



# Online Registration Instructions for Teachers

Thank you for supporting Jump Rope for Heart!

These Online Instructions contain step-by-step guides on how to register online as a Teacher Coordinator for your school.

The following guide will help you figure out:

- [How to register for the very first time](#) (p. 4-5)
- [How to register if you are a returning teacher and you forget your username and password](#) (p. 6-10)
- [How to register if you are a returning teacher and you remember your username and password](#) (p. 11-12)
- [How to login](#) (p. 13)



# How to Register

Online fundraising allows you to view your school's progress, and see which students have registered online and started counting their EASY healthy habit streak.

1. Go to [www.jumpropeforheart.ca](http://www.jumpropeforheart.ca) and click "JOIN YOUR SCHOOL".



2. Search for your school. Once found click "Join"

**Tip:** If you cannot find your school, remove an accent or punctuation. For example: change École to Ecole or St. to St

### Join my school

Start by searching for your school.

If lots of schools with a similar name return in the results, try filtering the list by province. Make sure you select the school with the correct address.

**TIP:** If you cannot find your school, remove an accent or punctuation. For example: change École to Ecole or St. to St

Still can't find it?: [contact us](#).

**Blueprint School**  
AddressHiss



3. Complete the **Participation Options** page and click “Next Step”.

## Participation Options

[Select Options](#) [Provide Details](#) [Review](#)

### Participation Options

\* Select a Participation Type

\* Indicates Required

Student Fundraiser

Teacher Fundraiser

Teacher Coordinator

Your Fundraising Goal:

\$150.00

Next Step



## How to Register for the first time

1. If you are registering online for the first time then select “Join as New Participant”

Returning Participant or User Login

1 Get Started 2 Select Options 3 Provide Details 4 Agree to Terms 5 Review

Returning Participant or User Login

New User

Join as a New Participant

Returning User

\* User Name:

\* Password:

Login

Email me my login information

Social Login  
Or use your social login

Facebook

Google

LinkedIn

twitter

\* Indicates Required

2. Complete the **Registration** pages and click “Next Step”. Most fields are required in order to continue.

Registration

1 Get Started 2 Select Options 3 Provide Details 4 Agree to Terms 5 Review

Please complete the registration form below

\* Indicates Required

Personal Information

\* First Name

\* Last Name

Contact Information

\* Address Street 1

\* Email:

Address Street 2

Phone Number:

3. Read and agree to the **Participation Waiver** in question # 7. Click “Next Step”.



4. Confirm your **Registration Summary** is correct. Click “Complete Registration”.

**Registration Summary**

1 Get Started 2 Select Options 3 Provide Details 4 Agree to Terms 5 Review

**Jump Test**

jumprope@heartandstroke.ca  
123 Test Drive  
Edmonton, AB A1B2C3  
[ Edit ]

Participation Type:	Student Fundraiser	\$0.00
Self Donation Amount		\$0.00

Participant Total: \$0.00

The current donation amount is \$0.00

Cancel Complete Registration

5. You are now registered! Click “Access Your Participant Centre”. You will receive an email confirming your online registration information.

**Thank you for Registering**

Thank you for registering for Jump Rope for Heart 2018 - Edmonton Region!  
A confirmation email has been sent to jumprope@heartandstroke.ca.

Start fundraising today with your Participant Centre!

Access your Participant Center

**Registration Summary**

**Jump Test**

jumprope@heartandstroke.ca  
123 Test Drive  
Edmonton, AB A1B2C3

Participation Type:	Student Fundraiser	\$0.00
Extra Gift:		\$0.00

Participant Total: \$0.00

Access your Participant Center



## How to Register as a returning teacher if you forget your User Name and Password

1. If you do not remember your **User Name** and/or **Password** then click “Email me my login information”

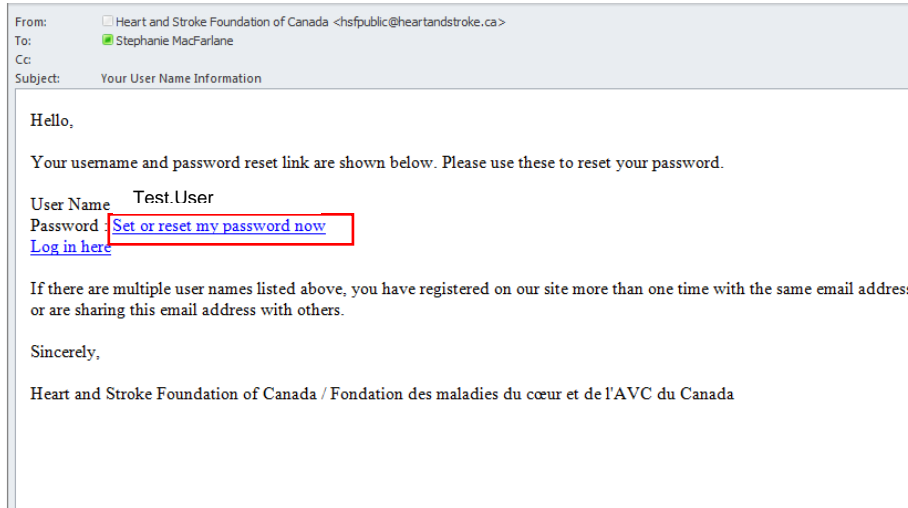
The screenshot shows the 'Returning Participant or User Login' page. At the top, there is a blue header with the title. Below the header is a progress bar with five steps: 1. Get Started, 2. Select Options, 3. Provide Details (active), 4. Agree to Terms, and 5. Review. The main content area is titled 'Returning Participant or User Login' and contains three sections: 'New User' with a 'Join as a New Participant' button, 'Returning User' with fields for '\* User Name:' and '\* Password:', a 'Login' button, and a link 'Email me my login information' which is highlighted with a red box. To the right is the 'Social Login' section with links for Facebook, Google, LinkedIn, and Twitter. A red asterisk indicates required fields.

2. Enter the email address that was used for your previous registration and click “Send User Name”

This screenshot shows the same 'Returning Participant or User Login' page, but in the 'Provide Details' step. The 'Email me my login information' link is now active and has opened a sub-form. This sub-form has an '\* Email:' field with the text 'me@gmail.com' and a 'Send User Name' button, which is highlighted with a red box. The 'Returning User' section now includes a 'Login' button and the 'Email me my login information' link. The 'Social Login' section remains on the right. A 'Previous Step' button is visible at the bottom left. A red asterisk indicates required fields.



3. Open your email and you will see an email from Heart & Stroke providing you with your User Name. Click “Set or reset my password now”



4. You will be redirected back to the Jump Rope for Heart website where you can set a new password and a password hint. Click “Submit”



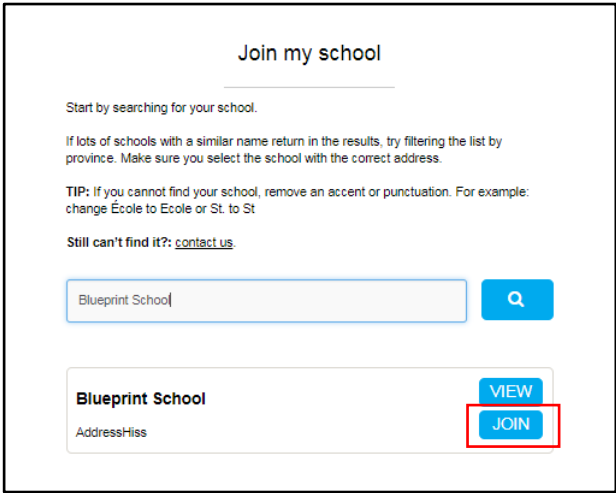


5. You will be redirected back to the Home Page and will be logged in. Click “JOIN YOUR SCHOOL”



6. Search for your school. Once found click “Join”

**Tip:** If you cannot find your school, remove an accent or punctuation. For example: change École to Ecole or St. to St







7. Complete the **Participation Options** page and click “Next Step”.

# Participation Options

Select Options   Provide Details   Review

Participation Options

\* Select a Participation Type \* Indicates Required

- Student Fundraiser
- Teacher Fundraiser
- Teacher Coordinator**

Your Fundraising Goal:  
\$150.00

[Next Step](#)

8. If you find yourself on this Participant Centre page after logging in then please click “Register”

# Participant Centre

Welcome **Stephanie!**

If you are not Stephanie MacFarlane, [click here](#).

[Register](#)

[Logout](#)

[Edit Profile](#)

[Change Password](#)



9. Complete the **Registration** pages and click “Next Step”. Most fields are required in order to continue.

Registration

1 Get Started 2 Select Options 3 Provide Details 4 Agree to Terms 5 Review

Please complete the registration form below \* Indicates Required

Personal Information

\* First Name

\* Last Name

Contact Information

\* Address Street 1  \* Email:

Address Street 2  Phone Number:

10. Read and agree to the **Participation Waiver** by answering question # 7. Click “Next Step”.

11. Confirm your **Registration Summary** is correct. Click “Complete Registration”.

Registration Summary

1 Get Started 2 Select Options 3 Provide Details 4 Agree to Terms 5 Review

Jump test Complete Registration

jumprope@heartandstroke.ca  
123 Test Drive  
Edmonton, AB A1B2C3  
[ Edit ]

Participation Type:	Student Fundraiser	\$0.00
Self Donation Amount		\$0.00

Participant Total: \$0.00

The current donation amount is

Cancel Complete Registration



12. You are now registered! Click “Access Your Participant Centre”. You will receive an email confirming your online registration information.

The screenshot shows a registration confirmation page with a blue header that reads "Thank you for Registering". Below the header, the text says "Thank you for registering for Jump Rope for Heart 2018 - Edmonton Region! A confirmation email has been sent to [jump rope@heartandstroke.ca](mailto:jump rope@heartandstroke.ca)." Below this, there is a link "Start fundraising today with your Participant Centre!" and a button labeled "Access your Participant Center" which is highlighted with a red box. Underneath is a "Registration Summary" section. It includes a blue box with "Jump Test" and contact information for "jump rope@heartandstroke.ca" and "123 Test Drive, Edmonton, AB A1B2C3". To the right, it lists "Participation Type: Student Fundraiser" for "\$0.00" and "Extra Gift:" for "\$0.00". A blue bar at the bottom of the summary indicates "Participant Total: \$0.00". At the bottom right of the page, there is another "Access your Participant Center" button, also highlighted with a red box.

Registration Summary	
<b>Jump Test</b>	
jump rope@heartandstroke.ca	Participation Type: Student Fundraiser \$0.00
123 Test Drive Edmonton, AB A1B2C3	Extra Gift: \$0.00
Participant Total: \$0.00	



# How to Register as a returning teacher if you remember your User Name and Password

1. If you remember your **User Name** and **Password** then please enter them in the appropriate fields and click “Login”

2. Complete the **Registration** pages and click “Next Step”. Most fields are required in order to continue.

3. Read and agree to the **Participation Waiver** by answering question # 7. Click “Next Step”.



4. Confirm your **Registration Summary** is correct. Click “Complete Registration”.

5. You are now registered! Click “Access Your Participant Centre”. You will receive an email confirming your online registration information.

6. Using your Participant Centre, you can send fundraising emails to your friends and family as well as customize your Personal Page. Specific instructions on how to send fundraising emails can be found in the Tools section of your Participant Centre.



## How to Log in

When you return to the website after registering online, you will be asked to log in to your Participant Centre in order view your school's progress and see which students have registered online.

1. At [www.jumpropeforheart.ca](http://www.jumpropeforheart.ca) click "LOGIN".



2. Enter the **User Name** and **Password** you created at Registration and click LOGIN. If you have trouble logging in, scroll below to "Forgot your password?" Enter your Username and Email to receive a password reset link.

**Note:** The User Name and Password fields are case sensitive.

Login to access your participant centre

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\* = Required Fields

**\*User Name:**

  
**\*Password:**