

# FCS Website Requirements Questionnaire

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## 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](http://www.miraloyd.com)

## 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](https://is.gd/Miraloyd_FCS)

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

## Key Features

Feature	Description
<b>Auto-Save</b>	Your progress is saved automatically. You can close and return later.
<b>8 Pages</b>	The form has 8 short pages. Takes about 15 minutes to complete.
<b>Filled Example</b>	A filled example PDF is available for download at the top of the form.
<b>File Uploads</b>	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?
<b>Official school name</b>	Your school's full registered name (pre-filled as "Faith Christian Schools, Karu")	Yes
<b>School levels offered</b>	Tick all levels your school currently runs (Creche through Senior Secondary)	Yes
<b>School motto</b>	Your school's official motto or tagline	Yes
<b>Year established</b>	The year the school was founded	No
<b>What makes your school unique?</b>	Write 2-3 sentences about what sets your school apart from others	Yes
<b>Curriculum and examinations</b>	Tick all curricula and exam bodies your school follows (NERDC, Cambridge, WAEC, etc.)	No
<b>Accreditations</b>	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 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?
<b>Upload school logo</b>	Tap to upload your logo file. PNG with transparent background is ideal. Max 5 MB.	Yes
<b>School crest / emblem</b>	If your crest is different from your logo, upload it here.	No
<b>Official school colours</b>	Enter your school colours -- e.g., "Navy Blue, Gold, White" or hex codes like "#1a3a5c"	Yes
<b>Website feel</b>	Choose the overall tone: Professional and Academic, Warm and Welcoming, Faith-centred, Modern, or a Blend	Yes
<b>Admired websites</b>	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 and 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	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

If you select "WhatsApp Chat Button," a field will appear asking for your WhatsApp phone number.

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

Field	What to Enter	Required?
<b>Admission process</b>	Describe the steps a parent follows to enrol their child -- from enquiry to acceptance	Yes
<b>Fee / tuition display</b>	Should we show fees on the website? Choose: Full structure / Ranges only / No (contact school)	Yes
<b>Key facilities</b>	Tick the facilities your school has -- Science Lab, Library, Sports Field, Chapel, Transport, CCTV, Generator, Playground, etc.	No
<b>Notable achievements</b>	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. If Yes, enter the video URL.	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?
<b>School address</b>	Full address as it should appear on the website (pre-filled -- please verify)	Yes
<b>School phone number(s)</b>	All contact lines -- office, admissions, WhatsApp. One per line.	Yes
<b>School email</b>	The official email address for website display (e.g., info@yourschool.ng)	Yes
<b>Social media</b>	Tick the platforms your school uses -- Facebook, Instagram, YouTube, Twitter/X, TikTok, LinkedIn	No

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

## Data Protection and Consent

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

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.
2. Contact permission -- You agree to be contacted via phone, email, or WhatsApp regarding this project.



# 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 while filling the form?  
**info@miraloyd.com | +234 (0) 911 598 4804**

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