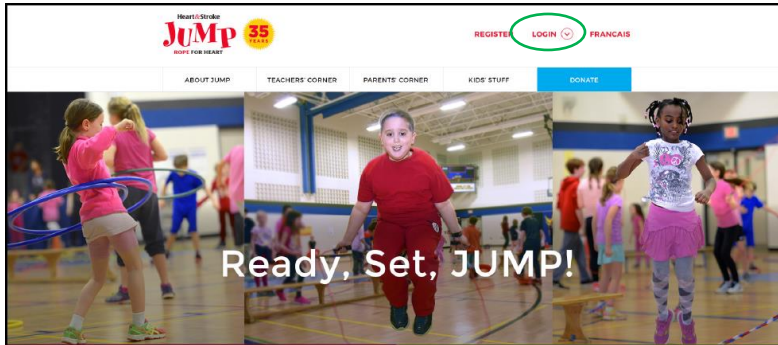


# How to Access your School Page (For Teachers)

Once your local Heart and Stroke has confirmed they have set-up your access to your school page, you can login to your participant centre as follows:

1. At [www.jumpropeforheart.ca](http://www.jumpropeforheart.ca) click "LOGIN"

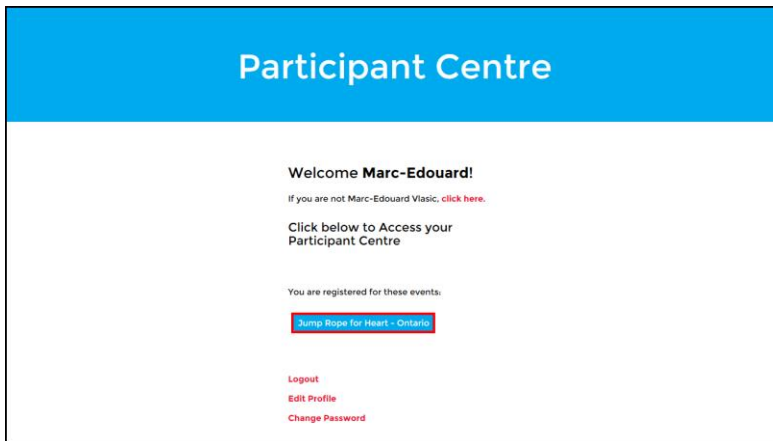


2. Enter the User Name and Password you created at Registration and click "LOGIN".

The image shows a login form titled 'Login to access your participant centre'. The form has two input fields: 'User Name:' with the text 'hockeymev44' and 'Password:' with five dots. A blue 'LOGIN' button is located below the fields. A red box highlights the 'User Name' and 'Password' fields. Above the fields, there is a note: '\* = Required Fields'.

If you have trouble logging in, click "FORGOT YOUR PASSWORD?". **Note:** the User Name and Password fields are case sensitive.

3. Click the blue button with the name of your Province's Jump Rope for Heart.



# How to customize your school's online page

1. Once you have logged into your Participant Centre, Select the "Team Page" (School Page).

Profile | Help | Log Out | Français

BACK TO THE HOMEPAGE

Home | **Email** | Progress | Personal Page | **Team Page**

Your Fundraising Progress

\$5.00 I Have Raised | \$150.00 My Goal (change) | 3% Percent

Send email

Add Contacts  
View Your Progress  
Edit Personal Page  
View Team Roster  
Update Event Preferences

Select the "Team Page" tab.

2. Customize your page! (Optional)

Profile | Help | Log Out | Français

BACK TO THE HOMEPAGE

Home | Email | Progress | Personal Page | **Team Page**

**Edit Your Team Fundraising Page** (View Team Page)

Team Name: **St Norbert Separate**

Team Page URL: (Shorten your URL)  
http://support.heartandstroke.ca/site/TR/Jump2017/JUMP2017?team\_id=29254&pg=team&fr\_id=4230

Body

Our school is raising money in support of the Heart&Stroke Foundation by participating in Jump Rope for Heart. Every seven minutes in Canada, heart disease or stroke takes another life. And another 1.6 million survivors are living with the effects of these devastating diseases. With your help, we're that much closer to living lives free of heart disease and stroke. Please help us reach our fundraising goal by making a donation today! Together, we can make tomorrow healthier for all Canadians.

Photo

Images must be .gif, .jpg or .png files.

Caption

The Preview will open in a new window, but will not save your changes.

Select "View Team Page" to see what your page currently looks like.

Select this link if you want to edit your schools fundraising page URL.

Personalize your school's message! Write about your school's fundraising efforts, why your school supports Jump, and any other event related information here.

Add a photo to your page.

Click "Save" when finished.

# How to set your School's online fundraising goal

- 1) Ensure you are on the "Team" tab
- 2) Click on the School "Progress" tab then edit your school's fundraising goal by clicking on the "change" link.  
Note: This goal is public and will be seen by all registered online participants and donors who visit your page.

[Profile](#) | [Help](#) | [Log Out](#) | [Français](#)

BACK TO THE HOMEPAGE

Home | Email | Progress | Personal Page | Team Page

### Team Report

Team Fundraising Progress

\$10.00 Team has raised | **\$0.00 Team goal (change)** | 0% To team goal

Team-Specific Donation History  
(or Download team donation list)

Donor	Amount	Notes	Date
No donations found.			

Contributing Team Mem  
(View all teammates or Download roster) (Download team s

Test Test	\$5.00	t Test	\$5.00
-----------	--------	--------	--------

Personal | **Team**

Enter new offline gift

Top 10 Donors across Team  
Kick Start Donation - \$10.00

0 | [f](#) | [t](#) | [g+](#) | [in](#)

Ensure you are on the "Team" tab

To set your online fundraising goal, select "change"

# How to Access your School's Online Reports

Reports are great tools to help you track:

- Who has registered online
- How your school's fundraising efforts are going

There are 2 different reports:

- **General Donations List** - These are donations made to your school, not to a specific student.
- **Team Roster** – includes email addresses and total amount fundraised online by each participant.

1. Login to your Participant Centre and select the "Progress" Tab.
  - a. It will open to your "Personal" report.
  - b. On the side, select "Team" to access your school's page.



2. You will use your School's Progress Tab to:

