

# Students- How to pull a GIFT HISTORY report!



When it's time to turn in your collection envelope to your teacher, please print out your **Gift History report** to get credit for your ONLINE donations you received. Here's how...

**Step 1:** Log in to your HeartQuarters web page by visiting [www.heart.org/jump](http://www.heart.org/jump) and click on the button that says '**Login**'. Enter your username and password and click on the [Jump Rope For Heart](#) link.

**Step 2:** Click on the '**Check Fundraising Progress**' tab in your HeartQuarters webpage.

*\*You will be launched into the **Personal** view of the 'Check Fundraising Progress' tab. Click on the **Team** view for team info.*

**Step 3:** In the 'Donation History' section, click on the link that says '**Print Gift History Report**'.

Close up view...



HeartQUARTERS

View Personal Report  
Print your Gift History Report from this page! See the link below.

Progress

\$5.00 I HAVE RAISED | \$0.00 MY GOAL (change) | 0% PERCENT

Donation History

Gift Notifications: On ( [turn off](#) )

( [Print Gift History Report](#) or [View Detail on Personal Donations](#) )

Donor	Amount	Notes	Date
<a href="#">Elizabeth Leckbee</a>	\$5.00 ( <a href="#">View receipt</a> )		Aug

**Step 4:** Click on the **Printer** Icon in the upper right corner of your webpage OR go to **File > Print** in your webpage menu.

*\*\*Don't forget to put your printed report in your Jump Rope For Heart collection envelope!*

Personal Donations

Participant Name: BethLeckbee  
Participant ID: 1248242  
Campaign Name: Jump Rope For Heart  
Team Name: Team AHA - Staff Team WSA  
Company Name: Los Angeles, CA

[Close Window](#)

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