**Giving Event Checklist - QA**

**Expected Dollars: 500K – Location - Riverside, CA**

**Giving Event Information:**

1. Verify the name of the brand. – Pass

Expected - Give Big Riverside

2. Verify the name of the giving event – Pass

**Expected -** Give Big Riverside

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

**Expected: PT**

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

**Expected: PT**

5. Verify the name of the Subdomain and Verify its complete website url - GiveBigRiverside.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 13, 2012 00:00:00 to Tuesday, November 13, 2012 23:59:59

**Actual:** 11/13/2012 03:00:00 to 11/14/2012 02:59:59

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:** **Monday, October 1, 2012 00:00:00**

12. Verify custom share page in the CMS list – Pass **GBR12\_orders-share-panel content is not set (make live donation check once!)**

Logo, link back to the main page

"Your generosity on Give BIG Riverside day supports our local nonprofits and ensures the quality of life we all enjoy. Thank you for making a difference. Click to see how your favorite causes are doing on the leaderboard."

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 **Yet to check.**

2.1% and

“An additional 2.1% of your donation is retained by the Community Foundation of Riverside to cover campaign costs. However, 100% of your donation is credited to you as a charitable contribution because it is made to the Razoo Foundation donor advised fund.”

16. If mobile optimized site is set, then make sure that "Enable mobile redirect" checkbox is checked on brand edit screen. **–** PassCustom branded version of the mobile optimized giving site

|  |  |
| --- | --- |
| **Describe the custom mobile homepage content** | Logo, text from "how it works" box. Link to subscribe to updates and search nonprofits |
| **Describe the mobile thank you page content** | Logo, link back to LB, message from the main site thank you page sidebar |
| **Which leaderboards should be available via mobile** | All |

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

**Preferred Causes List:**

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

Expected: 90

Actual: 90

2. Verify the individual FR’s that are part of the preferred list in the search screen – Pass **3**

3. Verify the individual Project’s that are part of the preferred list in the search screen - Pass 1

4. Verify the total causes entries (sum) – Pass **94**

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 94 preferred causes registered for brand Give to Lincoln**

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 **-** Fail

Expected: 94

Actual: 93

2. Verify the **title** of the LB’s and **sort order** on each. - Nonprofits with the most unique donors and donors sort Pass

3. Verify pagination if there is any paginated leaderboard **– Yes. 20** Pass

4. Starred Ranks – **Yes** Pass 1-6

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **25** | [**Nonprofits with the Most Unique Donors**](http://givebigriverside.razoo.com/admin/leaderboards/25) | **11/13/2012 03:00:00** | **11/14/2012 02:59:59** | **91** |

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. **No warnings** 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) - **$15000**

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? \*** | 12 |
| **Who needs to be notified? \*** | [claire@razoo.com](mailto:claire@razoo.com), [klampert@thecommunityfoundation.net](mailto:klampert@thecommunityfoundation.net), [shunke@thecommunityfoundation.net](mailto:shunke@thecommunityfoundation.net) |
| **For each golden ticket specify date, time and type \*** | $250 each random donor 1a, 3a, 5a, 7a, 9a, 11a, 1p, 3p, 5p, 7p, 9p, 11p |

**Mobile Version:** 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

|  |  |
| --- | --- |
| **Describe the custom mobile homepage content** | Logo, text from "how it works" box. Link to subscribe to updates and search nonprofits |
| **Describe the mobile thank you page content** | Logo, link back to LB, message from the main site thank you page sidebar |
| **Which leaderboards should be available via mobile** | All |

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

Yet to verify