

CS Website Campaign/Funding

- **Step 1** Go to Crowdscribed website
- **Step 2** book Incubator on website – is the Crowdfunding tool icon on the page correct and does it function?
- **Step 3** Click Show me pricing and plans
- **Step 4** Signup for campaign and choose which package - notification email doesn't arrive to let us know someone signed up but does show up on campaign tab through the back-end WPAdmin
- **Step 5** Create account on back end (check Forms/Entries for new accounts) Would want to automatically create account once someone signs up in the future
- - I can go to Users, click email address and send user an email about receiving their new account and talk to them about campaign/new book title if emails are not going through, such as Verne's example
- **Step 6** Email is sent to new user with account info , click on link to sign in- Email doesn't always successfully reach new user (Did with Christian but not Verne)With that automatic email, can we include text in there that says once you login it will take you to your profile , check info/add social media links, update and then provide instructions on how to work the dashboard- and also explain how to navigate while on your dashboard. Also include to bookmark the link, since there isn't a login button on CS website homepage
- **Step 7** Once logged in as user, Create a campaign from Dashboard
- **Step 8** Make up a title, URL and end date/goal
- **Step 9** Campaign has been created- The campaign link when you click on it doesn't show anything about the Author or book- only has info to Donate
- **Step 10** Once Campaign is created for book, submit a manuscript for approval... fill in author name, book title, upload book (Genres tab does not have any options)
- **Step 11** Back end look for book manuscript submission- where is it???
- **Step 12** If book was submitted and approved, we would link book pages and campaign.

NOTES/ISSUES

- Supposed to get email saying someone signed up to Brianna and Christian- neither of us got an email
- No login on the Crowdscribed website main home page for user who already has a profile
- How do I know that the email was sent and received by the new user? We tested it with Verne and he didn't receive an email nor was I notified that it didn't go through
- Crowdfunding tool "the fund it icon" on book incubator CS website doesn't work
- - We know when someone wants to create an account & campaign but do not know when someone submits a manuscript
- When someone submits a manuscript, we don't know where the new book project goes and cannot find it on the backend WP. It is submitted but neither there's anything to say approval is needed nor is there notifications on the WP site to show there's a new manuscript submitted by a user
- How do you add featured image for book campaign? It's not located on the right side of the page like it is for book pages
- Book is submitted but no place we know it's available even for admin / no approval awaiting
- Need to tie it to a book page, get video that says "hey here's what I'm doing, click on the link below and please donate"
- Once a book is approved, can we link it to the campaign? People need to know what book they will be funding and will want to read about it
- What we would need on the campaign page:
 - o a field that says "for an Ebook suggested donation is ____ and for paperback is ____ ... they need to be able to pick an Ebook or paperback
 - o need a field of how many copies they want
 - o and make sure that when someone submits a donation, that we are capturing their individual name address and email and know how much they donated so we know who to send the books to
- When signing up for a package that costs money- there needs to be a point on the page that shows "Crowdscribed will CHARGE you for ____" or have a place to say raise money for your fee. There was no payment option listed at any time throughout the process.
- Create a video or text to a new user to explain the difference between live editor and visual editor when linking their pages to their user account. Future to-do. Users won't know how to use their account overall.