HOW TO MANAGE STUDENT GIFTS

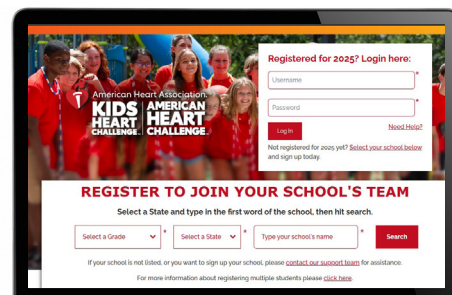**American Heart Association® KIDS HEART CHALLENGE™**

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.

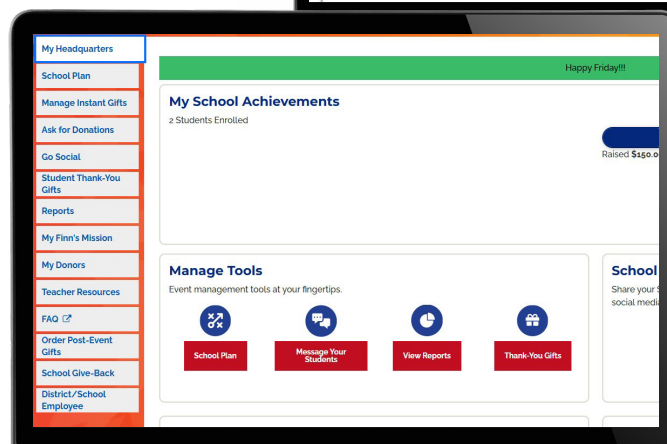Forgot your username or password? Follow the directions for help.

2 GO TO YOUR DASHBOARD

Click the **"Manage Instant Gifts"** tab on the left panel or scroll to **"Manage Tools"** and click on **"Thank-You Gifts."**

Thank-You Gifts

3 MANAGE GIFTS

Now it's time to enter any students' names that aren't already listed.

To add a student, click the red **"Add a Student"** button. (Note: if a student received an online donation, their name will already be listed.) A **"Add Student"** box will pop up. Fill in the student's information, then click **"Save"** or **"Save + Add Another."** Enter cash donations and checks, and be sure to include a T-shirt size for any student who raised $50 or more.

Made a mistake? Just click on the student's box to correct or delete information.

Need to see which gifts students will receive? Each student's tag shows funds raised and the gifts they have earned. Once you distribute an instant gift, click on the icon and it will turn from gray to color for easy tracking. Or click on the **"Deliver All"** icon to take care of all student gifts at once.