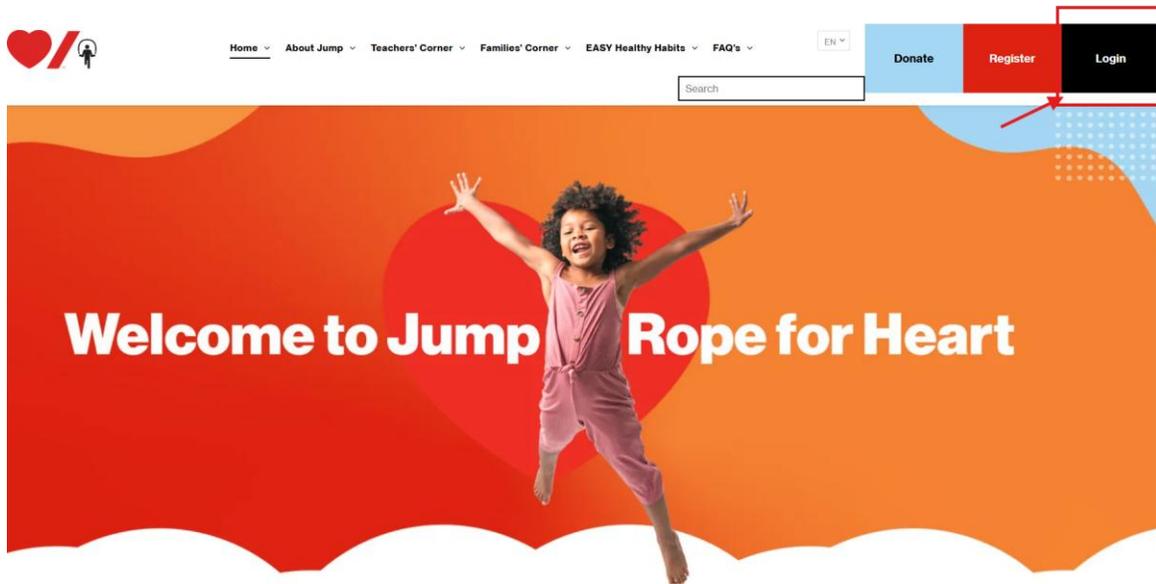


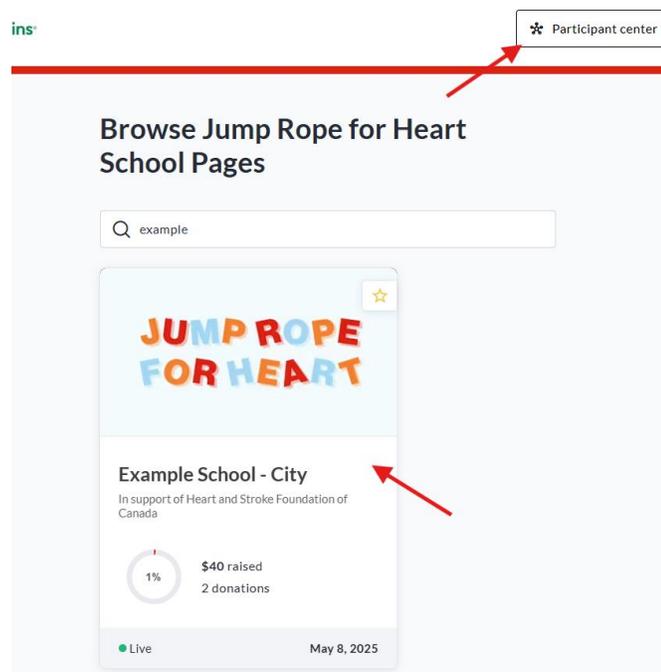
How to Pull Reports

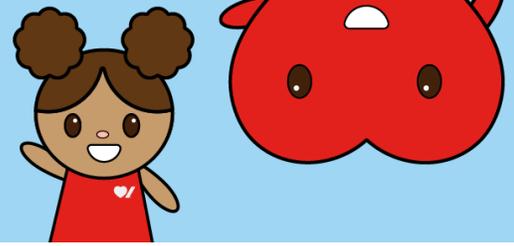
Pulling reports from your school's fundraising page allows you to see important details surrounding your Jump Event including registered participants and donations! Here's how to get started:

1. Go to www.jumpropeforheart.ca and click "Login".



2. Enter your email and password and click "Sign In". If you don't have your password, click "reset password" to create a new one. Then click "Participant Center". Once in your Participant Center, click your school fundraising page tile.





- You should now see your school fundraising page. To access reports, click the red **“Manage Fundraiser”** button in the top right corner.

The screenshot shows the top navigation bar with the Desjardins logo and a 'Participant center' dropdown menu. Below the navigation, there is a user profile for 'Hi Nina Ewasko' with a 'Manage fundraiser' button highlighted by a red arrow. The main content area features the title 'JUMP ROPE FOR HEART' in large, colorful, 3D-style letters. Below the title, it says 'Thu, May 8, 2025' and 'Example School - City'. At the bottom, there are two buttons: 'Join this School' and 'Donate'.

- Click **“Reports”**

The screenshot shows the 'Example School - City' fundraising management dashboard. On the left is a sidebar menu with options: 'Fundraiser Example School - City', '0 of 0 Settings done', 'Dashboard', 'Reports' (highlighted with a red box and a red arrow), 'Manage pages & teams', 'Send Email', 'General settings', and 'Additional settings'. The main content area displays the fundraiser details: 'Fundraiser Created with event blueprint F25 Jump Rope for Heart', 'Date created Sep. 10, 2024, 12:49 PM', and 'Owner Nina Ewasko ninaewasko@gmail.com'. Below the details are two buttons: 'View live page' and 'Design your fundraiser'. At the bottom, there are three summary cards: 'Raised funds \$40.00' with a progress bar, 'Donors 2', and 'Personal pages 11'.



5. Select “Fundraiser Report”

The screenshot shows the Desjardins website interface. At the top, there is a navigation bar with a heart icon, a location pin icon, and the text 'Desjardins'. To the right of this are links for 'Participant center', 'Home', 'Teachers' Resources', 'Families' Resources', 'Help Center', and 'Profile'. Below the navigation bar is a sidebar on the left with options: 'Fundraiser Example School - City', 'View live page', '0 of 0 Settings done', 'Dashboard', 'Reports' (highlighted), and 'Manage pages & teams'. The main content area is titled 'Reports' and contains a single link labeled 'Fundraiser report' with a red arrow pointing to it.

6. In the Detailed Report section, click “Download – Donors & Registrants”. The report will be emailed to you in a few minutes.

The screenshot shows the 'Fundraiser report' page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Fundraiser report' and has a breadcrumb 'Reports > Fundraiser report'. Below the title is an 'Overview' section with a table:

Created by:	Nina Ewasko ninaewasko@gmail.com <small>(Change owner)</small>
Created on:	September 10, 2024 - 12:49 PM
Amount raised:	
- Donations:	\$40.00
TOTAL:	\$40.00

Below the overview is a 'Personal pages overview' section with a 'Download' button. Underneath is a 'Detailed report' section with a 'Detailed report' link highlighted by a red box. A red arrow points to the 'Detailed report' link, and another red arrow points to the 'Download' button next to it. Below the 'Detailed report' link is a search bar with the text 'Type name, email or address to filter transactions'.

7. Check your inbox for an email from Jump Rope for Heart/Sautons en cœur no-reply@crowdchange.co. Click “Download Report”.

Hi Nina,

The report that you requested is now ready. Please click the button below to download it.

[Download Report](#)

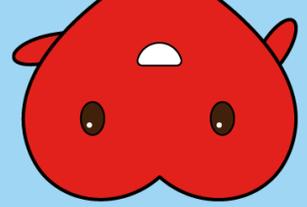
Please note, this link will expire in 48 hours after it was generated.

Sincerely,

The CrowdChange Team

Sincerely,

Jump Rope for Heart / Sautons en cœur



Donors Tab

Click on the “Donors” tab. To filter for donations made to the school page Highlight Row 1, Click “Data”, Click “Filter”

Transaction	Created At	Amount	User First Name	User Last Name	User email	Page Name
1999007	2024/12/19 9:44 AM	\$ 40.00	Nina	Ewasko	nina.ewasko@heartandstroke.ca	
1999008	2024/12/20 9:44 AM	\$ 40.00	Nina	Ewasko	nina.ewasko@heartandstroke.ca	
1998465	2024/12/18 1:16 PM	\$ 250.00	Test	Smith	test@heartandstroke.ca	Kevin's Test Page
1997923	2024/12/17 4:49 PM	\$ 500.00	Nina	Ewasko	nina.ewasko@heartandstroke.ca	Nina Test 2
1997381	2024/12/16 8:22 PM	\$ 250.00	Test	Smith	test@heartandstroke.ca	Karla 5
1995213	2024/12/13 10:33 AM	\$ 250.00	Test	Smith	test@heartandstroke.ca	Kevin's Test Page
1994671	2024/12/12 2:05 PM	\$ 500.00	Nina	Ewasko	nina.ewasko@heartandstroke.ca	Nina Test 2
1994129	2024/12/11 5:38 PM	\$ 250.00	Test	Smith	test@heartandstroke.ca	Karla 5

Click Down Arrow in Column “G” (Page Name), Filter for “Blanks”. Once filtered for “Blanks” this will show any donations made to the school and not to a student fundraising page.

Transaction	Created At	Amount	User First Name	User Last Name	User email	Page Name
1999007	2024/12/19 9:44 AM	\$ 40.00	Nina	Ewasko	nina.ewasko@heartandstroke.ca	
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