachers

Share the KidStarter registration link with teachers at your school. When they register as Teachers and join your school during onboarding, they automatically appear in your school's campaign list.

6 Reports & Data

1 Export school data

Use the Reports button on the School Dashboard to export a CSV of all school campaigns, donation totals, and teacher activity.

2 Track teacher performance

The campaigns table shows which teachers are running campaigns, their funding progress, and status.

7 Subscription & Plans

1 View your current plan

A subscription banner on the School Dashboard shows your current plan and status.

2 Consider the School Plan

The School Plan (\$20/month) provides: unlimited campaigns, multi-teacher access, school-wide dashboard, bulk tools, and dedicated support. Upgrade via the Pricing page (kidstarter.online/pricing).

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