

Coordinator How to Guide – Logging in to your ONLINE Management Tool



We have created an easy to use webpage for your schools Jump Rope and/or Hoops event that helps you easily manage details, communicate with your students & their family, as well as track your students fundraising.

Here's how...

STEP 1: Go to - www.heart.org/jump or www.heart.org/hoops and click on the blue area with the green 'LOGIN HERE' button.

Already registered students and event coordinators return to your fundraising HeartQuarters  **LOGIN HERE**

STEP 2: You will enter your Username and Password in the upper left hand corner of the page and click the [Login](#) button.

ARE YOU RETURNING COORDINATOR? You will use your username and password you set up last year – if you don't remember it, click on the link below the login button to reset it. You will need your email address to retrieve your login info.

ARE YOU A NEW COORDINATOR? You will want to contact your local Youth Market Director for your login & password.



STEP 3: You will be logged into your schools personalized event page and **HeadQuarters** where you can:

- Print your Team Participant report
- Email your team with event updates
- Customize your event webpage

DID YOU KNOW?

You will receive an email approximately 10 weeks before your event with your Username and a Password Reset link. If you did not receive this email you can request the information either by clicking the words that say "[Trouble Logging In? Try Here](#)" and choose 1 of 4 options to retrieve/reset your Username and/or Password – OR – you can contact your local Youth Market Director for assistance.

heart.org/jump
heart.org/hoops

