



COORDINATOR HOW TO CONVERT CASH



1.

DOWNLOAD THE AHA SCHOOLS APP!

Search "AHA Schools" in your app store.

Once downloaded, you can log in with your username and password.

2.

COLLECT CASH

Enter all cash collected into the student accounts within the "Manage Event" tool.

Convert all cash collected from the program to a check.

3.

CREDIT YOUR SCHOOL

Click "Donations" in the app menu and click on "Deposit Check."

Select "My School" and follow the prompts.

4.

ENTER, SNAP AND DEPOSIT!

Under "Check Details" tap to take a photo of the front and back of the check. (You may need to allow access to your camera to take the photos.) Enter the check amount and check number.

Enter the check information under "Donation Details" and make any changes as needed.

Double check and confirm all the information is correct, then tap the red "Deposit" button.

Keep the check for 30 days while your post event is processed and confirmed. Once confirmed, shred the check as you do not need to send the check in the Tyvek envelope.

