



How to Run Your School's Online Report

Reports are a great tool to help you track who has registered online and how your school's fundraising efforts are going.

There are 2 types of reports:

- General donations list – these are donations made to your school, not to a specific participant.
- Team roster – Includes email addresses and the total amount fundraised online by each participant.

1. Log in to your Participant Centre.
2. As a Co-Captain you will have access to your school's data in your "My Reports" section.

Welcome, **TestMeredith!** Share with family and friends

My Healthy Habit is
Active for 1 hour or more

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Home
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My Reports
Tools
My Rewards

My Fundraising

612.00%

Raised: **\$1,225.00** | Goal: **\$200.00**

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- Click on the “School” tab to see reports for your school. Under the section “Team-Specific Donation History” click on “Download team donation list” to view a list of general donations made to your school.

Personal
School

Team Report

Team-Specific Donation History

(View all team donations or Download team donation list)

Donor	Amount	Notes	Date
TestMeredith TestGray meredith.gray@heartand...	\$50.00		Sep 10
David Malinowicz davidmalinowicz@gmail.c...	\$25.00		Aug 19
zuri group luminare@zurigroup.com	\$25.00		Aug 14
Mom1-test Parent1-test test13@heartandstroke.ca	\$50.00		Jul 24
Mom1-test Parent1-test test13@heartandstroke.ca	\$500.00		Jul 24
Mom1-test Parent1-test test13@heartandstroke.ca	\$250.00		Jul 24
Mom1-test Parent1-test test13@heartandstroke.ca	\$150.00		Jul 24
Mom1-test Parent1-test test13@heartandstroke.ca	\$25.00		Jul 24
Mom1-test Parent1-test test13@heartandstroke.ca	\$25.00		Jul 24
Mom1-test Parent1-test test13@heartandstroke.ca	\$25.00		Jul 24

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Contributing Team Members

(View all teammates or Download roster) (Download team statistics)

Susan Lecombe	\$1,325.00	Sarahtest Reidtest	\$865.00
Teststephanie Macfarrest	\$1,325.00	test-teacher test-teacher	\$750.00
Jerome Lecombe	\$1,225.00	Margaret Hiss	\$725.00
TestMeredith TestGray	\$1,225.00	MereTest GrayTest	\$275.00
LindaTest MTest	\$1,055.00	Test-Meredith Gray	\$200.00
test3 test3	\$1,050.00	Test-Linda Student1	\$185.00



- Under the section “Contributing Team Members” click “Download roster” for a list of all students registered online for your school’s event.

Contributing Team Members

([View all teammates](#) | [Download roster](#) | [Download team statistics](#))

Susan Lecombe	\$1,325.00	Sarah test Reid test	\$865.00
Test stephanie Macfar test	\$1,325.00	test-teacher test-teacher	\$750.00
Jerome Lecombe	\$1,225.00	Margaret Hiss	\$725.00
Test Meredith Test Gray	\$1,225.00	Mere Test Gray Test	\$275.00
Linda Test M Test	\$1,055.00	Test-Meredith Gray	\$200.00
test3 test3	\$1,050.00	Test-Linda Student1	\$185.00
Test-Yvonne Student1	\$1,015.00	Bo-test Teacher3-test	\$100.00
Test73 Test	\$1,010.00	Gav-test Student2-test	\$10.00
test-studentC test-studentC	\$1,000.00		

- The reports will open in Excel once downloaded.