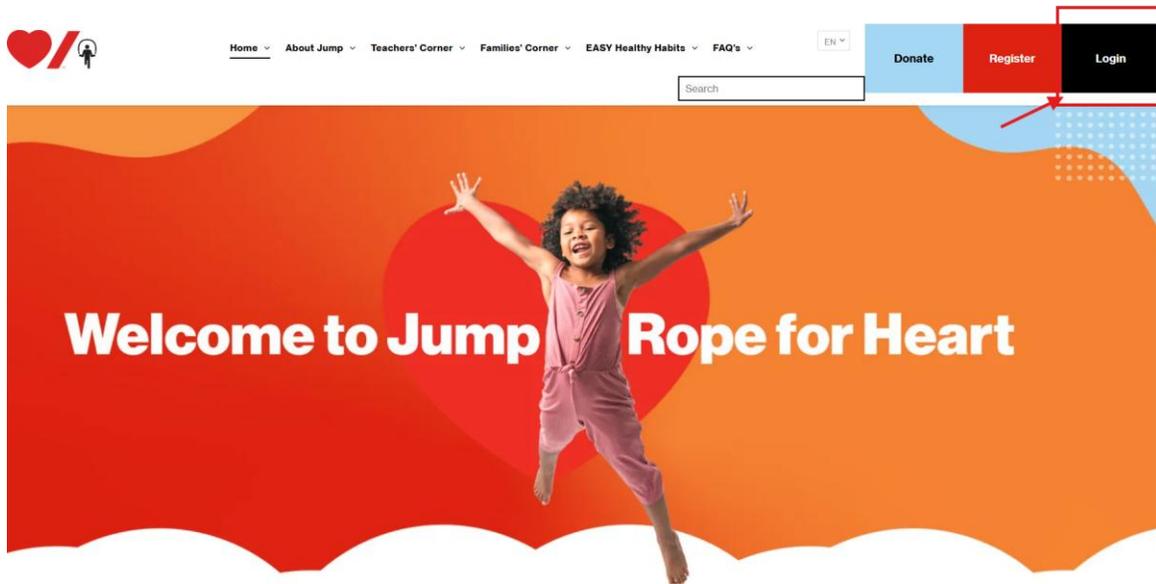# How to Pull Reports

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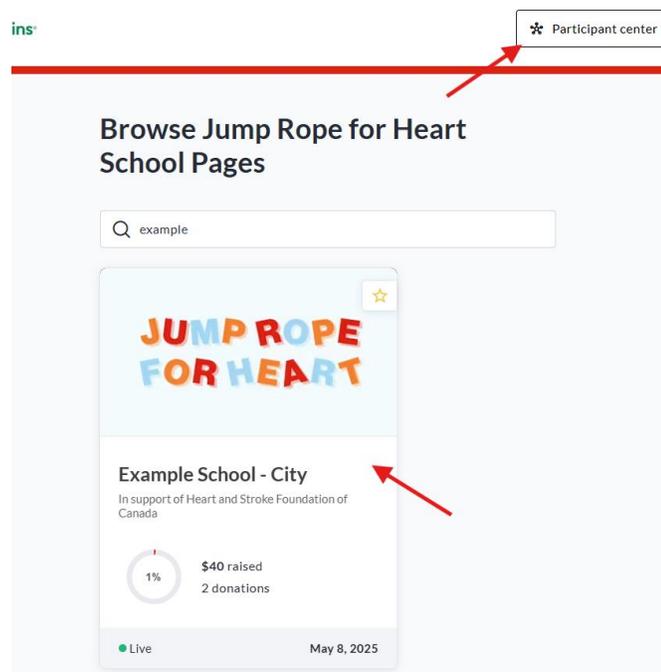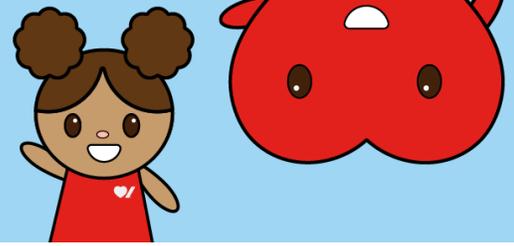
3. You should now see your school fundraising page. To access reports, click the red "**Manage Fundraiser**" button in the top right corner.

4. Click "**Reports**"

5. Select "**Fundraiser Report**"

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

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.
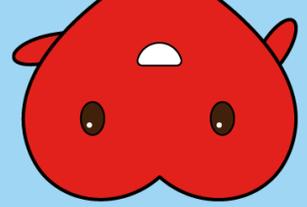
Download Report

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

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

9. Click Enable Editing. To expand the columns, click here for a quick tutorial [Change the column width or row height in Excel - Microsoft Support](#)

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).

Donors Tab

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

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.