



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.







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

●/₽	O Desjardins ¹	Real Participant center	Home	Teachers' Resources	Families' Resources	Help Center	Profile •	10	en
NE	Hi Nina Ewasko, You can manage this fundraiser, owned by Nina Ewasko.						Ø Mana	ge fundrai	iser
	JUM	PR	0	P	Ξ				
	FOR	HE	A	R	1				
	Thu, May 8, 2025								
	Example School - City In support of Heart and Stroke Foundation of Ca	y nada		Join this :	School Donat	e			

4. Click "Reports"

♥/♀ Desjardins [.]		🔅 Participant center	Home Teachers' Resources	Families' Resources	Help Center Profile 🔻
Fundraiser Example School - City	Example School - City				÷
View live page → O of 0 Settings done Dashboard Reports Manage pages & teams G Send Email © General settings	Fundraiser Created with event blueprint P25 Jump Rope for Heart Date created Sep. 10, 2024, 12:49 PM Owner Nina Ewasko Iniaewasko@gmall.com Change owner		JUMP FOR H	ROPI EAR'	3
	Raised funds		Donors 2	Persona 11	l pages





5. Select "Fundraiser Report"

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Fundraiser Example School - City	Repo	rts						
View live page →	Fundrais	er report			>			
O of O > Settings done			\mathbf{i}					
Dashboard								
レ Reports								
Manage pages & teams								

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

Fundralser Example School - City View live page →	Reports > Fundraiser report Fundraiser report
O 0 of 0	Overview
Settings done	Created by: Created by: Created by:
Dashboard	Created on: September 10, 2024 - 12:49 PM
2 Reports	Amount raised:
Manage pages & teams	-Donations: \$40.00
Send Email	TOTAL: \$40.00
General settings	Personal pages overview
표 Additional settings	Click on the page to filter activity in detailed report
	Detailed report ± Download
	Click on the Item to view details Donors & Registrants Q Type name, email or address to filter transactions

7. Check your inbox for an email from Jump Rope for Heart/Sautons en cœur <u>no-reply@crowdchange.co</u>. 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





8. The report will open on your browser. Click "Download File" then "Open File" to open in Excel.

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9. Click Enable Editing. To expand the columns, click here for a quick tutorial <u>Change the column width or row</u> height in Excel - <u>Microsoft Support</u>

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1									Fundraised to students	\$ 40.00			
2				Example So	chool - City				Fundraised to schools	\$ -			
3									Total fundraised	\$ 40.00			

Registrants Tab

Click on "Registrants" tab. This will give you a summary of Funds Raised to Students, Funds Raised to School and Total Fundraised. You will also see individual pages (column F), Goal (G), Raised (H), Teacher Name (J) & Grade(K)

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onal Page ID	Created At	User First Nam	e User Last Name	User email	Page Name	Goal	Raised	Language	Teacher's Name	Grade	
273249	2024/10/31 3:00 PN	1 Nina	Test	nina.ewasko@heartandstroke.ca	Nina Ewasko	\$1,000.00	ls -	FR	Ms Smith	3	
271653	2024/10/09 11:59 AN	1 Nina	Ewasko	nina.ewasko@heartandstroke.ca	Nina Test 2	\$ 1.00	\$ 1,000.00	FR	Test	1	
270180	2024/09/25 2:21 PN	1 Kevin	Tait	kevin@crowdchange.co	Kevin's Test Page	\$ 150.00	\$ 500.00	EN	N/A	1	
266726	2024/09/16 3:15 PN	1 Karla	Steffensen	karla.steffensen@outlook.com	Karla S	\$1,000.00	\$ 500.00	EN	Mrs McDonald	2	
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Donors Tab

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

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3	1999008	2024/12/20 9:44 AM	\$ 40.00	Nina	Ewasko	nina.ewasko@heartandstr	oke.ca			
4	1998465	2024/12/18 1:16 PM	\$250.00	Test	Smith	test@heartandstroke.ca	Kevin's Test Page	•		
5	1997923	2024/12/17 4:49 PM	\$500.00	Nina	Ewasko	nina.ewasko@heartandstr	oke.ca Nina Test 2			
6	1997381	2024/12/16 8:22 PM	\$250.00	Test	Smith	test@heartandstroke.ca	Karla S			
7	1995213	2024/12/13 10:33 AM	\$250.00	Test	Smith	test@heartandstroke.ca	Kevin's Test Page	2		
8	1994671	2024/12/12 2:05 PM	\$500.00	Nina	Ewasko	nina.ewasko@heartandstr	oke.ca Nina Test 2			
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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.

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