

ICSA – International Church Support Alliance

Section 1 - Project Summary

ICSA is a simple online platform that helps churches share their missions with the world. It is a completely **free tool** — created to **support local ministries, increase visibility**, and help **donors or partners discover them directly**.

Each church can:

1. **Join easily online** by filling a short form.
2. **Create a small public profile** with their story, mission description, photo, and optional video.
3. Be **listed on the ICSA site**, where visitors and donors can read about their work and contact them directly.

The system does not handle donations or payments — it only connects churches with potential supporters.

ICSA's role is to provide the platform and visibility, not to act as a middleman.

The system runs under the official domain **icsa.church**

Developer Notice

This system for **ICSA (icsa.church)** is also a **pilot project** for a larger platform planned later. We chose certain tools and logic with future scaling in mind.

If the work on ICSA is successful, the same developer will be invited to build the next, more advanced system.

Section 2 - What's In / What's Out

What's Included in This Project

- ✂ A **minimal Join form** (church name, contact person, email, country).
- ✂ After submitting, each church receives a **Welcome email** with a **unique private link**.
- ✂ Using that link (no login needed), the church can **write about its mission/project**, upload a **photo** and optional **video**.
- ✂ The admin reviews each project and **manually approves** it before it appears publicly.
- ✂ Approved projects are displayed on **voices.icsa.church**, showing:
 - ✂ Church name
 - ✂ Mission description

🔗 Photo / video

🔗 Contact link

🔗 When a project is approved, the system automatically creates and emails a **unique Certificate (PDF)** confirming that the church is part of ICSA.

🔗 Simple **Admin Review page** to view, edit, approve, or reject projects.

🔗 Data and files stored in **Supabase**.

🔗 Sites hosted on **Vercel**.

What's Not Included

🔗 ✗ No referral or invite system.

🔗 ✗ No payment or donation handling.

🔗 ✗ No permanent user accounts or passwords.

🔗 ✗ No detailed analytics or marketing tools.

🔗 ✗ No mobile app — web only.

Section 3 - Domain Map

Main Domains

Purpose	Address	Description
Join	icsa.church	Churches learn about ICSA and fill the Join form . After joining, they receive a private link by email to submit their mission story, photo, and video.
Public Stories Site (Voices)	voices.icsa.church	Public website where approved church projects appear as cards. Visitors can read stories, see photos/videos, and contact churches directly.
Admin Review Page	voices.icsa.church/admin	Private page for ICSA team to review, edit, and approve new submissions before they go public.
Certificate Verification	voices.icsa.church/certificate/CERT123	Public page for verifying a church's membership certificate by its unique ID.

Notes for Developer

🔗 All domains use the same **Supabase** project for data and file storage.

🔗 When a project is approved, the public page on **voices.icsa.church** updates automatically.

🔗 Emails and certificate links always use the same domain set for consistency.

Section 4 - User Flow (End to End)

① Join Form (join.icsa.church)

- ✎ A church fills out a very short form:
 - ✎ Church name
 - ✎ Contact name
 - ✎ Email
 - ✎ Country
 - ✎ The system saves the data in Supabase and marks the status as “**joined.**”
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② Welcome Email

- ✎ The system sends a **Welcome email** immediately after submission.
 - ✎ The email includes:
 - ✎ A thank-you message
 - ✎ A **unique private link** (token) to submit their mission/project
 - ✎ A note that no login is required — the link itself grants access
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③ Project Submission Page (private link)

- ✎ The church opens the private link and fills in a short **Project form**, adding:
 - ✎ Project title / mission description
 - ✎ One photo (required)
 - ✎ One video (optional)
 - ✎ When submitted, it’s saved in Supabase with the status “**pending approval.**”
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④ Admin Review (voices.icsa.church/admin)

- ✎ The ICSA admin logs in to the private review page.
 - ✎ Each pending project appears as a small preview card with text, image, and “Approve” or “Reject” buttons.
 - ✎ The admin can open full details to check or edit before approving.
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⑤ Approval

- ✂ When the admin clicks **Approve**, the project's status becomes **"approved."**
 - ✂ The project automatically appears on the public site **voices.icsa.church** as a card with photo, text, and optional video.
 - ✂ A **Certificate (PDF)** is generated and emailed to the church automatically.
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⑥ Public View (voices.icsa.church)

- ✂ Visitors can browse all **approved projects**.
- ✂ Each card links to a detail page with the full story, images, and optional video.
- ✂ Visitors can contact the church directly using the church's provided link or email (optional field).

Section 5 - Data & Files

Where data is stored

All information, photos, and videos are stored in **Supabase** — one shared project for both `icsa.church` and `voices.icsa.church`.

Main tables

Table name	What it stores
churches	Basic info from the Join form
projects	Mission stories submitted through the private link (title, text, photo/video links, status: <i>pending</i> / <i>approved</i> / <i>rejected</i>).
certificates	Auto-generated record for each approved project (certificate ID, issue date, link to PDF).

File storage (Supabase Buckets)

Folder	Purpose
uploads/	Photos and videos uploaded by churches.
certificates/	PDF certificates generated after approval.

Data connection

- ✂ Both sites read and write to the same Supabase database.
- ✂ The public site (`voices.icsa.church`) only loads entries marked **approved**.

- ✂ The admin page updates project status to approved or rejected.
- ✂ File URLs (photo, video, PDF) are automatically attached to the related record

Section 6 - Emails

Email platform

All system emails are sent through **Brevo**.

The system uses simple templates — no complicated automation or tracking.

When emails are sent

Step	Trigger	Recipient	Purpose / Content
1. After Join Form	A new church submits the join form.	Church contact email	Welcome email — thanks them for joining and includes their private link to submit their mission/project (no login required).
2. After Admin Approval	Admin clicks “Approve” in the review panel.	Church contact email	Approval email — informs them their project is now live on the public site, and includes their certificate PDF as an attachment or link.
3. Rejection Email	Admin clicks “Reject.”	Church contact email	Polite note explaining the submission was not approved and how to edit or resend (optional).

Email design

- ✂ Simple, text-based or light HTML.
- ✂ Each email includes the ICSA logo and the domain **icsa.church** for trust.
- ✂ All text is in English
- ✂ Links use the correct domain (either `join.icsa.church` or `voices.icsa.church`).

Developer Notes

- ✂ Store each email template in Brevo.
- ✂ Supabase triggers the correct template at each step.

Section 7 - PDF Certificate

Purpose

Each approved church automatically receives a **Membership Certificate (PDF)** confirming that its project is part of ICSA.

The certificate is both symbolic (recognition) and practical (for donors or partners).

When it's created

- ✂ Automatically generated **after Admin approval** of a project.
- ✂ The certificate record is saved in Supabase and linked to the church's entry.

What it contains

- ✂ ICSA logo and name
- ✂ Church name
- ✂ Project or mission title
- ✂ Certificate ID (unique code)
- ✂ Approval date
- ✂ Signature line (digital)

Where it's stored

- ✂ The PDF file is saved in the Supabase **certificates/** folder.
- ✂ The record includes:
 - ✂ `certificate_id`
 - ✂ `church_id`
 - ✂ `file_url`
 - ✂ `issued_at` (timestamp)

Email delivery

- ✂ After approval, the church automatically receives the certificate by email:
 - ✂ A **link** to download it.

Section 8 - Media Rules

Overview

Churches can upload **one photo** (required) and **one video** (optional) with their project submission. The goal is to keep uploads easy, safe, and lightweight so pages load quickly even on slow connections.

Photo Guidelines

- ✂ **Required:** one main photo.
- ✂ **Maximum size:** 5 MB.
- ✂ **Accepted formats:** JPG, PNG, or WebP.
- ✂ Automatically resized and compressed after upload for faster display.
- ✂ Stored in Supabase under `uploads/` and linked to the project record.

Video Guidelines

- ✂ **Optional field.**
- ✂ Two options:
 1. Upload a short video (maximum 50 MB, around 1 minute).
 2. Or provide an **unlisted YouTube or Vimeo link** instead of uploading.
- ✂ Videos do **not autoplay** on the public site — they load only when the visitor clicks “Play.”
- ✂ Video files (if uploaded) are stored in Supabase under `uploads/`.

Display Rules

- ✂ Public pages (`voices.icsa.church`) show photos as optimized thumbnails and load them lazily (only when visible).
- ✂ Video thumbnails or embedded players appear only on the project’s detail page.
- ✂ If a project is not approved, its files remain private and invisible to visitors.

Section 9 - Languages

Current project

- ✂ **English only.**
- ✂ All pages, emails, and admin tools will ship in English.

Future-ready (for next project / later add-ons)

- ✂ Build text as **replaceable labels** (not hard-coded), so adding languages later is easy.
- ✂ Keep a simple **language file** structure ready (e.g., `en.json`) even if only English is used now.

Bottom line

- ✂ Ship English now.
- ✂ Be ready to plug in more languages later without rebuilding.

Section 10 - Admin Review Tool

Purpose

Review new church projects, make small edits if needed, then **Approve** (goes public) or **Reject** (stays hidden).

Location

- ✂ `voices.icsa.church/admin`

What you can do

- ✂ **See pending projects** in a simple list with photo, title, church name, country, date.
- ✂ **Open a project** to read full text and view media.
- ✂ **Edit minor text** (typos, short fixes) before approval.
- ✂ **Approve** → project appears on `voices.icsa.church` instantly.
- ✂ **Reject** → stays hidden; (optional) add a short reason.
- ✂ **Unpublish** (optional) → hide a project that was already approved.
- ✂ **Preview public page** before approving.
- ✂ **Send emails automatically** on approve (and optionally on reject).

After you click Approve

- ✂ Status changes to **approved**.
- ✂ The project **shows on the public site** (card + detail page).
- ✂ A **certificate PDF** is created and the **Approval email** is sent with the link.

Nice-to-have extras

- ✂ **Search and filters** (by country, date, status).
- ✂ **Bulk actions** (approve/reject multiple).
- ✂ **Notes** field (internal, not public).
- ✂ **Refresh public list** right after approval so it appears immediately.

Section 11 - Deployment Plan

Hosting

- ✂ Both sites will be hosted on **Vercel** (recommended) or **Netlify**.

Site	Domain	Purpose
Join site	icsa.church	Churches join and submit projects.
Showcase site	voices.icsa.church	Public projects + Admin Review tool.

Database & Files

- ✂ Both sites connect to **one Supabase project** for:
 - ✂ Database tables (churches, projects, certificates)
 - ✂ File storage (uploads and certificates folders)

Email Platform

- ✂ **Brevo** handles all system emails.
- ✂ Developer will set API keys for live sending.

Domains & DNS

- ✂ Add subdomains **voices** in the DNS panel of **icsa.church**.
- ✂ Point them to Vercel's servers.
- ✂ Use SSL (HTTPS) on both sites.

Deployment process

1. Developer prepares both sites locally and connects to Supabase.

2. Test all flows (join, email, submission, approval).
3. Deploy **join** site first, then **voices** site.
4. Final test on live domains.
5. Turn off any test/demo data before launch.

Section 12 - Launch Checklist

Before launch

- ☐ Both domains — `join.icsa.church` and `voices.icsa.church` — are live and secured with HTTPS.
 - ☐ DNS records verified and pointing correctly to hosting (Vercel/Netlify).
 - ☐ Supabase project connected and database tables created (churches, projects, certificates).
 - ☐ Email API keys (Brevo or MailerLite) added and tested.
 - ☐ Upload and certificate folders exist in Supabase (uploads/, certificates/).
 - ☐ Figma designs fully implemented and reviewed visually.
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Functionality

- ☐ Join form submits successfully and shows Thank-You page.
 - ☐ Welcome email sends automatically with a working private link.
 - ☐ Private project submission form works and uploads media correctly.
 - ☐ Admin Review tool lists all pending submissions.
 - ☐ Approve button publishes instantly to the public site.
 - ☐ Approval email (with certificate) sends correctly.
 - ☐ Rejected projects stay hidden from public view.
 - ☐ Public site loads only approved entries and displays media properly.
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Content and text

- ☐ All public text finalized and proofread in English.
- ☐ All buttons and labels match the Figma design.
- ☐ Privacy and contact info included in the footer.
- ☐ Test data removed; only real approved entries remain visible.

Speed and usability

- ☐ Pages load quickly (under 3 seconds on 4G).
 - ☐ Photos are optimized; videos click-to-play.
 - ☐ Works smoothly on phones, tablets, and computers.
 - ☐ Scroll, forms, and buttons behave correctly on all devices.
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Final checks

- ☐ Certificate verification page works.
- ☐ Error pages show clear, friendly messages.
- ☐ Backups and restore method tested once.
- ☐ All test emails and links verified again.
- ☐ Team walk-through done from start to finish.