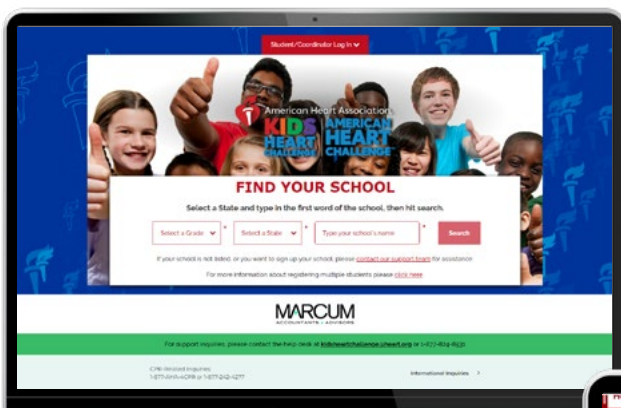




American Heart Association  
**AMERICAN HEART CHALLENGE™**

## COORDINATOR

# HOW TO PRINT YOUR SCHOOL DETAIL REPORT



1.

## START HERE

Go to [heart.org/Schools](http://heart.org/Schools). Click on the red "Student/Coordinator Log In" button on the top of the page. Enter your username and password.

Forgot your username or password? Follow the directions for help.

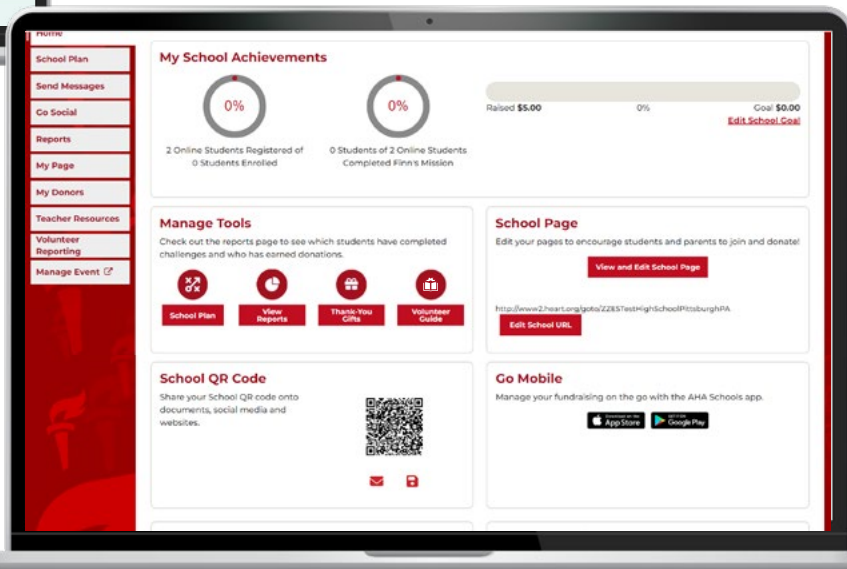
2.

## GET YOUR REPORT

Scroll down to "Manage Tools."

Then click on the red "Thank-You Gifts" button and choose "School Detail Report" and view.

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 "Download" 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.)

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

If you have checks, just mail in your summary gift order form in the banking envelope.