KIDS HEART CHALLENGE

COORDINATOR
HOW TO PRINT YOUR SCHOOL
DETAIL REPORT

1. START HERE

Go to **heart.org/Schools**. Click on the red **"Student/Coordinator Log In"** button on the top of the page. Enter your username and password.

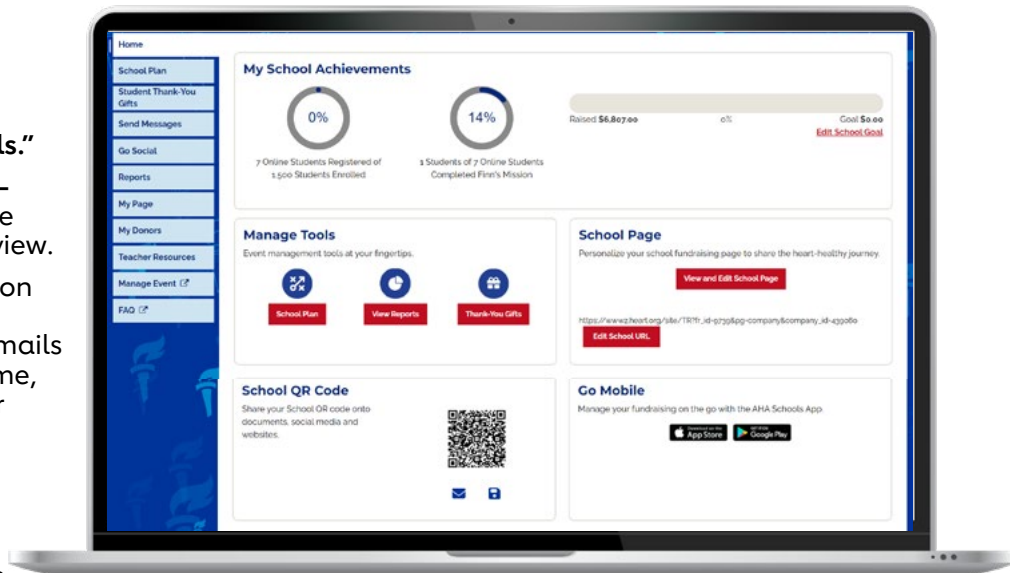Forgot your username or password? Follow the directions for help.

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.