



# Teacher's Complete Campaign Guide

From registration to your first funded campaign

Teachers

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# 1 Teacher Registration

## 1 Navigate to the registration page

Go to [kidstarter.online/register](https://kidstarter.online/register) or click "Get Started Free" from the homepage.

## 2 Fill in your details

Enter your name, email, and password.

Field	Type	Expected Input	Req.
Full Name	Text	Your name as you want it displayed (e.g., "Ms. Sarah Chen").	No
Email Address	Email	Use your school email if possible — it speeds up verification later. <i>School emails (e.g., <a href="mailto:sarah@lincoln-elementary.edu">sarah@lincoln-elementary.edu</a>) help verify your school affiliation.</i>	Yes
Password	Password	Minimum 8 characters.	Yes

## 3 Select the Teacher role

Click the "Teacher" role card (teacher emoji icon). This gives you access to campaign creation, the Creator Dashboard, and the Teacher Dashboard.

## 4 Create your account

Click "Create Account". You will be redirected to the login page. Log in with your new credentials.

## 2 Onboarding Wizard

### 1 Step 1: Confirm your role

After your first login, you will be guided through a 4-step onboarding wizard. In Step 1, confirm you are a Teacher. You can also select School Admin or Parent/Guardian if needed.

### 2 Step 2: Link your school

Search for your school by typing at least 2 characters. If your school appears, click it to join. If not found, you can register a new school organization.

Field	Type	Expected Input	Req.
School Search	Text	Type your school name (min 2 characters). Results appear below. <i>If your school is not listed, you can skip this step and add it later.</i>	No

### 3 Step 3: Choose a plan

Select a subscription plan. Three options are available:

Field	Type	Expected Input	Req.
Free Plan	Selection	1 active campaign, basic sharing tools, donor receipts. Good to start.	No
Teacher Starter (\$5/mo)	Selection	Up to 10 campaigns, priority review (24h), share kit, analytics, photo updates.	No
School Plan (\$20/mo)	Selection	Unlimited campaigns, multi-teacher access, school dashboard, bulk tools, dedicated support.	No

**Tip:** Start with the Free plan. You can upgrade anytime from the Pricing page.

### 4 Step 4: Review and confirm

Review your selections (role, school, plan). Click "Complete Setup" to finish onboarding. You will be redirected to your Creator Dashboard.

## 3 Creator Dashboard Overview

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### 1 Access your dashboard

Navigate to [kidstarter.online/dashboard/creator](https://kidstarter.online/dashboard/creator), or click your name in the top menu and select "My Campaigns".

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### 2 Understand the stats bar

At the top you will see four stats: Total Raised (sum across all campaigns), Total Donors, Live Campaigns (APPROVED status), and Pending Review (submitted, awaiting moderation).

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### 3 View your campaigns

Below the stats, all your campaigns are listed as cards. Each shows: category icon, title, status badge (Draft, Under Review, Live, Rejected, Paused), amount raised, and donor count. Click a card to expand it for more actions.

## 4 Campaign Creation — Step 1: Details

### 1 Start the wizard

Click the "+ New Campaign" button in the top-right of your Creator Dashboard. A 3-step wizard opens.

### 2 Fill in campaign details

Complete the required fields for your campaign.

Field	Type	Expected Input	Req.
Campaign Title	Text	5–200 characters. A clear, specific title for the fundraiser (e.g., "Art Supplies for Room 204"). <i>Specific titles outperform vague ones. "\$250 for a laptop" is better than "Help a student".</i>	Yes
Story	Textarea	Minimum 20 characters (aim for 200+). Describe what the student needs, why they need it, and how the funds will be used. <i>Tell a real story. Include the student's situation, what they need, and the impact it will have.</i>	Yes
Goal Amount	Number (dollars)	Minimum \$1, maximum \$1,000,000. Enter the total amount needed. The system stores this in cents internally.	Yes
Category	Dropdown	Choose one: General, STEM, Arts, Sports, Tuition, or Supplies. This determines the campaign icon and filter category.	Yes

**Important:** Never include personal identifying information (PII) in the title or story: no full names, phone numbers, email addresses, street addresses, or social security numbers. Our system automatically detects and rejects PII.

### 3 Click "Next" to proceed

After filling in all fields, click "Next" to move to Step 2.

## 5 Campaign Creation — Step 2: Student Info

### 1 Enter the student's information

Provide basic student details. Only the first name and last initial are shown publicly for privacy.

Field	Type	Expected Input	Req.
First Name	Text	The student's first name only (e.g., "Maria").	Yes
Last Initial	Text (1 character)	A single letter — the first letter of their last name (e.g., "S"). Automatically uppercased.	Yes
Grade Band	Dropdown	Select: K-2, 3-5, 6-8, 9-12, or University. Indicates the student's education level.	Yes
City / Region	Text	General location (e.g., "Lisbon" or "Budapest"). Do not enter a street address.	Yes

### 2 Click "Next" to proceed

Review the student info and click "Next" to see the preview.

## 6 Campaign Creation — Step 3: Review & Create

### 1 Review the preview card

A preview shows exactly how your campaign card will appear to donors: title, student name and initial, grade, city, category badge, and goal amount.

### 2 Create the campaign

Click "Create Campaign". Your campaign is saved with DRAFT status. A flash message confirms: "Campaign created as draft!" The campaign appears in your dashboard.

## 7 Uploading a Hero Image

### 1 Find the upload button

On your campaign card in the Creator Dashboard, click the camera icon or "Upload Photo" button.

### 2 Select an image file

Choose an image from your device.

Field	Type	Expected Input	Req.
Photo File	File upload	Accepted formats: JPG, PNG, WebP, GIF. Maximum file size: 5MB. Recommended: landscape orientation, at least 800px wide.	No

**Tip:** Campaigns with photos raise significantly more than those with just a category placeholder. Use a photo that tells the student's story.

### 3 Confirm upload

The image uploads automatically. A success message confirms "Photo uploaded!" and the image appears on your campaign card and detail page.

## 8 Uploading Verification Evidence

### 1 Click "Upload Evidence"

On your campaign card in the dashboard, click the "Upload Evidence" button (document icon).

### 2 Select your evidence document

Choose a file that verifies the student's school enrollment or your authority to create this campaign.

Field	Type	Expected Input	Req.
Evidence File	File upload	Accepted formats: PDF, JPG, PNG, DOC, DOCX. Maximum file size: 10MB.	Yes

### 3 Understand evidence types

The moderation team accepts these types of evidence: School Enrollment Letter (official document confirming the student is enrolled), Teacher ID or School Email Verification (proof you are a teacher at the school), Guardian Consent Form (if created by a parent/guardian), and Other Supporting Documents.

**Important:** Evidence documents are stored privately and reviewed only by the moderation team. They are never shown publicly on the campaign page.

## 9 Submitting for Review

### 1 Check your campaign is ready

Before submitting, ensure your campaign has: a clear title and story, a reasonable goal amount, student information filled in, and at least one evidence document uploaded. A hero photo is strongly recommended.

### 2 Click "Submit for Review"

On your campaign card (must be in DRAFT or REJECTED status), click the "Submit for Review" button. Your campaign status changes to PENDING\_REVIEW.

### 3 Wait for moderation

Our moderation team reviews campaigns within 24–48 hours. You will receive an email notification when your campaign is approved or rejected.

**Tip:** Campaigns with clear evidence documents and well-written stories get approved faster.

## 10 Handling a Rejection

### 1 Check the rejection reason

If your campaign is rejected, the rejection reason is displayed on your campaign card in the dashboard. Common reasons include: vague goals, missing evidence, PII in the story, or unclear school affiliation.

### 2 Edit and fix the issues

Address the specific feedback. Edit your title, story, or other fields. Upload additional evidence if requested.

### 3 Resubmit for review

Click "Submit for Review" again. Your campaign re-enters the moderation queue and will be reviewed again within 24–48 hours.

## 11 Posting Campaign Updates

### 1 Navigate to your approved campaign

On your Creator Dashboard, expand the card for an APPROVED campaign. The "Post Update" section appears.

### 2 Write your update

Type your update message in the textarea. Minimum 5 characters. Describe progress, share impact stories, or thank donors.

Field	Type	Expected Input	Req.
Update Text	Textarea	Minimum 5 characters. No PII (phone numbers, addresses, full names). Share progress and impact.	Yes

**Important:** Updates are public and visible to all visitors. Do not include personal identifying information.

### 3 Post the update

Click "Post Update". The update appears on your campaign's public page in the "Campaign Updates" timeline section.

**Tip:** Post an update with progress photos within 1 week of receiving donations. Donors who see impact are 4x more likely to give again.

## 12 Adding Milestones

### 1 Navigate to your campaign page

Visit your live campaign at [kidstarter.online/c/\[your-campaign-slug\]](https://kidstarter.online/c/[your-campaign-slug]). The milestones section appears on the page.

### 2 Add a milestone

Click to add a milestone.

Field	Type	Expected Input	Req.
<b>Title</b>	Text	Name of the milestone (e.g., "Buy Textbooks").	Yes
<b>Description</b>	Text	Optional details about what this milestone achieves.	No
<b>Target Amount</b>	Number (dollars)	The funding amount at which this milestone is "reached".	Yes
<b>Icon</b>	Emoji	An emoji icon for the milestone. Default is the target emoji.	No

### 3 Track milestone progress

Milestones automatically track whether they are "reached" based on the campaign's current donation total. Donors can see milestone progress on the campaign page.

## 13 Sharing Your Campaign

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### 1 Visit your live campaign page

Once approved, your campaign is live at [kidstarter.online/c/\[slug\]](https://kidstarter.online/c/[slug]). Find the "Help spread the word" section.

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### 2 Use share buttons

Click share buttons for WhatsApp, Email, X/Twitter, LinkedIn, or Facebook. Each opens the platform with your campaign link pre-filled.

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### 3 Download the Share Kit

Click "Download Share Kit (ZIP)" to get pre-made marketing images: a square image (1080×1080) for social posts, a story image (1080×1920) for Instagram/WhatsApp stories, and a QR code for print materials.

**Tip:** Share within the first 48 hours of approval for maximum momentum. Post the QR code in your school's physical spaces — bulletin boards, newsletters, parent meeting handouts.

## 14 Teacher Dashboard

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### 1 Access the Teacher Dashboard

Click your name in the top menu and select "Teacher Dashboard", or navigate to [kidstarter.online/dashboard/teacher](https://kidstarter.online/dashboard/teacher).

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### 2 View your subscription

A banner at the top shows your current plan (Free, Teacher Starter, or School Plan), renewal date, and upgrade options.

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### 3 Review your stats

Stats show: Total Raised across all campaigns, Total Donors, Live Campaigns count, and Pending Review count.

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### 4 Campaign table

A table lists all your campaigns with: name, status badge, raised amount, donor count, and progress percentage.

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### 5 Tips for success

The Tips card provides best practices: add compelling photos, write specific stories, upload clear evidence, post regular updates, share actively, and set realistic goals.

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### 6 Invite your school admin

At the bottom, a section provides a shareable registration link you can send to your school administrator so they can join KidStarter and oversee all school campaigns.

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