



COORDINATOR HOW TO SUBMIT GIFT ORDERS

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.

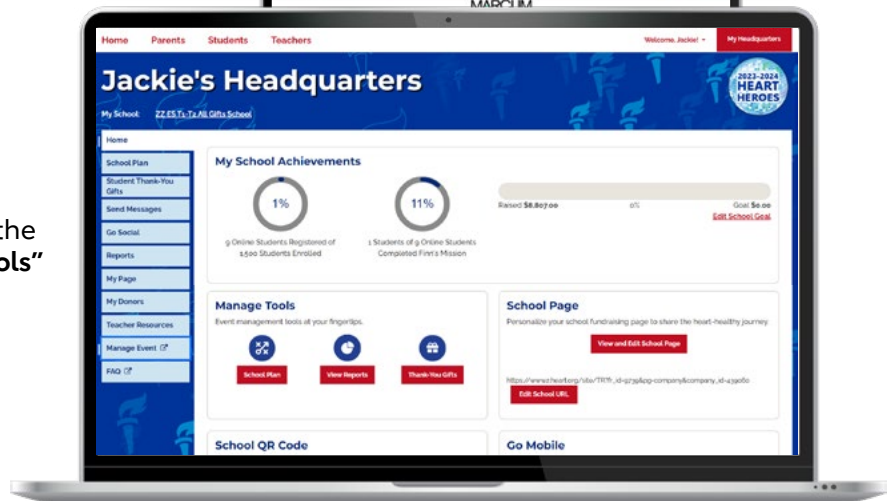
Forgot your username or password? Follow the directions for help.



2. GO TO YOUR DASHBOARD

Click the “Manage Event” tab on the left panel or scroll to “Manage Tools” and click on “Thank-You Gifts.”

[Thank-You Gifts](#)



3. ALL DONE?

Click on “Manage Gifts.” Your total is cumulative and includes multiple orders. To do a quick status check, use the menu at the top to sort students’ information in the following ways:

- **Donation Summary**—see donations coming in online, in cash, by checks, E-Checks or matching gifts
- **Gift Summary**—view how many students have qualified for gifts at different levels
- **T-Shirt Summary**—see how many t-shirts you’ll need, by size
- **Other Donations**—any miscellaneous cash, such as teacher donations and students who turned in coupons

Click “Submit” in the Orders box. Fill in the date you will mail your order and any special instructions. Verify the mailing and email addresses are correct, then print your order summary and include it with your donation envelope. If you have more than one order, you can print them together or on one sheet. Note: if additional funds come in later, a new order will be generated automatically when you click “Manage Gifts.”

Below are some helpful tips for wrapping up your event:

- **School and Volunteer Thank-You gifts**—Information on your Volunteer Thank-You Gift and School Thank-You Gift (if eligible) can be found on the second page of the order.
- **Gifts Time and Distribution**—Thank-you gifts should arrive approximately four weeks after submission of your donations and forms. To make distribution easier, gifts for each student who raised \$75 or more will be in bundles and color coded for quick identification. T-shirts are packaged separately and will need to be given out with the bundles.
- **Get a Jump on Next Year!**—Go ahead and pre-register for next year. We promise we’ll have even more fun activities and new gifts! Thank you for everything you do to help our nation’s children receive the support and education they need to live long, healthy lives and for raising funds for the health of all hearts! See you next year!