Online Thank You Gift Ordering
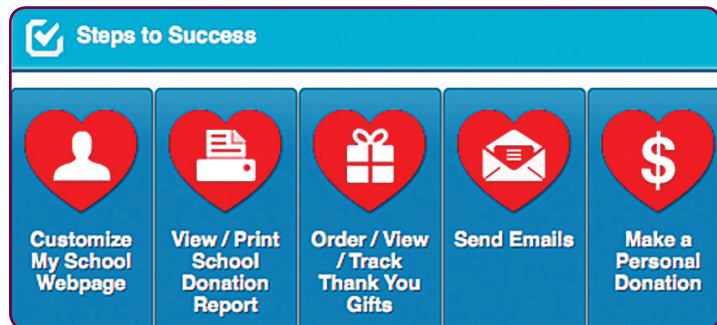
American **Heart** Association® · **JUMP ROPE FOR HEART** SM · **HOOPS FOR HEART**®

life is why™

STEP ONE

From your headquarters, click on the **Order/View/ Track Thank You Gifts button** under Steps to Success.

Steps to Success — Customize My School Webpage · View / Print School Donation Report · Order / View / Track Thank You Gifts · Send Emails · Make a Personal Donation

STEP TWO

Enter your student donations. Click on **Enter Student Donations**.

You will need to add all of your students, detailing their donation levels achieved. The student's online donations will automatically be in the Enter Student Donations screen.

Manage Thank You Gifts — Enter Student Donations · Manage Instant Gifts · Order Your Gifts

Enter Student Donations

Need help?

1. To get started, click **Add Row** and specify the # of rows you'll need for entering your student donations.
   Note: Students who registered online are highlighted by a blue box at the beginning of the row.
2. To delete a row, click on the checkbox by the corresponding row and click **Delete Row**.
   Note: Students who registered online cannot be deleted.
3. If you have duplicate student records, you can merge 2 student records. Select both student rows, then click **Merge Rows**.
4. Save your work along the way and click **Save & Return Home** when you're done.

Add Row(s) · Merge Rows · Delete Rows · Save · Save & Return Home · Manage Instant Gifts · Student Search

	First Name	Last Name	Event	Teacher	Grade	Decline Gift	Coupon	Online	Cash/Check	Matching Gifts	Total Collected	Prize Level	TShirt Size
☐	John	Mountain	JRFH	Smith	2	No	No	$0.00	$500.00	$0.00	$500.00	Level 7	Adult - L
☐	Kate	Spade	HFH	Mark	4	No	No	$10.00	$0.00	$0.00	$10.00	None	N/A
☐	Eric	Myer	JRFH	Mark	4	No	No	$25.00	$0.00	$0.00	$25.00	Level 2	N/A
☐	Katie	Picket	HFH	Getta	1	No	No	$5000.00	$0.00	$0.00	$5000.00	Level 8	Youth - M

- To add a new student, click **Add Row**. You can also add multiple rows at a time by entering the number of rows desired when prompted.
- If you make a mistake you can also click **Delete Row**.
- To search for a student who might already be entered, use the **Student Search** box at the top right.
- The online tool will default to order thank-you gifts for each student. If the student is declining these gifts, change the box to YES. Those items will not be included in the gift calculation totals on the Order Your Gifts page but their donations will still be included in the school's total.
- Be sure to select a t-shirt size for all students who reach level 3. You must enter t-shirt sizes for all students that qualify before continuing.
- If you need to sort the information you are entering, the small arrows to the right of each column heading allow you to sort the rows by that heading.
- To download the thank-you gift information you entered, click the **Download & Print** button.
- When you are done entering, click **Save**. To get back to this information, click **Manage Thank You Gifts**.

SHAPE America — SOCIETY OF HEALTH AND PHYSICAL EDUCATORS

health. moves. minds.

SHAPE America is a proud program partner of Jump Rope For Heart and Hoops For Heart.

STEP THREE

Click **Manage Instant Gifts** to keep track of students who you have given instant gifts to.

- Students who have received donations that qualify them for an instant gift will be on this page. (This information is taken from the Enter Student Donations screen.)
- Each student will have an "X" under each gift they have achieved. Once you hand out the gift, click on the corresponding box and a check mark will appear.

Manage Instant Gifts

Need help?

Note: You must first enter your student donations and then those eligible students will be available below to manage their instant gifts. Online students will automatically be included below. Check the box once you have distributed the gift.

Save · Save & Return Home · Student Search

First Name	Last Name	Teacher	Grade	Scribbles Ninja	Splatter Quacky &	Ms. Cool
John	Mountain	Smith	2		✓	
Kate	Spade	Mark	4	✗	✗	
Eric	Myer	Mark	4	✗	✗	
Katie	Picket	Getta	1	✗	✗	✗

STEP FOUR

Order your school's thank-you gifts. Click **Order Your Gifts**.

- Complete all fields with white boxes.
- Participant Gifts, School Event Summary Totals and Top Fundraiser will automatically populate for you.
- Be sure to select your Volunteer Thank-you Gift. (Click **View Thank You Gifts** to see all the choices for your fundraising total.)
- Review your order one last time and click **Submit Summary Gift Order**. If you don't click **Submit** your order will not be sent. If you want to print your order, there is a **Print** button to the left of **Submit**.

Order Your Gifts

Need help?

School Information

* School: zz-wsa4duck · * Last Day of School · * Grades Participating · * required
* Physical Shipping Address - No PO Box
* City · * State · * Zip · * Country
Principal Name · Email
* Coordinator: wsa4 wsa4duck · * Email · * Phone
Please note any special instructions

Participant Gifts
Level 2: Jump Rope	4	Youth - S	1
Level 3: T-Shirt	4	Youth - M	1
Level 4: Playground Ball	4	Youth - L	0
Level 5: Max Boom	2	Adult - S	1
Level 6: Headphones	1	Adult - M	0
Level 7: Walkie Talkie	0	Adult - L	1
Level 8: Razor Powerwing	0	Adult - XL	0
		Adult - XXL	0
		Adult - XXXL	0

Bonus Prizes:
Bonus 1: Stripe Duck — 4
Bonus 2: Glow Duck — 4
Bonus 3: Trophy Duck & Quacktastic Award — 2

School Event Summary Totals
Online Donations	$833.00
Cash/Checks (must convert cash to check)	$169.00
Matching Gifts	$0.00
Total Raised	**$1,002.00**
Date Mailed	
Combined JRFH & HFH Total	$1,002.00

School Thank You Gift - US Games
Your school is not eligible for a gift certificate.

Event Information
A congratulatory letter will be sent to the top fundraiser at your school.
Top Fundraiser: Windy Johnson, grade 4: $379
* # of participants receiving envelopes: 0
# of Participants Raising Funds: 5

Volunteer Thank You Gift
Based on your funding level achieved, you are eligible to receive a thank you gift of Level 1. Please make your selection below.
Polar Igloo Lunch Cooler
View Thank You Gifts
Once you have verified the summary gift order, please submit the information for processing and print a copy to include with your donation envelope.

Save & Return Home · Save · Print · Submit Summary Gift Order

STEP FIVE

- To Track your order, click the **Order Status** button.

For Schools participating in both Jump Rope For Heart and Hoops For Heart:

- For schools participating in both events, you will need to make the event selection on a per student basis on the Enter Student Donations screen. Based on your selection appropriate gift choices will be provided for each student.