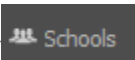


How to enter a new school into the SMP system (Only after Approval from your Regional Coordinator and the Director of ChildHope)

Under the “Schools” list of the homepage, click on the “ Schools” tab. This will lead you to the “School Details”

SCHOOL DETAIL

1 of 19 Records Found



Lennart

0301

La Trinidad Asambleas de Dios

Details

Payments

Classes

Students









Determine what the next school code will be in your system. This can be done by the scrolling through the arrow buttons on the top of the “School Detail” page until you get to the end of the list of schools.

Now you will want to set up a new school, Click on the new record button . It will pop up a new window.

You will need to fill complete this form to set up the new school including the School Description. The school number will be the 2-digit school code.

NEW SCHOOL

Cancel

Save

Enter New School Name

Details

Payments

3

School Details

School Number

3

School Name

Enter New School Name

Location

PO Box

Postal Zone

City

Telephone

Fax

Email

Leaders

Director

Secretary

Bookkeeper

ChildHope Representative

Pastor

Church

Church Telephone

Sections and Directors

Statistics

Year School Established

Number of Classes

Number of Classrooms

Number of Teachers

Number of Other Personnel

Number of Students

Description of School and Community

Country Office

Springfield Office

Project

AGWN Number

Project Balance

Project Description

You will notice this is the “Detail” page. You will also want to fill out the Payments page (see next page)

NEW SCHOOL

CancelSave

Enter New School Name

DetailsPayments

Funding System

☐ All Active (New, Sponsored, Previous)

☐ Sponsored and Previous ONLY

☐ Sponsored Only

☐ Amount to School Only

☐ DO NOT INCLUDE in Payments to Schools reports

Amount Per Student

☐ FIXED (all receive the same amount)

Amount

☐ VARIABLE by School Section

A:

B:

C:

D:

School Sections and descriptions are configured on the Sections-Grades tab on the Settings form.

☐ INDIVIDUAL (varies per student based upon individual record)

Amount to School

The school receives this amount in addition to the amount per student according to the sponsorship system chosen.

Amount

Pay to the order of

Monthly Tuition Table

Annual Registration Table

Once everything is entered, you will select “Save” and you can begin the process of entering “New Case histories”.