



# HOW TO PRINT YOUR SCHOOL REPORT



1

## START HERE

Go to [heart.org/Schools](https://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 the “Order Post-Events Gifts” tab.

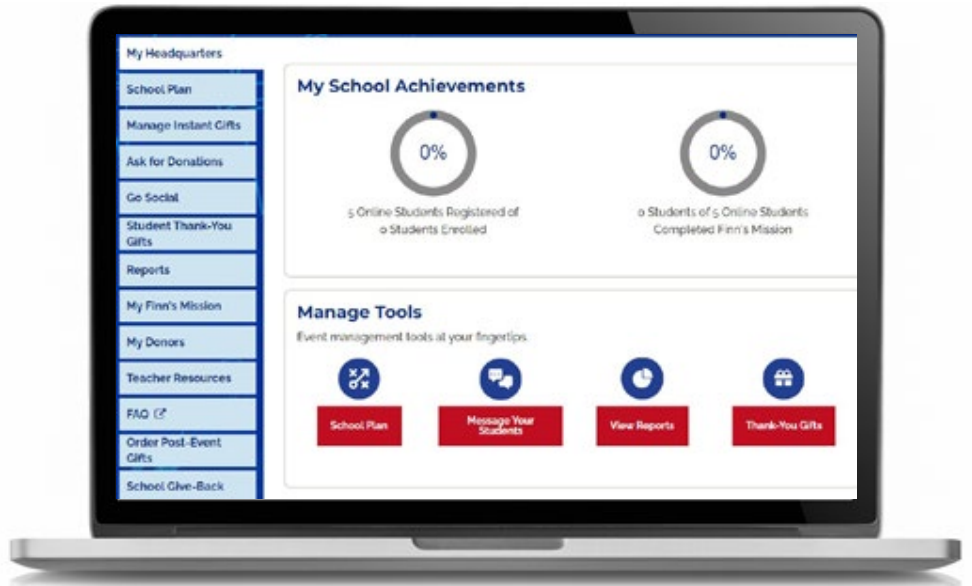
3

## PRINT REPORT

Click the “Export” button and choose the order you wish to export.

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.



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## SEND REPORT

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