



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.

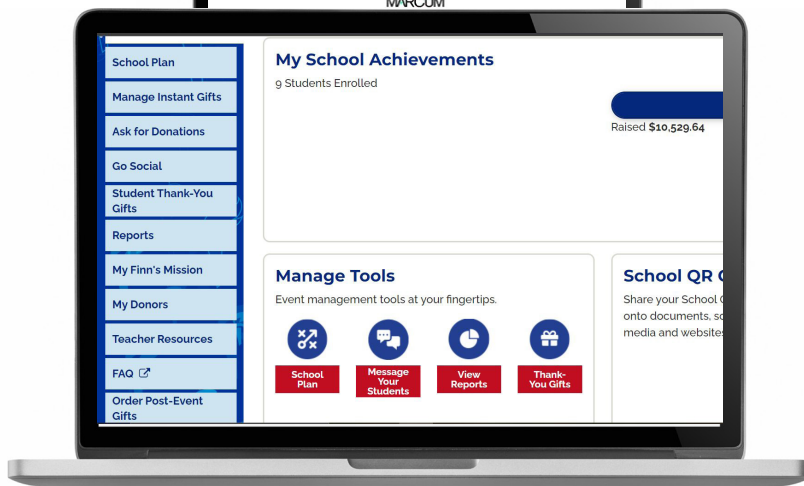
Forgot your username or password? Follow the directions for help.



2

GO TO YOUR DASHBOARD

Click the “Order Post-Event Gifts” tab on the left panel.



3

ALL DONE?

Click on “View & Submit.” Your total is cumulative and includes multiple orders. To do quick status check, see the blue boxes at the bottom of the page to find an overview of the order:

- **Donation Summary**—see donations coming in online, in cash, by checks, E-Checks or matching gifts
- **T-Shirt Summary**—see how many t-shirts you’ll need, by size
- **Bundles**—see how many bundles of each color you will receive.
- **Thank-You Gifts and Jump Ropes**—See how many volunteer gifts and jump ropes you will receive.

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 “Order Post-Event 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 School Give-Back Tab.
- **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