Online Instructions for Teacher Coordinators

Thank you for supporting Jump Rope for Heart! As a Teacher Coordinator you have access to both a personal page and a separate school page.

If you wish to personally support your school's fundraising efforts, we suggest using your personal page. This guide will provide the steps to work within your school page, which allows you to customize your school's page, generate reports, and more, all within your Participant Centre.

We've created these online instructions to help you make the most out of your time here. Remember: less than 2 hours of screen time! The following guide will help you figure out how to:

How to add your school's Event Date

It is very important to enter your school's Event Date. While we encourage you to only enter your date one time, you will be able to adjust it, if necessary.

1. Log in to your Participant Centre.

2. On the left side of the panel, halfway down the page, you will see two tabs: one that says, "Me" (which is your personal page) and one that says, "My School." Select the tab that says, "My School."
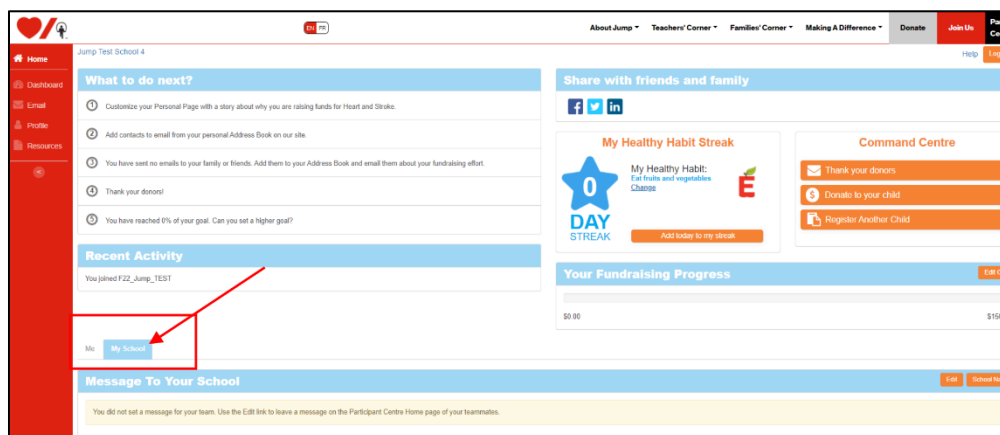
3. On the lower left side of the main panel, you will see "Event Date".
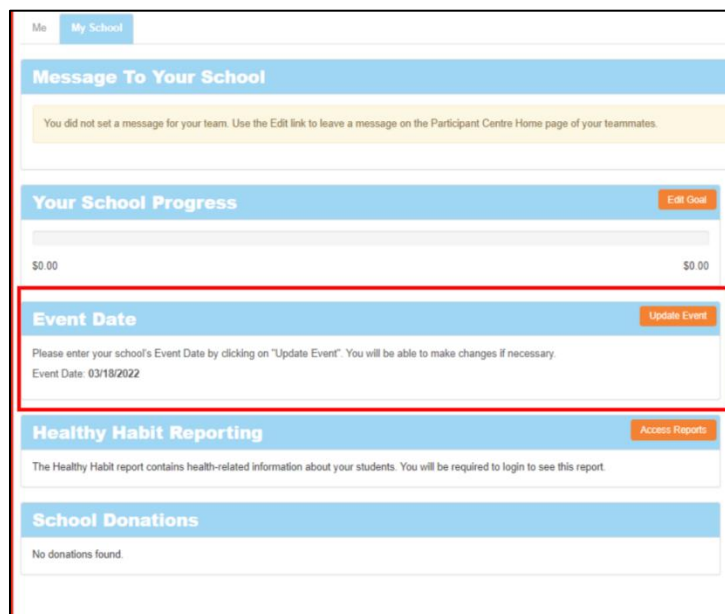
4. Select the button that says, "Update Event". You will be taken to the "Questions" tab in your Profile section.

Event Date Update Event

Please enter your school's Event Date by clicking on "Update Event". You will be able to make changes if necessary.

Event Date: **03/18/2022**

5. Enter your new date and click save. You will receive a notice that the changes have been saved. Click "Home" in the left hand navigation and scroll to the "Event Date" section again to confirm your new date is updated.


Profile   Questions   Event Options

Preferences

What grade do you teach? *

SK

Did you participate in Jump as a child? *

Yes

What's your favourite EASY healthy habit? Choose one below so you can start counting your healthy habit streak when you login. Your streak is shared with supporters on your page. *

1. Eat fruits and vegetables

☐ Yes, please add my email address to receive updates from the Heart and Stroke Foundation.

What is the date of your event?

03/18/2022

Reset   Save

How to Set Your School's Online Fundraising Goal

As a Teacher Coordinator you will be able to change your school's goal from within your Participant Centre.

1. Log in to your Participant Centre.

2. On the left side of the panel, halfway down the page, you will see two tabs: one that says, "Me" (which is your personal page) and one that says, "My School." Select the tab that says, "My School."
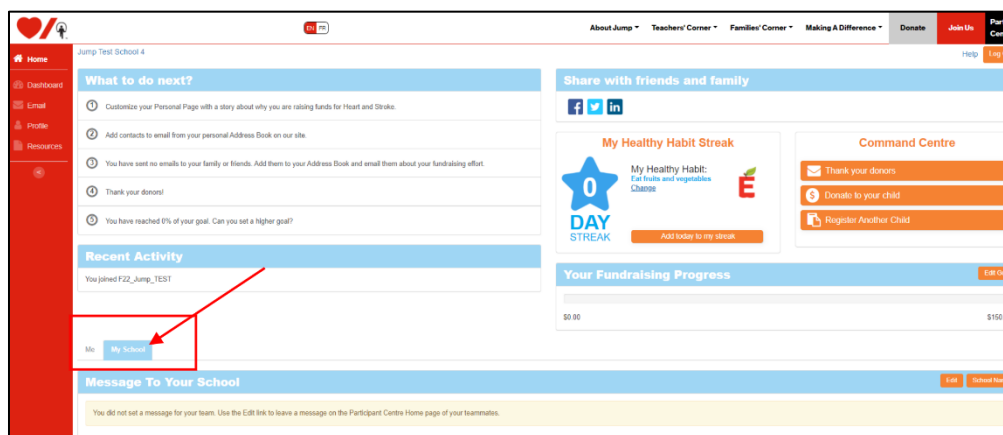
3. On the left side of the My School section, you will see "Your School Progress". Select the button on the right that says, "Edit Goal".
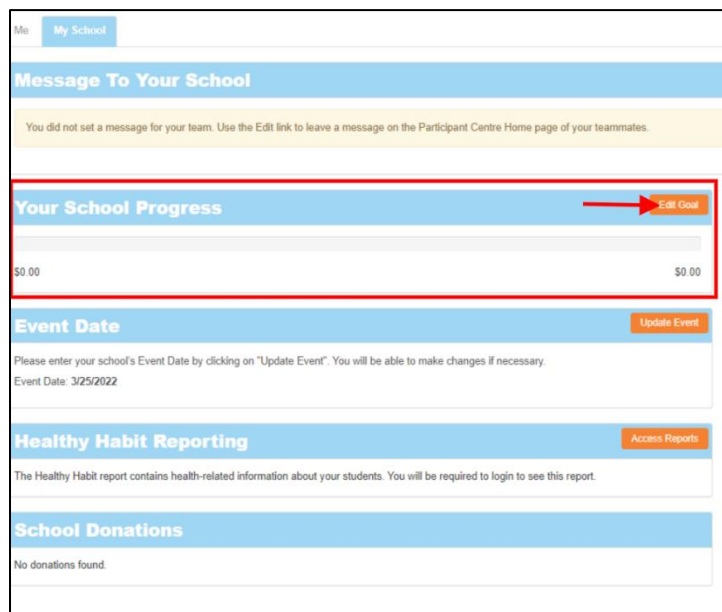
4. A new window will open where you can enter your new goal and click on "save".

5. You will then see a message that "You have successfully updated your goal" and it will automatically close within a few seconds.

How to Update Your School Page

You can customize your school's page to highlight your fundraising efforts, spirit boosters, healthy habits, and even why your school is participating in Jump, by following the steps below. Remember - your school page is visible to everyone who searches for your school and registers to join.

1. Log in to your Participant Centre.

2. On the left side of the panel, halfway down the page, you will see two tabs: one that says, "Me" (which is your personal page) and one that says, "My School." Select the tab that says, "My School."
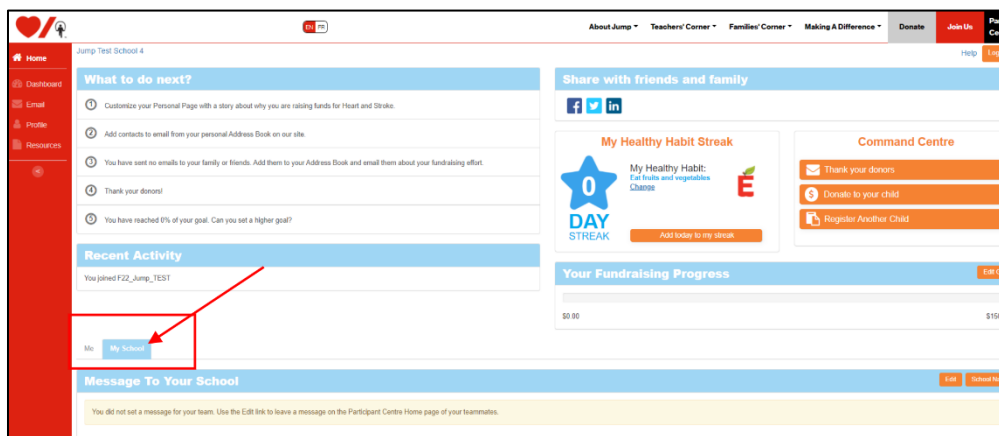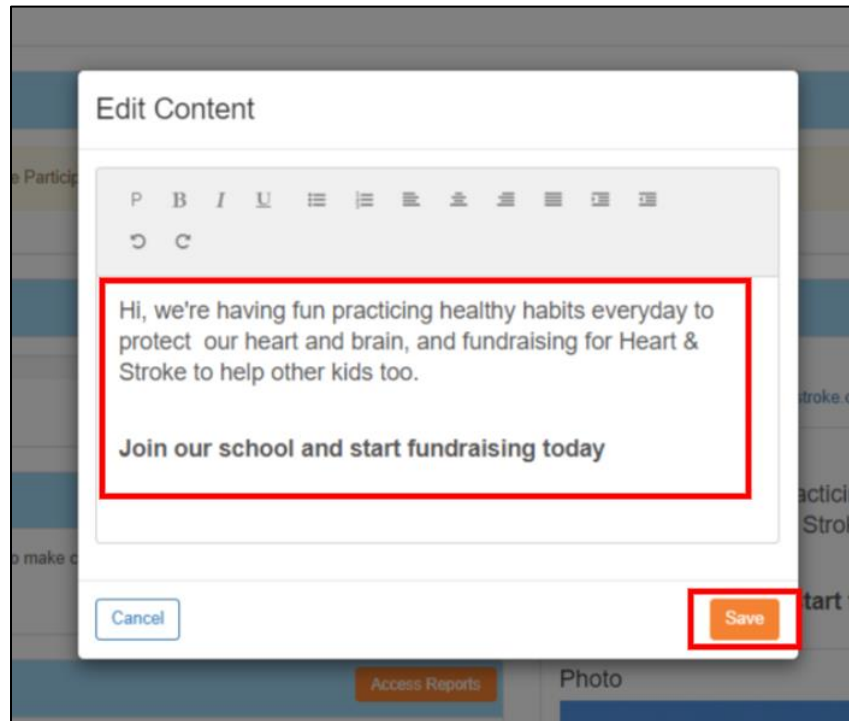

3. In the lower right section of the main page, you will see, "Body," and to the right, a button that you can click on to "Edit Content."
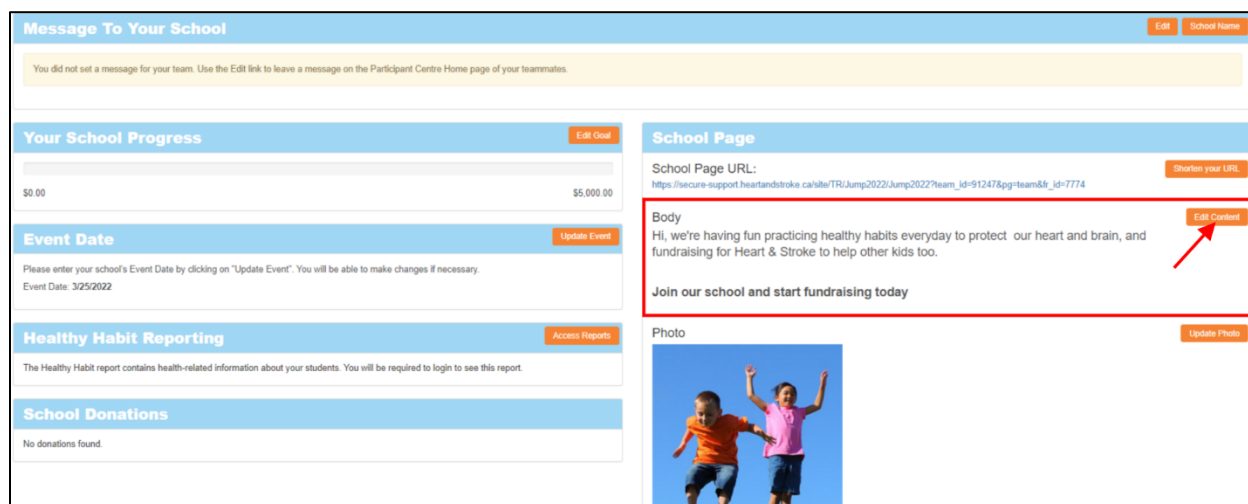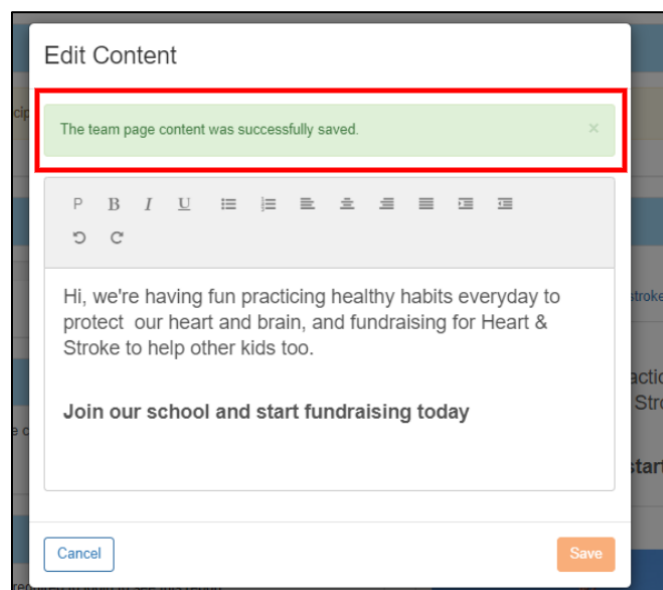
4. A new window will open where you can update the body of the message that will appear on your school's page. Click "Save" at the bottom of the window when you're done.

5. A message will then appear letting you know that your changes were saved. The window will automatically close after a few seconds.

6. You can also add a photo to your school's page by scrolling down to the "Photo" section and selecting "Update Media".

7. A new window will open. To select the photo that you wish you to upload, click on the "Choose File" button and find the file on your computer. Click "open".

8. You can also add a caption to your photo and can rotate your image right or left.

9. Once you have made all your changes, click "Save". A message will appear letting you know that your changes were saved. The window will automatically close within a few seconds.

10. To view your updated page, click the link under your "School Page URL".

How to Run Your School Reports

Reports are a great tool to help you track who has registered online, your school's fundraising progress, and the Healthy Habits that each student is tracking.

There are two types of fundraising reports:

- Team Stats are all donations made to your school's Jump Event.
- Team Roster includes detailed information about each of your school's registered participants, including the amount that each student has fundraised online.

You will also be able to access a Healthy Habit report for your school:

- The Healthy Habit tracker will allow you to see how many days each Healthy Habit is being tracked by each student that has joined your school's event online.

To access all your reports:

1. Log in to your Participant Centre.

2. On the left side of the panel, halfway down the page, you will see two tabs: one that says, "Me" (which is your personal page) and one that says, "My School." Select the tab that says, "My School."
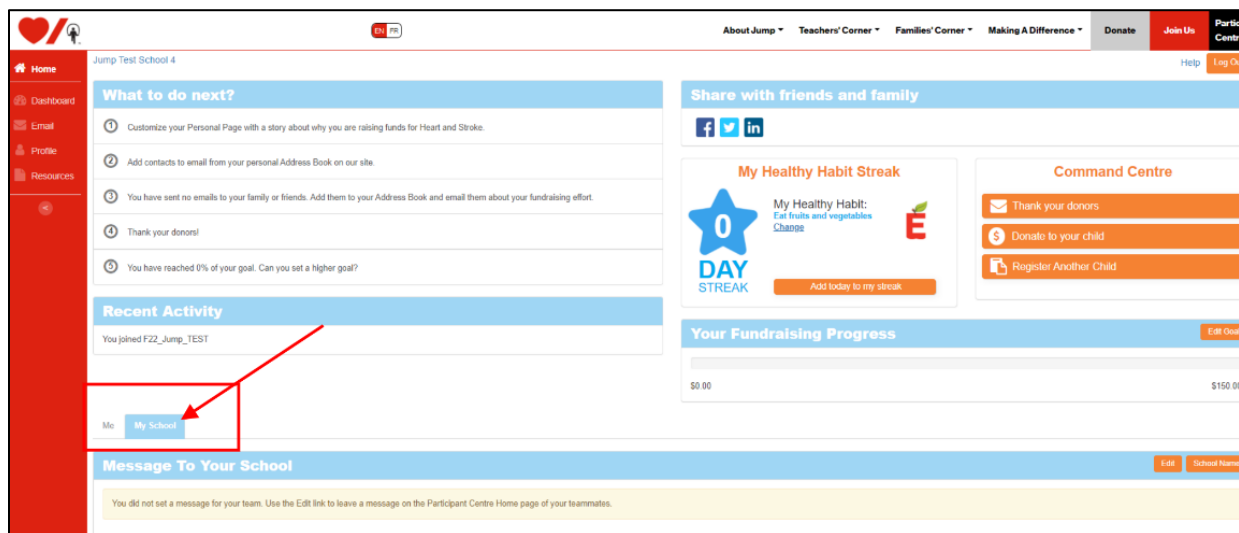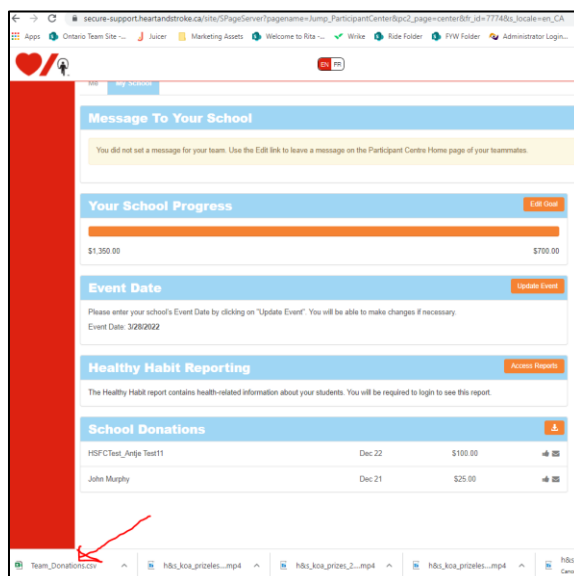
To run your school's donation report:

1. On the lower left side of the main panel, you will see "School Donations". Select the download button on the right. If your school does not have any donations, you will not see this button.

2. After you press the download button, an excel spreadsheet will download. You can access this at the bottom of your internet browser. If you don't see it there, check you "downloads" folder on your computer. It should be titled "Team_Donations" . Open the spreadsheet.


3. Once you open the spreadsheet, you will see a list of all of your school's donors. It contains each donor's information including name, gift amount and gift date.

To run your school's Fundraising Participant report:

1. On the lower right side of the main panel, you will see "School Roster". Select the download button on the right. If your school does not have any participants, you will not see this section.
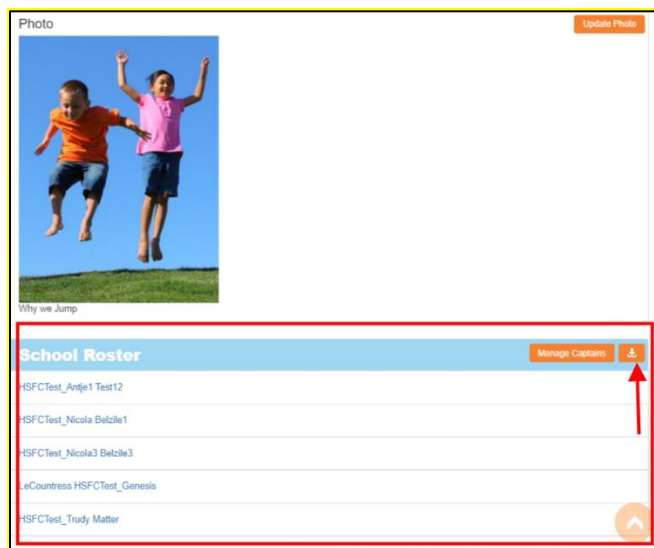
2. After you press the download button, an excel spreadsheet will download. You can access this at the bottom of your internet browser. If you don't see it there, check you "downloads" folder on your computer. It should be titled "Team_Roster". Open the spreadsheet.
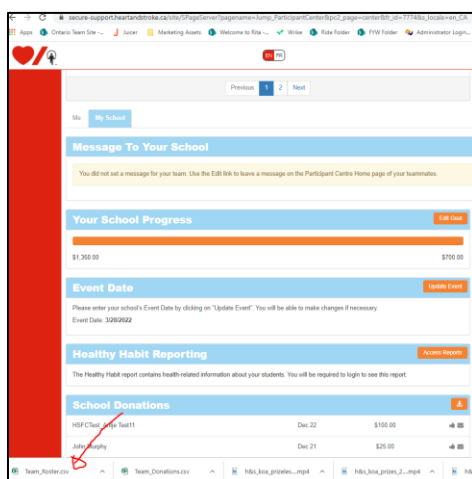
3. Once you open the spreadsheet, you will see a list of all of your students who have registered online. It contains each student's name, fundraising amount and number of donors.

How to run a Healthy Habit Report:

1. On the lower left side of the main panel, you will see "Healthy Habits Reporting". Select the button on the right that says "Access Reports".

2. You have access to two types of reports.
   a. **Healthy Habits** – summarizes how students are tracking each healthy habits and how many days each healthy habit has been tracked for.
   b. **Student details** – shows you which of your students have been tracking healthy habits, what healthy habit they are tracking, and how many days they have tracked their healthy habit.

   Select the report you would like to view and then click "Download Report"
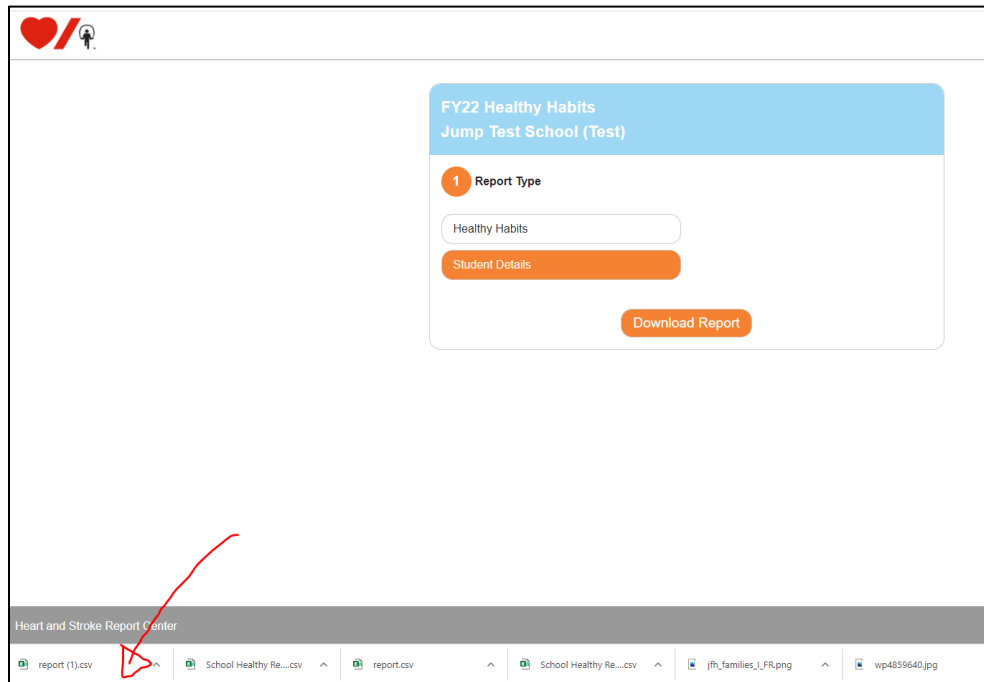
3. The report will download at the bottom of your internet browser. If you do not see it there, go to your "downloads" folder on your computer and it will show up there. The Healthy Habit report is called "School Healthy Report.csv" and the Student Details report is called "Report.csv"
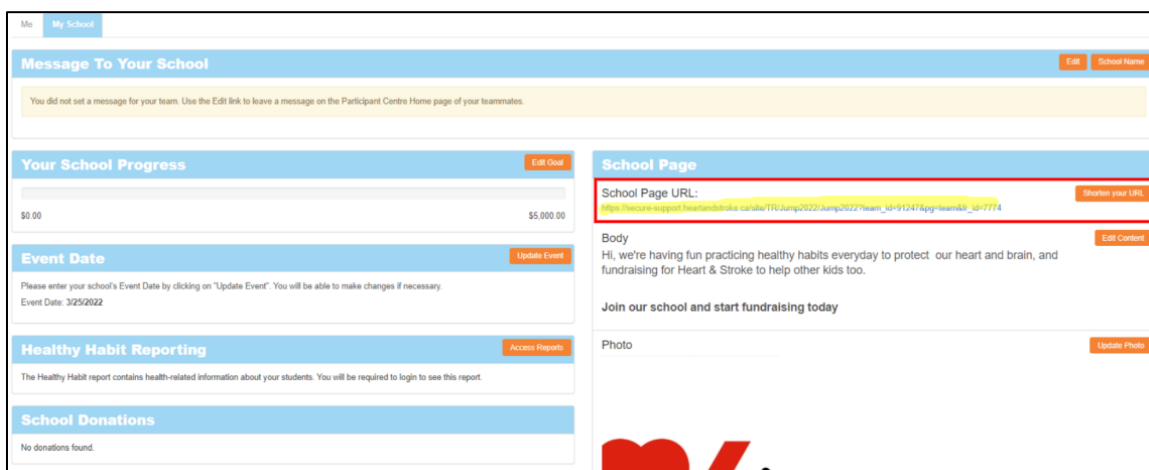
How to Find Your School Page Link

1. Log in to your Participant Centre.

2. On the left side of the panel, halfway down the page, you will see two tabs: one that says, "Me" (which is your personal page) and one that says, "My School." Select the tab that says, "My School."
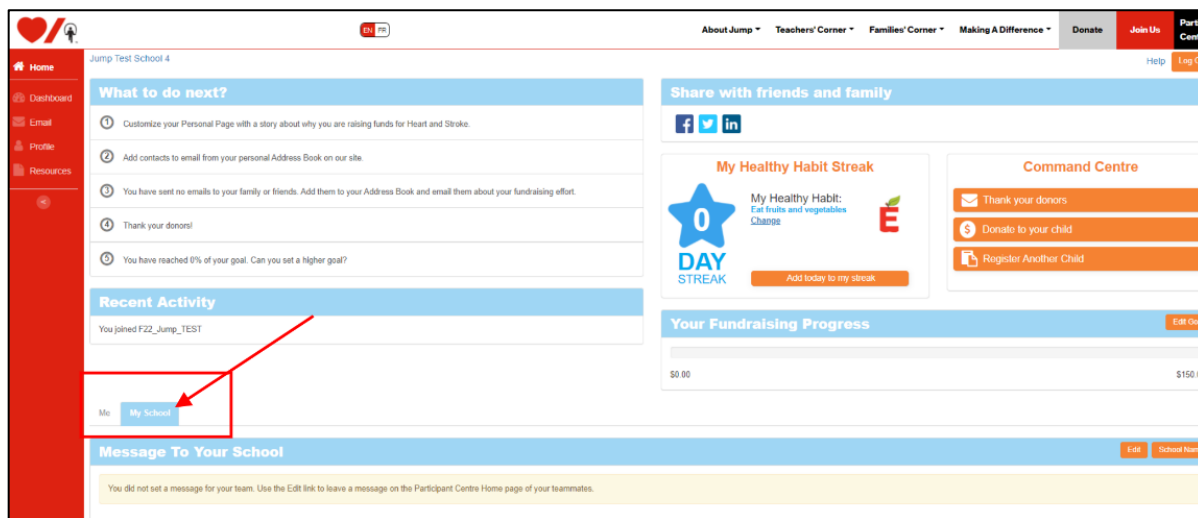
3. In the lower right section of the main page, you will see " School Page URL" section. There you will find the link to your school page. Highlight and copy this link to your clipboard.

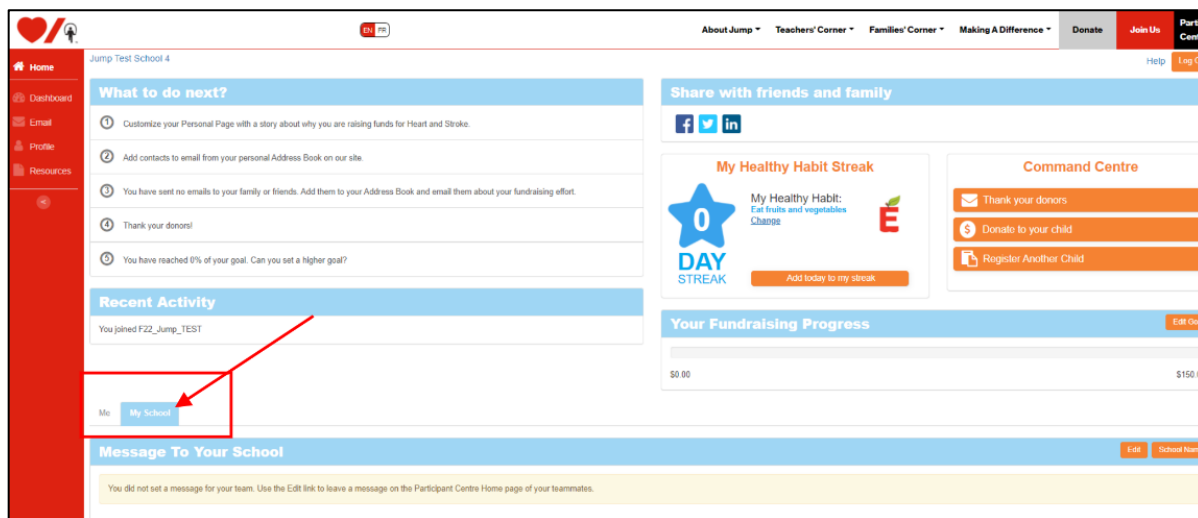4. You can now paste your School Page link into emails or social media posts.

How to Shorten Your School Page Link

1. Log in to your Participant Centre.

2. On the left side of the panel, halfway down the page, you will see two tabs: one that says, "Me" (which is your personal page) and one that says, "My School." Select the tab that says, "My School."
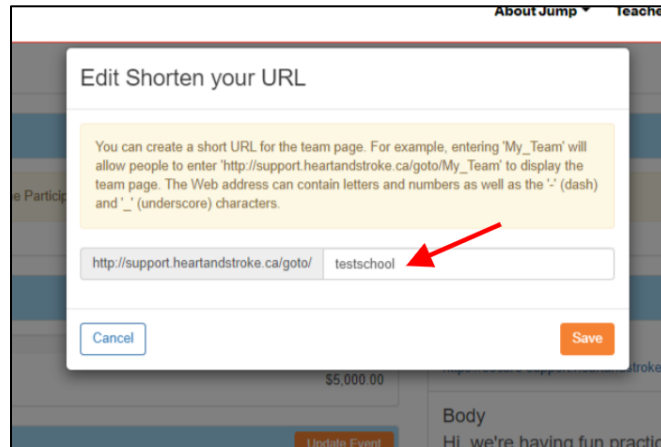

3. In the lower right section of the main page, you will see "School Page URL". On the right, you will see a button that you can click on to "Shorten your URL".
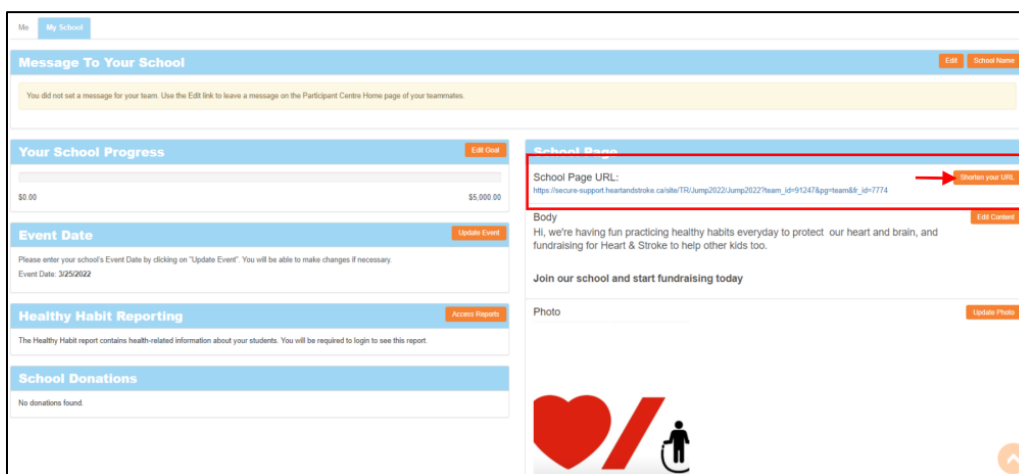
4. A new window will pop open where you will be able to edit your School Page link in the text box that appears. Once done click "Save".

5. A message will then appear letting you know that your changes were saved and the window will automatically close within a few seconds.