

FCS Website Requirements Questionnaire

Completion Guide

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Questionnaire

Step-by-Step Completion Guide

This guide walks you through each page of the website requirements form.
Follow the instructions to provide the information we need to build your school website.

Miraloyd Global Consult Ltd
www.miraloyd.com

Getting Started

Before You Begin

What You Will Need

Before starting the form, please have the following ready:

- **School logo** (PNG, JPG, or SVG format — high resolution preferred)
- **School crest/emblem** if different from the logo
- **Official school colours** (colour names or hex codes if known)
- **Campus photos** — buildings, classrooms, facilities, events, students
- **School documents** — prospectus, brochure, admission forms
- **Social media URLs** — Facebook, Instagram, YouTube, etc.
- **Domain login details** — if you already own a domain name
- **Primary contact person** — name and role at the school

How to Access the Form

Form URL: is.gd/Miraloyd_FCS

Open this link on your phone or computer. The form works on all devices.

Key Features

| Feature | Description |
|---------------------|--|
| Auto-Save | Your progress is saved automatically. You can close and return later. |
| 8 Pages | The form has 8 short pages. Takes about 15 minutes to complete. |
| Sample Guide | A filled example PDF is available for download at the top of the form. |
| File Uploads | You can upload your logo, photos, and documents directly in the form. |

This page captures the foundation of your school — who you are as an institution.

| Field | What to Enter | Required? |
|---------------------------------------|---|-----------|
| Official school name | Your school's full registered name (pre-filled as "Faith Christian Schools, Karu") | Yes |
| School levels offered | Tick all levels your school currently runs (Creche through Senior Secondary) | Yes |
| School motto | Your school's official motto or tagline | Yes |
| Year established | The year the school was founded | No |
| What makes your school unique? | Write 2-3 sentences about what sets your school apart from others | Yes |
| Curriculum & examinations | Tick all curricula and exam bodies your school follows (NERDC, Cambridge, WAEC, etc.) | No |
| Accreditations | List any regulatory approvals — e.g., FCT Education Board, WAEC Centre, APEN member | No |

Tip: For the "unique" description, think about what you would tell a parent who is choosing between your school and another. Focus on your strengths — academic results, values, facilities, or staff quality.

This page helps us understand your school's look, feel, and visual identity.

| Field | What to Enter | Required? |
|--------------------------------|---|-----------|
| Upload school logo | Tap to upload your logo file. PNG with transparent background is ideal. Max 5 MB. | Yes |
| School crest/emblem | If your crest is different from your logo, upload it here. | No |
| Official school colours | Enter your school colours — e.g., "Navy Blue, Gold, White" or hex codes like "#1a3a5c" | Yes |
| Website feel | Choose the overall tone: Professional & Academic, Warm & Welcoming, Faith-centred, Modern, or a Blend | Yes |
| Admired websites | Share 1-2 links to school websites you like — so we can understand your taste | No |

Tip: If you don't have a logo yet, simply skip the upload. We can design one for you or work with your school colours to create a professional look.

Choose which pages and special features your website should have.

Website Pages (tick all that apply)

We offer 20 page options. The most popular for schools are:

- **Home** — Your main landing page
- **About Us** — History, mission, vision, leadership
- **Academics** — Curriculum, programmes per level
- **Admissions** — How to apply, requirements, fees
- **Gallery** — Photos and videos of school life
- **News & Events** — Announcements and upcoming events
- **Contact Us** — Address, phone, email, map

Special Features (tick all that apply)

| Feature | What It Does |
|--------------------------------------|---|
| Contact/Inquiry Form | Parents can send a message directly from the website |
| Online Admissions Application | Parents can start the admission process online |
| WhatsApp Chat Button | A floating button that opens WhatsApp to your school number |
| Fee Payment Gateway | Parents can pay school fees online (Paystack/Flutterwave) |
| Parent/Student Portal | Secure login area for results, timetables, etc. |
| Result Checker | Students can check exam results by entering their ID |

Note: If you select "WhatsApp Chat Button," a field will appear asking for your WhatsApp phone number. This is the number parents will message when they tap the button.

This page is about how parents enrol and what the school offers.

| Field | What to Enter | Required? |
|-----------------------------|--|-----------|
| Admission process | Describe the steps a parent follows to enrol their child — from enquiry to acceptance | Yes |
| Fee/tuition display | Should we show fees on the website? Choose: Full structure / Ranges only / No (contact school) | Yes |
| Key facilities | Tick the facilities your school has — Science Lab, Library, Sports Field, Chapel, etc. | No |
| Notable achievements | Awards, exam results, competitions won — anything that shows your school's excellence | No |

Tip: For the admission process, write it as steps. Example: "(1) Fill application form, (2) Write entrance exam, (3) Interview with Head of School, (4) Pay acceptance fee. Applications open September to January."

The materials we need to build your website content.

| Field | What to Enter | Required? |
|------------------------------------|---|-----------|
| Campus/school photos | Upload photos of buildings, classrooms, facilities, events, students in activity. Up to 10 files. | No |
| School documents | Upload prospectus, brochure, handbook, admission forms. Up to 5 files. | No |
| Google Drive / Dropbox link | If you have many files, paste a shared folder link here instead of uploading. | No |
| Promotional video | Do you have a school video? Select Yes / No / Planning to create one. | Yes |
| Content source | Who will write the website text? Choose: "We will write" / "Kindly draft it" / "Mix of both" | Yes |

Important: High-quality photos make a huge difference! Send us your best photos — buildings, happy students, classrooms in use, sports activities, graduation ceremonies. The more you share, the better the website will look.

How the world reaches your school.

| Field | What to Enter | Required? |
|-------------------------------|--|-----------|
| School address | Full address as it should appear on the website (pre-filled — please verify) | Yes |
| School phone number(s) | All contact lines — office, admissions, WhatsApp. One per line. | Yes |
| School email | The official email address for website display (e.g., info@yourschool.ng) | Yes |
| Social media | Tick the platforms your school uses — Facebook, Instagram, YouTube, Twitter/X, TikTok, LinkedIn | No |

Note: When you tick a social media platform, a URL field will appear. Paste the full link to your school's profile — e.g., <https://facebook.com/yourschoolname>

Domain, hosting, and setup details. Don't worry if you're unsure — we will guide you.

| Field | What to Enter | Required? |
|---------------------------|--|-----------|
| Domain name | Do you have a website address (e.g., faithchristianschools.ng)? Select your status. | Yes |
| Web hosting | Do you have existing hosting? Select Yes / No / Not sure. | Yes |
| School email setup | Do you have professional email (info@yourschool.ng)? Or still using Gmail/Yahoo? | Yes |
| Credential sharing | How would you prefer to share login details? WhatsApp, dashboard access, or need guidance. | Yes |

Tip: If you're not sure about domain or hosting, simply select "Not sure" — our team will contact you to help sort this out. No technical knowledge is required.

Security: Any login credentials you provide are handled with strict confidentiality per the Nigeria Data Protection Act (NDPA 2023). We will never share them with third parties.

Almost done! Just a few final details and your consent.

| Field | What to Enter | Required? |
|-------------------------|---|-----------|
| Timeline | When do you need the website live? Within 1 week / 2 weeks / 1 month / No rush | Yes |
| Primary contact | Name and role of the person we should contact about the website project | Yes |
| Website updater | Who will update the website after launch? In-house / Need Miraloyd / Not sure yet | No |
| Additional notes | Anything else you'd like us to know — special requests, preferences, concerns | No |

Data Protection & Consent

Before submitting, you must tick two consent boxes:

1. **Data processing consent** (required) — You consent to Miraloyd collecting and processing the information in this form for designing your school website.
2. **Contact permission** — You agree to be contacted via phone, email, or WhatsApp regarding this project.

Your data is protected under the **Nigeria Data Protection Act (NDPA) 2023**. You may request access, correction, or deletion at any time by emailing okosej@miraloyd.com.

After You Submit

Once you click **Submit**, you will see a "Thank You" confirmation page. Our team will receive your responses and will be in touch to discuss next steps.

Need Help?

Contact us if you have any questions while filling the form.

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