**Giving Event Checklist - QA**

**Expected Dollars: 350K – Location - Lexington, NE**

**Giving Event Information:**

1. Verify the name of the brand. – Pass

Expected - givebiglexington

2. Verify the name of the giving event – Pass

**Expected -** Give Big Lexington

3. Verify the time zone of the giving event – Pass ET is set

**Expected: CT**

4. Verify Time zone in the Brand and Giving Event screen.Pass

**Expected: CT**

5. Verify the name of the Subdomain and Verify its complete website url - givebiglexington.razoo.com Pass

6. Verify whether it is a lightweight – Pass **Lightweight**

7. If tips present, verify tips on the Donation Form – Pass **No tips**

8. Verify the GE days count in the Pre page –Pass

9. Verify Start and End dates in the Giving Event screen. Pass

**Expected:** Tuesday, November 15, 2012 00:00:00 to Tuesday, November 15, 2012 23:59:59

**Actual:** 11/15/2012 00:00:00 to 11/15/2012 23:59:59

10. Make sure that ‘Allow stored guest cards’ checkbox is checked in the Brand Edit screen – Pass

**NO**

11. Does the giving event want to take scheduled donations? If yes, verify the start date along with time stamp. –**Yes** Pass

**Expected:** **11/01/2012 00:00:00**

12. Verify custom share page in the CMS list – Fail **GBR12\_orders-share-panel content is set incorrectly (make live donation check once!)**

**Logo, link back to leaderboard**

**"Thank you for your investment in our community. See how your favorite causes are doing on the leaderboard and watch your generosity make a difference in Lexington."**

13. Make sure that the home page redirect set - Pass **Yes**

14. Make sure the schedule donation cron job is set properly – **ASK WILL!! @ Sharp 9**

15. Does it have brand fee? If yes how much and what is the content? Pass **No**

16. If mobile optimized site is set, then make sure that "Enable mobile redirect" checkbox is checked on brand edit screen. **–** Pass **No**

17. Verify the type of mobile site will be provided on the brand - Pass **Site version**

**Preferred Causes List:**

1. Verify the Org/School that is part of the preferred list in the search screen. Pass

Expected: 1

Actual: 1

2. Verify the individual FR’s that are part of the preferred list in the search screen – Pass **0**

3. Verify the individual Project’s that are part of the preferred list in the search screen - Pass 60

**Actual**: 0 (60 projects are part of 1 org)

4. Verify the total causes entries (sum) – Pass **1**

5. Verify the duplicates/deleted causes in the search screen - Pass **No**

6. Make sure that the preferred causes list does not have any unverified/opted-out/blacklisted causes (in search screen) – Pass

7. Verify the number of entries on the flash message after upload match with the count on the csv file. Pass

**There are currently 1 preferred causes registered for brand Lexington**

8. Verify the search results count [unique orgs + unique widgets (if any uploaded) + widgets that are associated with the preferred orgs (if any)] with preferred causes list? – **Tough to figure this ☹**

9. Verify Count Timer left over in the Pre Home page. - Pass

**Leaderboard:**

1. Verify the LB’s count for this Giving Event **-** Pass

Expected: 62

Actual: 62

2.

a. Verify the **title** of the LB’s and **sort order** on each. - Most Unique Donors and donors sort Pass.

b. Verify the **title** of the LB’s and **sort order** on each. - Most Unique Dollars and dollars sort Pass

3. Verify pagination if there is any paginated leaderboard **– No** Fail

4. Starred Ranks – **Yes** Pass 1-3

5. Individual Leaderboard verification Pass

6. Make sure that the leaderboard set with the same start and end (date & time in seconds) as that of the giving event and verify it in the LB view page too. Pass

7. Do the LB’s have starred ranks? If yes, verify it in the code as well as site. **Yes** Pass

8. Make sure that the entries in the leaderboard are part of preferred causes list. Pass

9. Make sure that the preferred causes that were uploaded in the leaderboard screen matches with brand edit screen preferred causes count. Pass

10. Does the LB have any NPO/FR/Project that is not a part of the preferred causes list? If yes, Please make sure that these entries don’t affect the giving day totals though they get updated on the LB. Pass

11. Verify NPO/FR/Project that were added to the LB show up on the relevant LB’s Pass

12. Verify count under ‘Entries’ column in the LB view screen for each LB Pass

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 29 | [Most Unique Donors](http://givebiglexington.razoo.com/admin/leaderboards/29) | 11/15/2012 01:00:00 | 11/16/2012 00:59:59 | 62 | [Delete](http://givebiglexington.razoo.com/admin/leaderboards/29) |
| 30 | [Most Dollars Raised](http://givebiglexington.razoo.com/admin/leaderboards/30) | 11/15/2012 01:00:00 | 11/16/2012 00:59:59 | 62 |  |

13. Make sure all the leaderboard code is properly placed in the appropriate CMS pages (live/post) **– Yes** Pass

14. Make sure that the leaderboard content matches with the uploaded LB excel sheet. – **Pass**

15. Check for Warnings in the Dashboard screen. **Yes warnings. Reasonable** Pass

**General:**

1. Is there any matching grant associated with this giving event? If yes, Verify MG amount in the Home page and Final Total **– No** Pass

2. Is there any prize money associated with this giving event? If yes, verify the amount in the GE screen as well as in the Home page (during Live) **yet to check-** **$106000**

3. Prize money should be added to the total? **Yes Verify during Live or later - Later at 6 PM – 7 PM. Claire will do it**

4. Does the client want to add offline donations to giving day totals? If yes, verify the offline donation amount in the Home page. No Pass

5. Does this giving event have any golden tickets? If yes, – **Yes** Pass

|  |  |
| --- | --- |
| **How many golden tickets? \*** | 10 |
| **Who needs to be notified? \*** | [Claire@razoo.com](mailto:Claire@razoo.com), [lexfoundation@windstream.net](mailto:lexfoundation@windstream.net), [jawnakuck@lexfoundation.com](mailto:jawnakuck@lexfoundation.com) |
| **For each golden ticket specify date, time and type \*** | all random donors, $100  7a-4p CST |

**Mobile Version: No mobile** Pass

**1. Describe the custom mobile homepage content**

Pre: Logo and date of the event and a link to schedule donations.

Live: The totals, a button to "donate" that takes you search / browse, a button to learn more and a button for who's winning (to main leaderboard)

Post: Logo, thanks for giving, totals

**2. Describe the mobile thank you page content**

No mobile