

What We Need From the Management

To complete and fully operate the website | Sunday Gospel Foundation | 17 June 2026

The website and all five admin portals are built and live. To finish the remaining content and run it smoothly, we need the following from the management and schools.

A. Content still required

- **Principal's & Headmistress's messages** for Holy Family HS and HSS (a short paragraph each).
- **Photographs:** principals / headmistresses, teachers, campus & facilities, and event photos for the gallery.
- **St. Mary's GHS (School 3)** full details — school info, staff, history, contacts.
- **Holy Family LPGS (School 4)** full details — school info, staff, contacts.
- **UDISE** and **Sampoorna** codes for each school.
- **High-resolution logos** for each school and the management body.
- Correct **Google Maps location** for each campus.

B. Accounts & operations

- An **official email address** to receive website enquiries and alerts.
- Confirmation of **domain & hosting** ownership and renewal (smfcsn.org) so it never lapses.
- **Change the default admin passwords** after handover (we will guide the team).
- Nominate **one or two staff per school** to be trained to update content.

C. Decisions pending

- Confirm which staff belong to the **LPGS** versus the High School (the Lower-Primary section query).
- **Social-media links** (YouTube, Facebook, Instagram) to display, if wanted.
- Any **additional pages or sections** the management would like added.
- Whether the three HSS streams should also be made editable from the admin panel.

D. Commercial

- Confirmation of the **agreed project amount** and a **payment schedule**.
- A decision on **annual hosting & maintenance support** going forward.

Once items in section A and B are provided, the remaining content can be entered quickly and the site will be fully complete for all four schools.