

# Coordinator – Print a Team Participant Report

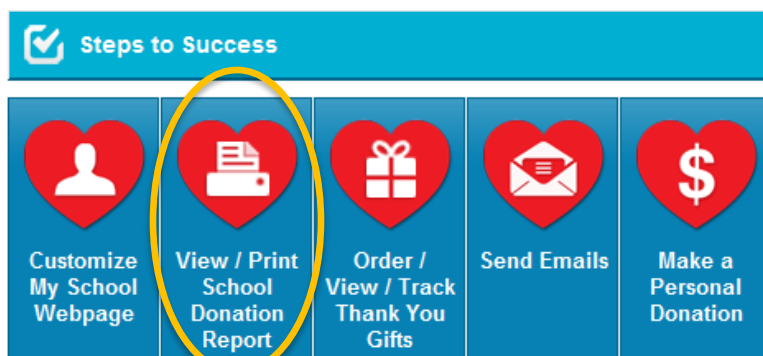


When it's time to turn in your banking forms, please print out and include your **Team Participant Report** so your students get credit for the ONLINE donations they received. Here's how...

**Step 1:** Log in to your HeadQuarters web page by visiting [www.heart.org/jump](http://www.heart.org/jump) or [www.heart.org/hoops](http://www.heart.org/hoops) and click on the **'LOGIN HERE'** button. Enter your username and password in the upper left hand corner of the screen.

Already registered students and event coordinators return to your fundraising HeartQuarters [LOGIN HERE](#)

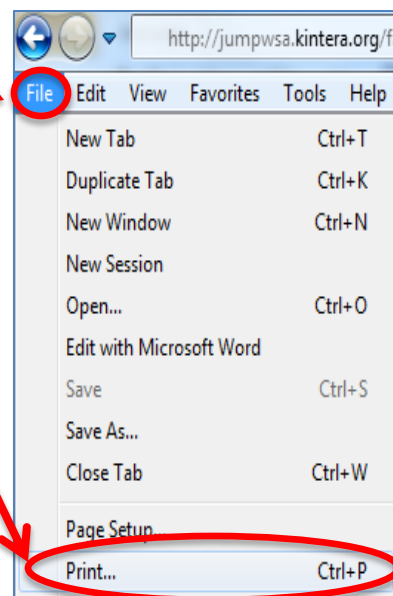
**Step 2:** Click on the **View/Print School Donation Report** in the **Steps to Success** section of your My HQ page.



**Step 3:** You be taken to your **Reports** page. The Team Report will appear. Once the report runs, go to **File > Print** in your webpage menu.

*\*\*Don't forget to put your printed report in your event banking envelope!*

Donation Report   Team Participant Report   School Detail Report				Logout
Team Report				
No	Name	Participant Email	Amount	
1	Chris LaCoordinator - <b>Coordinator</b>	beth.leckbee@heart.org	\$8,450.00	
2	Linda McManis- WCES - <b>Co-Captain</b>		\$0.00	
3	Beth Makler - <b>Co-Captain</b>	beth.leckbee@heart.org	\$0.00	
4	Bryce Hudson - <b>Co-Captain</b>	sonya.hudson@heart.org	\$250.00	
5	Piper Lynn - <b>Co-Captain</b>	sonya.hudson@heart.org	\$0.00	
6	Kid McStudent	Beth.leckbee@heart.org	\$635.00	
7	Ashley Barrett	josephine.barrett@heart.org	\$250.00	
8	Ashton Lynn	sonya.hudson@heart.org	\$250.00	
9	Beth Star	beth.leckbee@heart.org	\$0.00	
10	Kilby Lynn	sonya.hudson@heart.org	\$0.00	
11	Peggy Sue Smith	peggy.sue@heart.org	\$0.00	
			Total: <b>\$9,835.00</b>	



[heart.org/jump](http://heart.org/jump)  
[heart.org/hoops](http://heart.org/hoops)