



## 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:

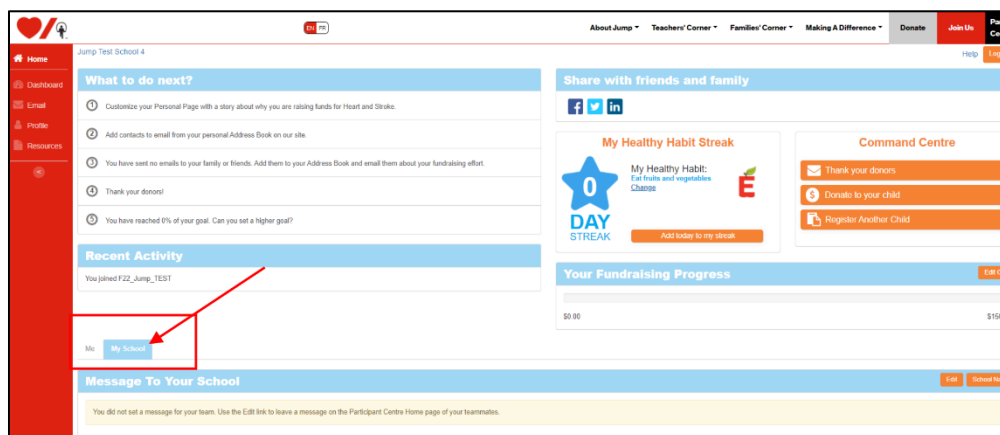
- [Add your school's Event Date](#) (p. 2-3)
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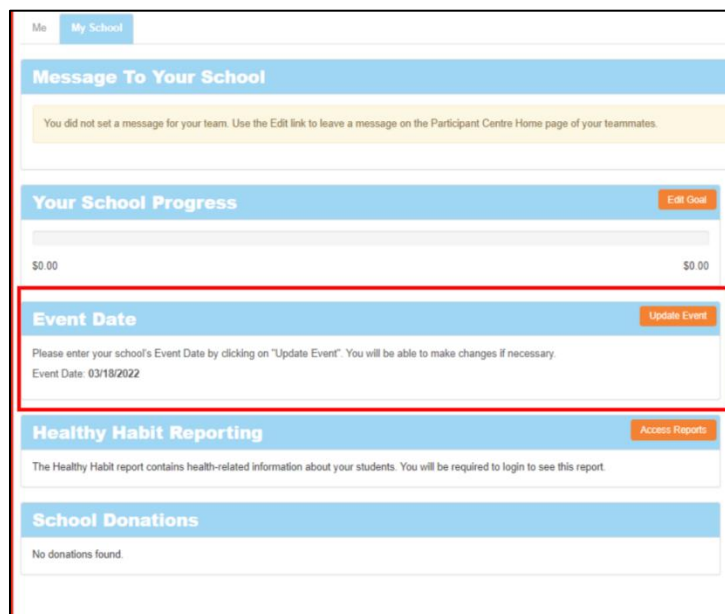
## How to add your school's Event Date

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.

A screenshot of the 'Event Date' section in the Profile section. It has a light blue header with the text 'Event Date'. Below the header, there is a text box with the message: 'Please enter your school's Event Date by clicking on "Update Event". You will be able to make changes if necessary.' Below this, it says 'Event Date: 03/18/2022'. In the top right corner, there is an orange button labeled 'Update Event' with a red arrow pointing to it.

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.

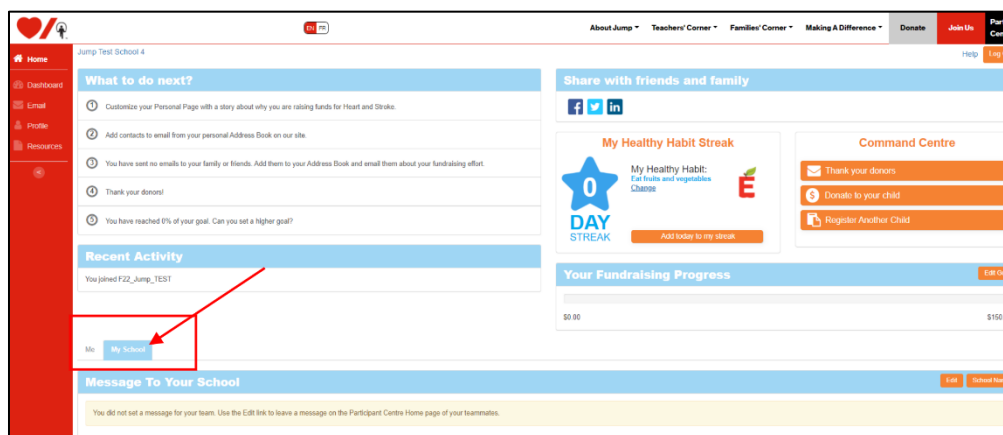
A screenshot of the 'Event Options' tab in the Profile section. The page has a light blue header with the text 'Event Options'. Below the header, there is a section titled 'Preferences' with several questions and dropdown menus. The questions are: 'What grade do you teach? \*' (with 'SK' selected), 'Did you participate in Jump as a child? \*' (with 'Yes' selected), and '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. \*' (with '1. Eat fruits and vegetables' selected). Below these, there is a checkbox labeled 'Yes, please add my email address to receive updates from the Heart and Stroke Foundation.' which is checked. At the bottom, there is a text box labeled 'What is the date of your event?' with the date '03/18/2022' entered. A red box highlights the date, and a red arrow points to it. To the right of the text box, there is a 'Reset' button and a 'Save' button. A red arrow points to the 'Save' button.



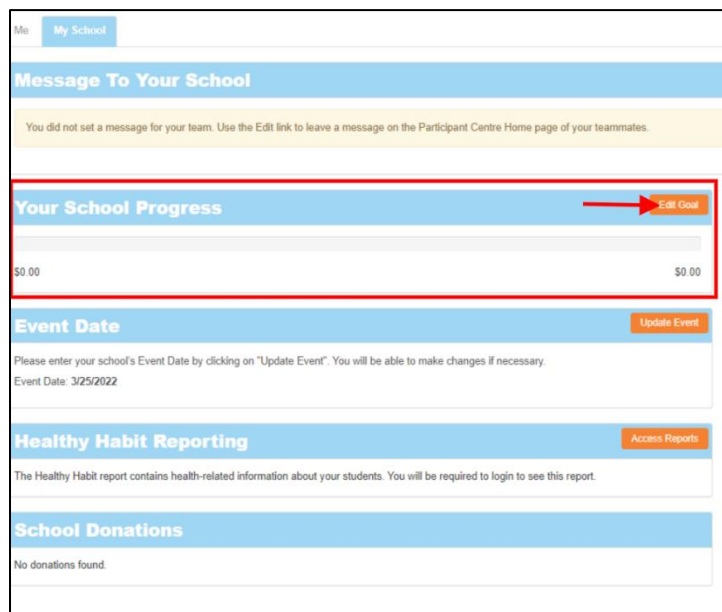
## How to Set Your School's Online Fundraising Goal

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”.

A screenshot of a web application showing an "Edit Goal" dialog box. The dialog box is white with a thin border and is centered on a blurred background. It has a title "Edit Goal" at the top. Below the title is a text input field with a dollar sign icon on the left and the number "5000" inside. At the bottom of the dialog box, there are two buttons: a blue "Cancel" button on the left and an orange "Save" button on the right.

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

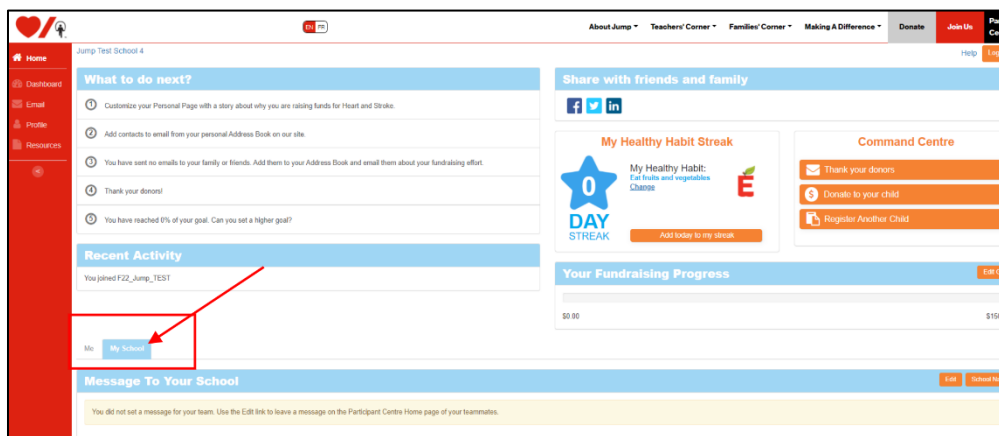
A screenshot of the same "Edit Goal" dialog box, but now it displays a success message. The message "You have successfully updated your team goal." is shown in a green box at the top of the dialog, with a small 'x' icon to its right. Below the message is the same input field with "5000" and the "Cancel" and "Save" buttons at the bottom. The background is still blurred.



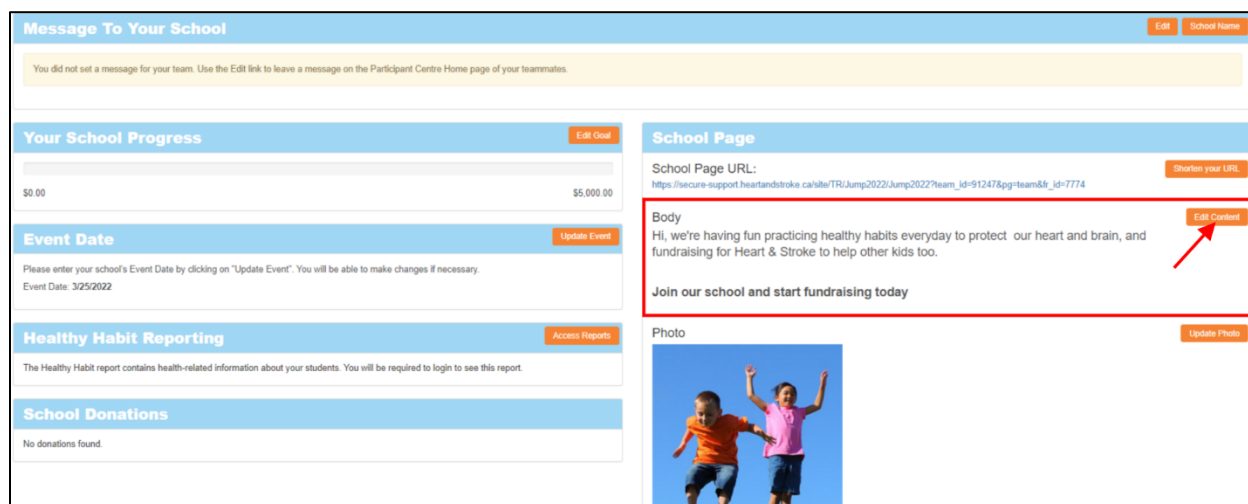
## How to Update Your School Page

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."

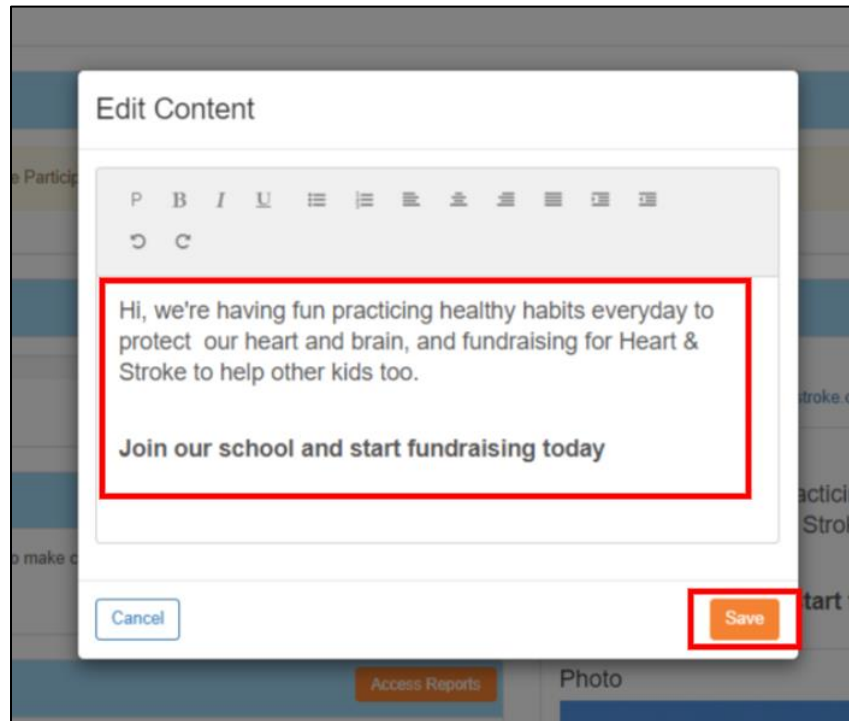


3. In the lower right section of the main page, you will see, "Body," and to the right, a button that you can click on to "Edit Content."

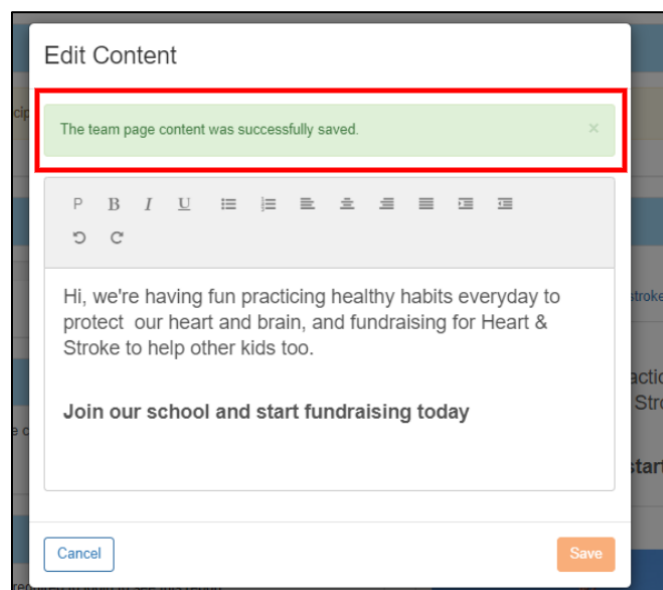




4. A new window will open where you can update the body of the message that will appear on your school's page. Click "Save" at the bottom of the window when you're done.



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”.

Body

Hi, we're having fun practicing healthy habits everyday to protect our heart and brain, and fundraising for Heart & Stroke to help other kids too.

Edit Content

Join our school and start fundraising today

Photo

Update Photo

Our school is jumping for healthy futures!

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”.

Update Photo

Please note the supported file type is only .JPEG, the file size must be under 10MB.

Select an image to upload:

Choose File | No file chosen

Caption

Our school is jumping for healthy futures!

Cancel Save/Upload





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:

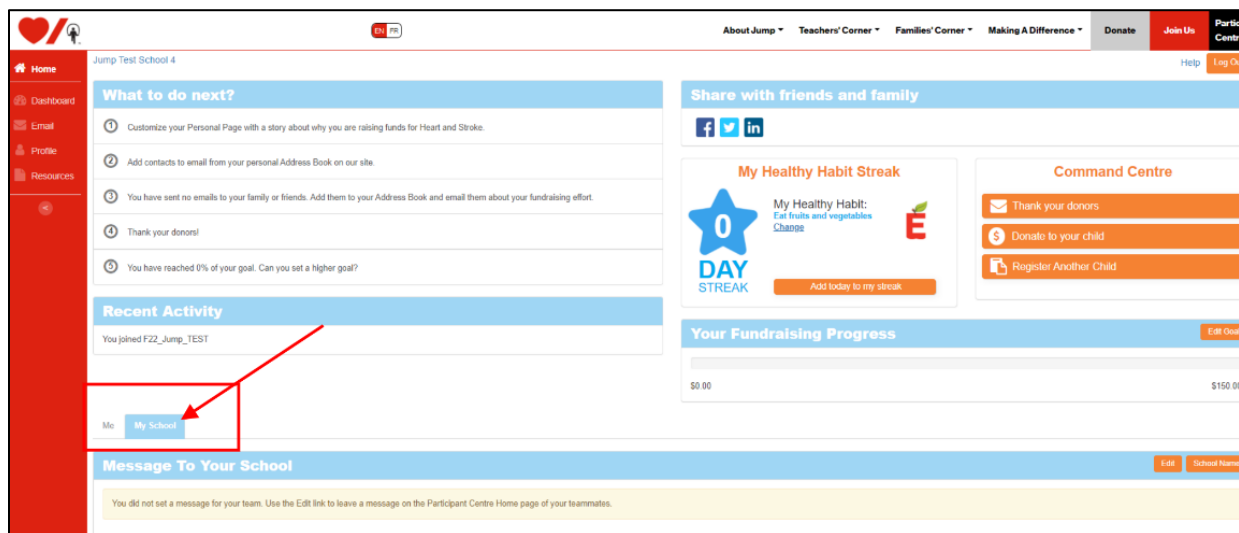
- Team Stats are all donations made to your school's Jump Event.
- Team Roster includes detailed information about each of your school's registered participants, including the amount that each student has fundraised online.

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."



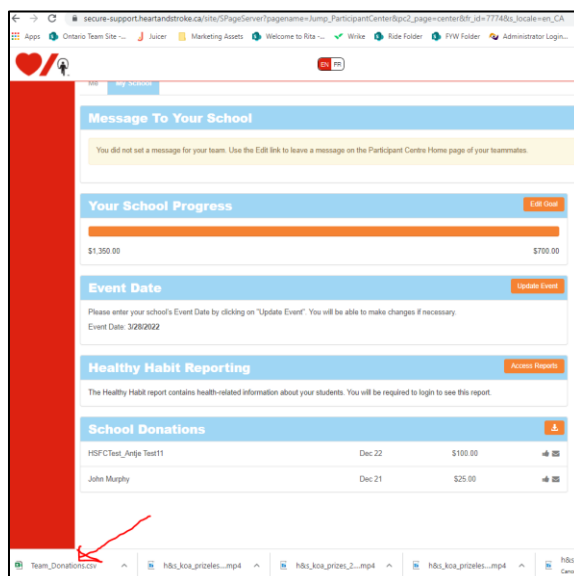


## To run your school's donation report:

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.

School Donations			
HSFCTest_Artje Test11	Dec 22	\$100.00	👍 📄
John Murphy	Dec 21	\$25.00	👍 📄

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.

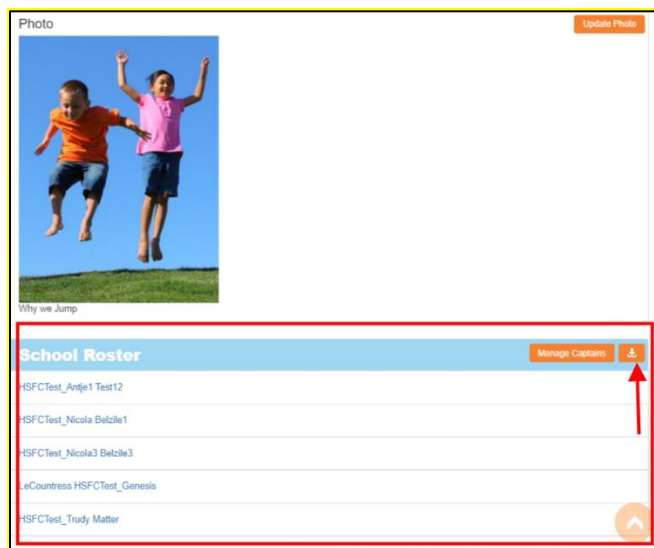


3. Once you open the spreadsheet, you will see a list of all of your school's donors. It contains each donor's information including name, gift amount and gift date.

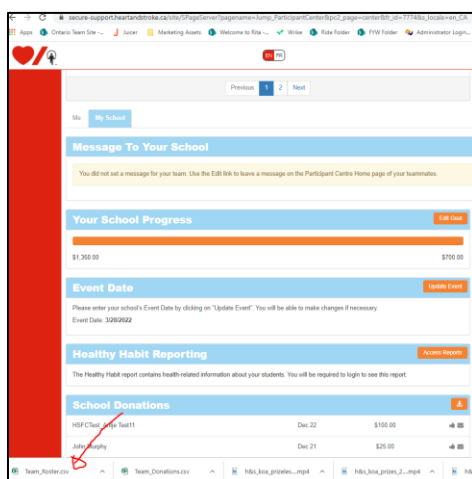


## To run your school's Fundraising Participant report:

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”.

Me My School

**Message To Your School**

You did not set a message for your team. Use the Edit link to leave a message on the Participant Centre Home page of your teammates.

**Your School Progress** [Edit Goal](#)

\$1,350.00 \$700.00

**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: 3/28/2022

**Healthy Habit Reporting** [Access Reports](#)

The Healthy Habit report contains health-related information about your students. You will be required to login to see this report.

**School Donations** [Add](#)

HSFCTest_Antje Test11	Dec 22	\$100.00	<a href="#">Share</a> <a href="#">More</a>
John Murphy	Dec 21	\$25.00	<a href="#">Share</a> <a href="#">More</a>

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”

**FY22 Healthy Habits**  
**Jump Test School (Test)**

**1 Report Type**

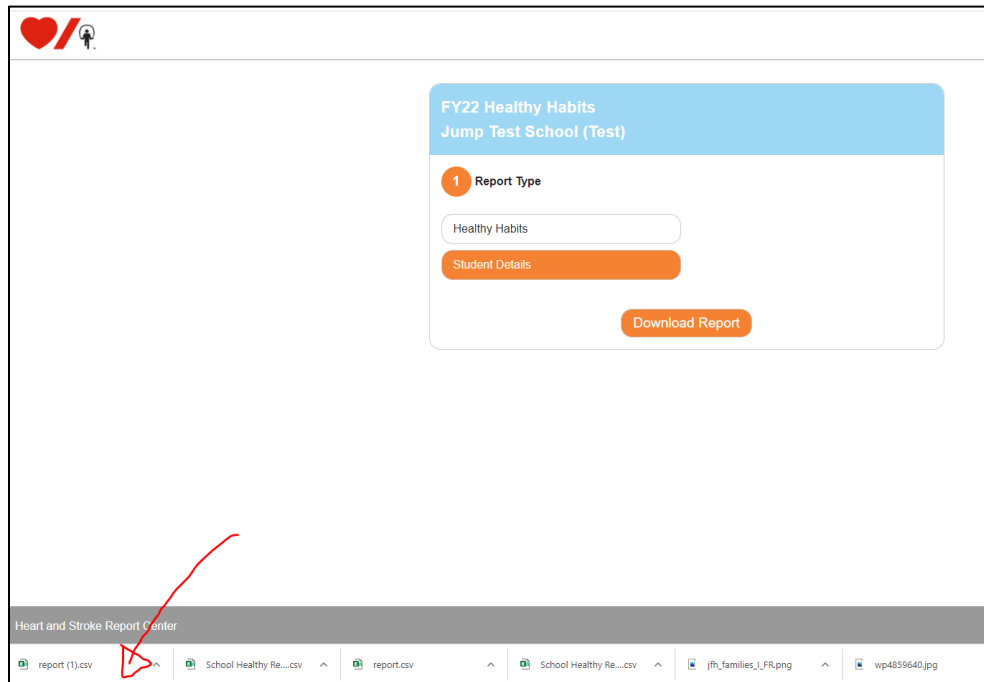
Healthy Habits

Student Details

[Download Report](#)



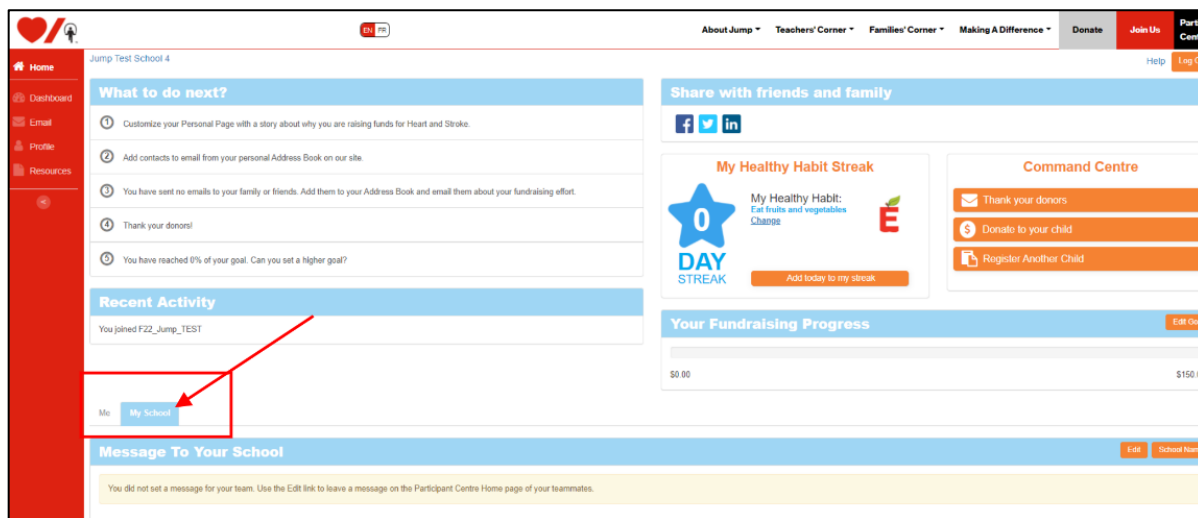
3. The report will download at the bottom of your internet browser. If you do not see it there, go to your “downloads” folder on your computer and it will show up there. The Healthy Habit report is called “School Healthy Report.csv” and the Student Details report is called “Report.csv”



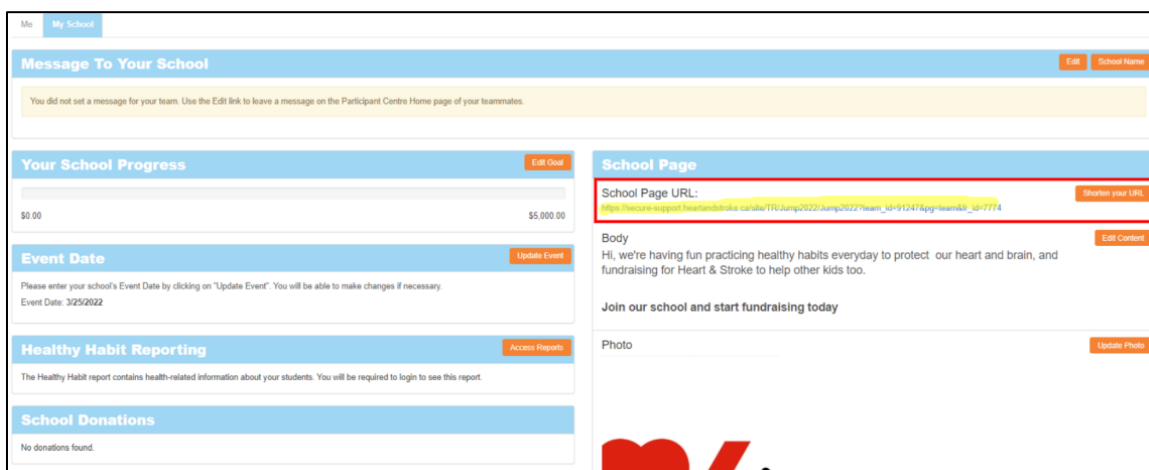


## How to Find Your School Page Link

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.

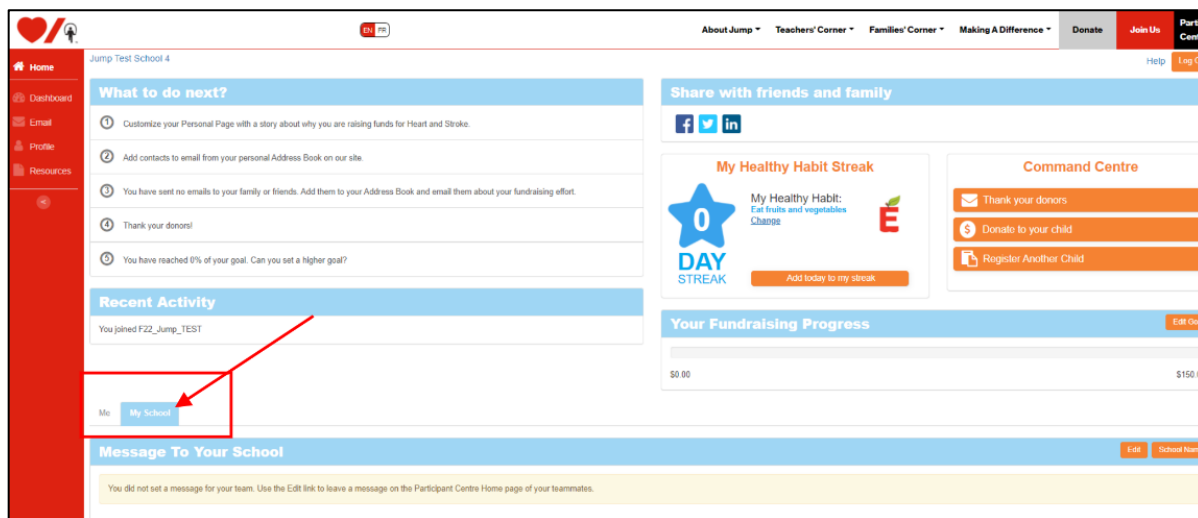


4. You can now paste your School Page link into emails or social media posts.

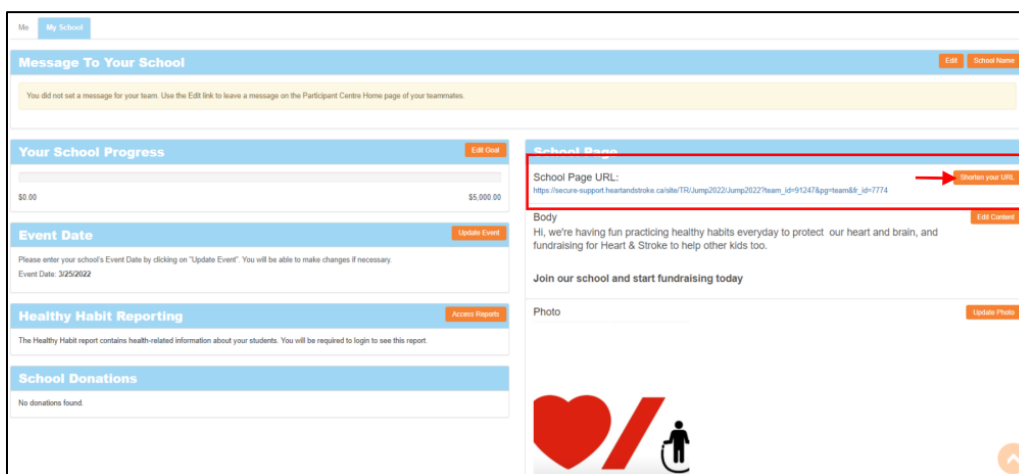


## How to Shorten Your School Page Link

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.”



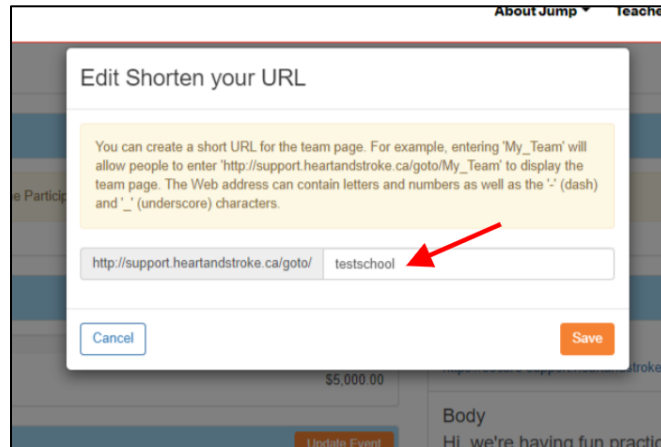
3. In the lower right section of the main page, you will see “School Page URL”. On the right, you will see a button that you can click on to “Shorten your URL”.







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.

