

Students – Set up your WEB PAGE!



Comment [k1]:

American Heart Association
Learn and Live



Updating your web page with a personalized message and photo or video is easy and shows how YOU are a HEART HERO! Here's how...

Step 1: Login to your HeartQuarters webpage by visiting www.heart.org/jump and click on the button that says 'Login'.

Step 2: Enter your username and password and click on the button that says 'LOGIN'.

Username: Password:

[Forgot Your Password?](#)

*Click on 'Forgot Your Password' if you can't remember your log in information!

Step 3: Click on the '[Jump Rope For Heart](#)' link to go to your event HeartQuarters



HQ HOME SEND EMAIL CHECK FUNDRAISING PROGRESS **EDIT MY PAGE**

Set Up Your Fundraising Web Page

Title

Body

Font family: [dropdown] Font size: [dropdown]

B **I** **U** [text color] [background color] [bulleted list] [numbered list] [link] [unlink] [undo] [redo]

I'm joining millions of others to help save lives with the American Heart Association's Jump Rope For Heart Program!

I'm doing Jump Rope For Heart at my school and learning about kids with special hearts. I'm also learning about my own heart, and how to take care of it. And I'm getting active and jumping rope!

I'm excited about raising money to help kids with special hearts. Please help me save lives and be a Heart Hero!

Content
Photos/Video

Step 4: Click on the 'Edit My Page' tab on the far right.

Step 5: Read through the default message – you can keep this message or update by deleting and typing new text. Share the reason you do Jump Rope For Heart and how you are a Heart Hero!

Step 6: Scroll to the bottom and click the '[Preview](#)' link. This will open a new window. Check out how your webpage looks with your updated text!

Preview will open in a new window but will not save your changes.

Step 7: Click back to your HeartQuarters window and click 'Save'!



Check on the next page for how to upload a PHOTO or VIDEO!

americanheart.org/jump

If you need additional technical assistance, you may call our Help Desk toll-free at 877-824-8531 between 8 am - 6 pm (Central Time), Mon - Fri.





Students – How to UPLOAD a Photo or Video!



HQ HOME | SEND EMAIL | CHECK FUNDRAISING PROGRESS | **EDIT MY PAGE**

Photos/Video

You may add either photos or a video to your page. Images must be .jpg files. Uploaded images will be automatically resized to fit in a 300 x 400 pixel space. The maximum acceptable file size is 4 Mb.

Photos

 or [remove photo](#)

Video

Step 1: While still in the 'Edit My Page' tab, click on the 'Photos/Video' link on the gray bar on the right. You can Upload either a Photo **OR** a Video. For a Photo follow Step 2 and 3; for a Video follow Steps 4 and 5.

Step 2: To upload a Photo, make sure the Photos radio button is selected and click the **Browse** button to select a photo stored on your computer. Choose one that shows why you are participating in Jump Rope For Heart!

**Images must be .jpg or .gif files. Uploaded images will be automatically resized to fit in a 300 x 400 pixel space. The maximum acceptable file size is 4 MB*

Step 3: Add a Caption if you want and click **Save/Upload** when you are finished!

Step 4: To upload a Video, select the Video radio button.

Close up



Video

view....

HQ HOME | SEND EMAIL | CHECK FUNDRAISING PROGRESS

Photos/Video

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Photos

Video

YouTube Video URL (e.g. <http://www.youtube.com/watch?v=ynQfJgwVKrg>)

Step 5: Paste the link to your YouTube video in the specified box and click **Save!**

CONGRATULATIONS! Now you can get started fundraising! Make sure to send out your emails and watch your thermometer grow... check the 'How to Send Emails' tips for more help!

americanheart.org/jump

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