

## COORDINATOR

# PRINT YOUR SCHOOL DETAIL REPORT

Your program is wrapping up, and it's time to turn in all those donations! Be sure to turn in your School Detail Report so students will get credit for their online donations. Here are your quick steps for printing it.

### 1 START HERE

Go to [www.heart.org/AHC](http://www.heart.org/AHC). Click on the red "Student/Coordinator Log In" button in the upper right corner. Enter your username and password.

Then click on the red "My Headquarters" button. Forgot your username or password? Follow the directions for help.



Student/Coordinator Log In ▼



My Headquarters

### 2 GET YOUR REPORT

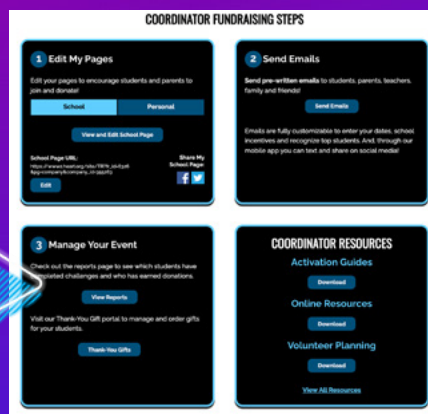
Scroll down to "Coordinator Fundraising Steps."

Then click on the blue "View Reports" button.

View Reports



Locate "School Detail Report" and click the black "View" button.



You can review the information and sort by student name, amount raised, number of emails sent, t-shirt size, teacher name, grade, personal challenge or Finn's Mission status.

### 3 PRINT REPORT

Click the black "Download CSV" button.

The report will download to your computer as a CSV file. (CSV files look similar to Excel, but you don't have to have Excel to view them.)

DOWNLOAD CSV



Can't find it? Check your browser settings or type Control + J, which works in several popular browsers to show your downloads.

### 4 SEND REPORT

Just mail it with your forms in the banking envelope, and you're all done. Remember that E-Checks have already been deposited and do not go in the envelope.

