Email Past Participants

Reach out to students who participated in last year's Kids Heart Challenge. Encourage them to join the fun again this year!

Be You

1 Start here.

Go to heart.org/kidsheartchallenge. Click on the red **"Log In to Headquarters"** button in the upper right corner. Enter your username and password.

Log in to Headquarters

Then click on the red **"My Headquarters"** button.

My Headquarters

Forgot your username or password? Follow the directions for help.

2 Find past participants.

| HQ Home | Email | Reports | Teacher Resources | Order Gifts |

From your Headquarters page, go to the **"Email"** tab to access your email center. Then choose the group you'd like to email: Past Participants.
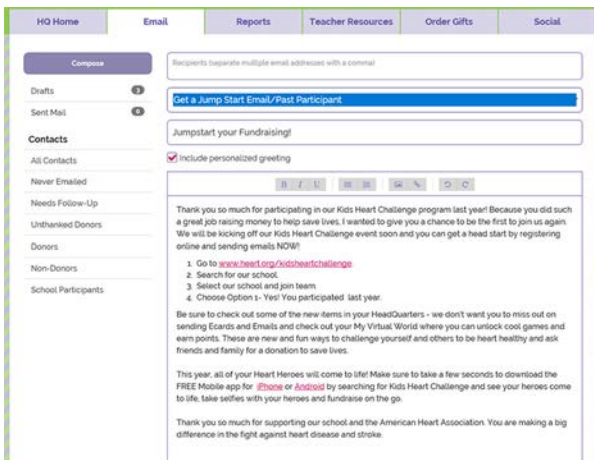
Contacts

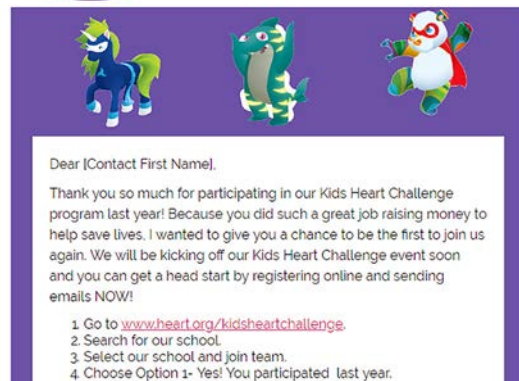| All Contacts | 6 |
Never Emailed	4
Needs Follow-Up	0
Unthanked Donors	3
Donors	3
Non-Donors	3
School Participants	2
Past School Participants	73

3 Personalize it.

Select a message. Add a greeting and personalize the wording.

4 Preview the message and send.

Students will be glad to hear from you!

Dear [Contact First Name],

Thank you so much for participating in our Kids Heart Challenge program last year! Because you did such a great job raising money to help save lives. I wanted to give you a chance to be the first to join us again. We will be kicking off our Kids Heart Challenge event soon and you can get a head start by registering online and sending emails NOW!

1. Go to www.heart.org/kidsheartchallenge.
2. Search for our school.
3. Select our school and join team.
4. Choose Option 1- Yes! You participated last year.

American Heart Association.

KIDS HEART CHALLENGE

Step-by-Step Online Thank-You Gift Orders

We're grateful for all you've done to help build healthier lives and happy hearts. Here's the last step in your fundraising campaign: use our easy online ordering system to order students' thank-you gifts.

1 Start here.

Go to heart.org/kidsheartchallenge or search **Kids Heart Challenge** in your app store and download the app. Click on the red **"Log in to Headquarters"** button in the upper right corner. Enter your username and password.

Log In to Headquarters

Then click on the red **"My Headquarters"** button.

My Headquarters

Forgot your username or password? Follow the directions for help.

Once you're logged in, go to the purple **"Order Gifts"** tab at the top of the page or the purple box at the bottom right. Click to go to your personalized dashboard.

4 Order Thank-You Gifts

Visit our Thank-You Gift portal to manage and order gifts for your students.

Thank You Gifts

2 View your dashboard.

Your total is cumulative and includes multiple orders. Click on **"Manage Gifts."**

3 Add student information.

Now it's time to enter any students' names that aren't already listed. To add a student, click the green **"+ Student"** button. Please note, if a student received an online donation, his or her name will already be listed.

A blue **"Add Student"** box will pop up on the right. Fill in the student's information, then click **"Save"** or **"Save + Add Another."** Enter cash donations and checks, and be sure to include a t-shirt size for any student who raised $50 or more.

Made a mistake? Just click on the student's box to correct or delete information.
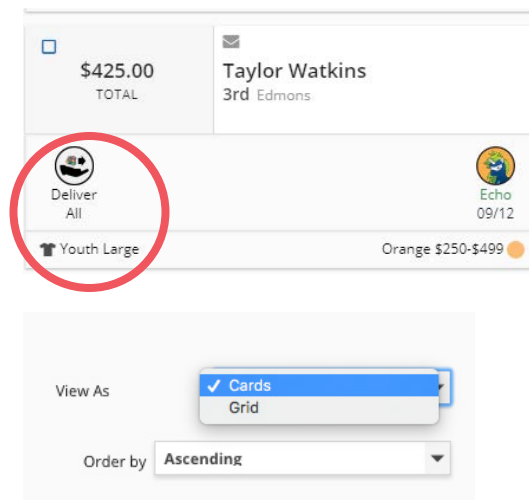
New this year, students/parents can **take a picture of their check in the app** and it will automatically update and deposit! You don't need to enter the checks and students should not submit them in their envelopes. If they do, please return them. These checks will show up in your E-Check column just like online donations.

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KIDS HEART CHALLENGE

4 All about gifts.

Need to see which gifts students will receive? Each student's card shows funds raised and the gifts he or she has earned. Once you distribute an instant gift, click on the icon and it will turn from gray to color for easy tracking. Or click on the **"Deliver All"** icon to take care of all of the student gifts at once. You can choose to view students' information as cards or in a grid.
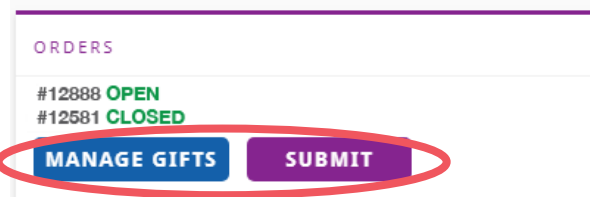
$425.00
TOTAL

Taylor Watkins
3rd Edmons

Deliver All

Echo
09/12

Youth Large

Orange $250-$499

Echo ▶ Echo

View As: ✓ Cards / Grid

Order by: Ascending

Donation Summary ▾   **Gift Summary** ▾   **T-Shirt Summary** ▾   **Other Donations** ▾

To do a quick status check, use the menu at the top to sort students' information in the following ways:

- **Donation Summary**—see donations coming in online, in cash, by check, as E-Checks, or as matching gifts
- **Gift Summary**—see how many students have qualified for gifts at different levels
- **T-Shirt Summary**—see how many t-shirts you'll need, by size
- **Other Donations**—any miscellaneous cash, such as teacher donations and students who turned in coupons

5 Wrapping up.

All done? On your dashboard, click **"Submit"** in the Orders box. If additional funds come in after you've submitted your initial order, a new order will generate automatically when you click **"Manage Gifts."**

ORDERS

#12888 OPEN
#12581 CLOSED

MANAGE GIFTS   **SUBMIT**

Your school may qualify for a School Thank-You Gift. If so, you will see the information on this page. You'll also see the Volunteer Thank-You Gift. You can choose to decline these gifts and funds will be used to fight heart disease and stroke.

To wrap up, fill in the date you will mail your order and any special instructions. Verify that the mailing address and email addresses are correct. Then go ahead and preregister for next year—you'll be one step ahead. Once you submit your order, print your summary and include it with your donation envelope. This year if you had more than one order you can print the orders together in one sheet.

That's all there is to it!

After your donations and forms are received, it'll take about four weeks to receive thank-you gifts. To make distribution easier, gifts for each student who raised $75 or more will be packaged in gift bundles and color coded for quick identification. All t-shirts are packaged separately and will need to be given out with the bundles.

Thank you again for helping to teach children the importance of being happy and healthy for life. You've done an amazing job!

Kids Heart Challenge Mobile App

Check your team goals, manage instant gifts, email participants, and watch the Heart Heroes come to life with our mobile app.
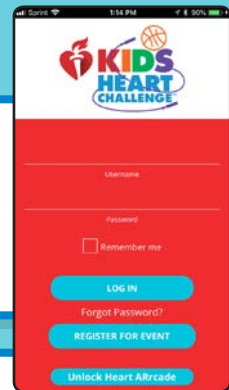
1 Download the app.

To find it, search "**Kids Heart Challenge**" in your app store. Then use your username and password to log in. (No username and password? Click "**Forgot Password?**")

2 Manage your team's event.

On this screen you'll see your fundraising total and your team's total. You'll also see leaderboards and badges. **This year you can manage your event entirely from the mobile app.**
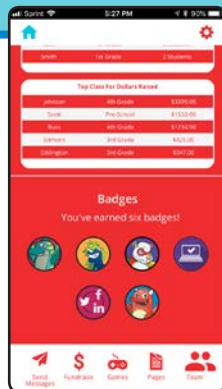
Click to see your team members' individual fundraising totals and to manage your team.

CONTACT TEAM — Email the entire team.

ADD OFFLINE PARTICIPANT — Add students who haven't registered online.

VIEW UNDELIVERED GIFTS — See all undelivered gifts.

SHOW ALL — See gifts your team members have earned.

Search / Advanced Search > — Search and sort the list as needed.

$ — Add offline donations, such as cash and checks. Remember, E-checks are added automatically.

3 Explore what else you can do.

The icons at the bottom of the screen will guide you to lots of different options for managing your team's event.

Choose various messages to send to your supporters. Send via email, social media, or text message. Click on **Schedule** to schedule social media messages. Click **eCard** to send heart-happy messages.
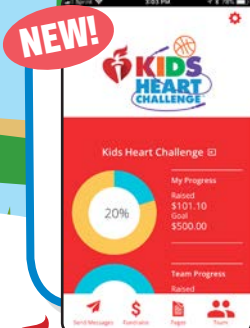
Visit the Heart ARcade to bring your Heart Heroes to life and create your own avatar.
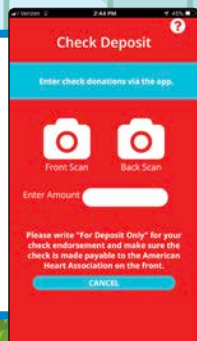
Keep track of funds you've raised and enter donations.

Edit your personal fundraising page and then share the page, upload an image, or view the page.

NEW! Change your goal right on the main screen.

Students can take a picture of their donors' checks. Once they do, the checks will be deposited and students won't need to include them in their envelopes. You can take pictures of your own donors' checks too (but not students' donor checks).

Show students how to scan their wristband, kickoff stickers, mid-event tattoo, and Heart Heroes and watch them come to life. They can even take selfies with their favorite Heart Heroes!

American Heart Association.

KIDS HEART CHALLENGE

Print Your Team Participant Report

Your program is wrapping up, and it's time to turn in all those donations! You'll need to print your School Detail Report for students to get credit for the online donations they received. Here are your quick steps for printing it.

1

Start here.

Go to heart.org/kidsheartchallenge or search **Kids Heart Challenge** in your app store and download the app. Click on the red **"Log In to Headquarters"** button in the upper right corner. Enter your username and password.

Log in to Headquarters

Then click on the red **"My Headquarters"** button.

My Headquarters

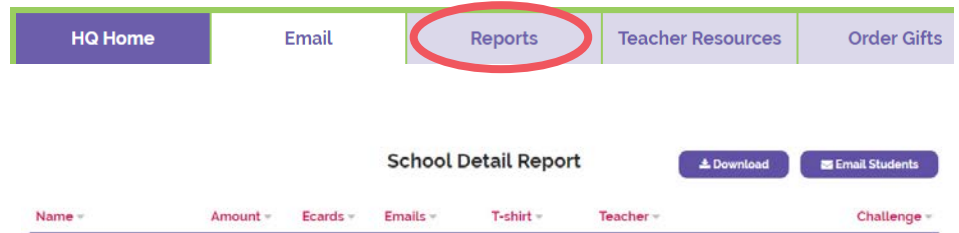Forgot your username or password? Follow the directions for help.

Fun Facts

- A woman's heart beats slightly faster than a man's heart.
- Laughing is good for your heart!
- The blue whale is the animal with the largest heart.

2

Get your report.

Click on the purple **"Reports"** tab at the top of the page. You can review the information and sort by contributor name, amount, number of ecards sent, number of emails sent, t-shirt size, teacher name, or heart-happy challenge.

HQ Home	Email	Reports	Teacher Resources	Order Gifts

School Detail Report ⬇ Download   ✉ Email Students

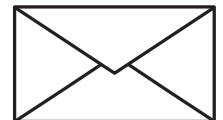| Name ▾	Amount ▾	Ecards ▾	Emails ▾	T-shirt ▾	Teacher ▾	Challenge ▾

3

Print the report.

Select **"Download."** The report will download to your computer as a CSV file. (CSV files look similar to Excel, but you don't have to have Excel to view them.) Can't find it? Check your browser settings or type Control + J, which works in several popular browsers to show your downloads.

⬇ Download

4

Send in the report.

Just mail it with your forms in the banking envelope, and you're all done. Remember that E-Checks have already been deposited and do not go in the envelope.

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KIDS HEART CHALLENGE

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In-Class Assignment:
Register and Send Emails or Ecards

Hey kids, are you ready to join the Heart Heroes and do your part for happy hearts? Your first step is to register online. Check off the steps below as you complete each one.

Sign up.

♡ Start at heart.org/kidsheartchallenge or search Kids Heart Challenge in your app store and download the app. Find your school. No luck? Follow the simple instructions on the web page.

♡ If you've participated before, once you find your school and update your info you can log in. If you're new, create your login and fill out your basic info. Write down your username and password here.

_____   _____
my username   my password

♡ Set your fundraising goal.

♡ If your parent or guardian has given permission, when you get to the waiver click "Yes, I Agree" to accept it.

You're registered! You'll see a message inviting you to go to your own fundraising page and Heart Heroes Virtual World.

Send emails and ecards to challenge friends and family to follow heart-happy habits.

♡ On your Headquarters page, look at the Email Challenge box at the top right. Choose whether you want to send emails or ecards.

♡ Follow the directions and add the email addresses that your parents gave permission for you to contact.

♡ Set a goal to send at least 10 emails or ecards.

That's it! Sending ecards and emails helps you spread heart-happy messages, raise lifesaving funds, and unlock fun surprises in your Heart Heroes Virtual World. With help from a parent or guardian, you can also use social media and text messaging to share heart-happy messages and raise funds.

Teacher: Students can add a photo to their ecards, with a parent or guardian's permission. Otherwise, have students use the option to skip the photo.

Meet the Heart Heroes

Echo is the leader of the Heart Heroes. She wants everyone to have happy, healthy hearts. Her favorite phrase is "Be you."

Finn was born with one chamber in his heart. He is a fierce warrior for helping others. He's now healthy and strong.

Sprinkles uses her name to remind Heartsville residents that their 60 minutes of physical activity doesn't have to be all at once; it can be sprinkled throughout the day.

Oscar loves watching cooking shows to learn healthful, low-sodium recipes. His favorite chefs? Jamie Ottiver and Rachel Stingray.

Narwhals like Splash can live for 50 years—lots of time to spread the message to avoid sugary beverages.

Cigarette smoke contains more than 5,000 chemical components including arsenic and formaldehyde. Fiery doesn't want to be anywhere near that smoke—and neither should you!

The name Ruby means "fire within." And Ruby sure has a strong desire to spread the news about how important fruits and vegetables are for heart health.

Dear Family,

Our school is making a difference for happy, healthy hearts! With your permission, we will help your child register online for the Kids Heart Challenge and send emails or ecards to challenge friends and family to develop healthy habits. Once your child is registered, you and your child can sign in at home anytime to check his or her fundraising progress and send more emails or ecards—or share on social media—to spread the message of happy hearts and help your child unlock fun surprises.

We'll need just a few pieces of information to get started.

1. What email address should your child use to register for the Kids Heart Challenge? If your child has participated before, please use the same email address and write in the password below.

   Email: _____   Password: _____

2. What is your child's t-shirt size?
   - ❑ youth small
   - ❑ youth medium
   - ❑ youth large
   - ❑ adult small
   - ❑ adult medium
   - ❑ adult large
   - ❑ adult XL
   - ❑ adult 2XL
   - ❑ adult 3XL

3. Your child will have the option to add a photo of himself or herself to the ecard. Do you grant permission to include this photo? ❑ yes ❑ no

I represent that I am the parent or guardian of a child who intends to participate in the American Heart Association's Kids Heart Challenge. I agree and acknowledge that my child may participate in the Kids Heart Challenge and the on-line fund raising program. This site allows participants to track their individual & team's progress while having access to the AHA's educational and fundraising resources. My child has the option of including a photo and/or video on their site as well as sending out e-mails to family and friends in support of their participation with the Kids Heart Challenge.

I further confirm that I agree with the terms of the parent permission form for this event, and that I acknowledge the Direct Notice to Parents and Children's Privacy Statement at http://www.heart.org/HEARTORG/General/Privacy-Policy_UCM_300371_Article.jsp#.V3wHD00UXcs.

DATA PRIVACY: The AHA values your privacy and commits to protecting all information you give us. By agreeing to these terms, you are also agreeing to our Privacy Policy explained at www.Heart.org/Privacy.

I will sign the parent permission form and give to the school coordinator. The parent permission form is part of the collection envelope.

❑ I have read this information and grant permission.   ❑ I do not grant permission.

_____   _____
parent/guardian signature   date

Help your child get started. Please list the email addresses of friends and family who'd appreciate receiving a heart-happy challenge ecard from your child:

_____   _____

_____   _____

_____   _____

_____   _____

_____   Please sign this form and return it to your child's

_____   teacher by _____ .
                                                                             date

Kids Heart Challenge Heart Mobile App

Check your goals, see what gifts you've earned, email donors, play games, and watch the Heart Heroes come to life, all with this handy mobile app.

1 Download the app.

With your parents' permission, search "**Kids Heart Challenge**" in your app store. Then use your username and password to log in. (No username and password? Click either "**Forgot Password?**" or "**Register for Event**" if you haven't set a username and password yet.)

2 Get to know the Heart Heroes.
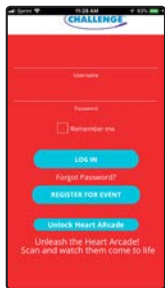
Scan your Heart Hero from the main screen. No need to log in!

What else can you scan? Try your sticker, envelope, tattoo, wristband, keychain, t-shirt, or plush. Your Heart Heroes will dance, jump and play.

Create your own avatar.

Play games in our Heart ARcade.
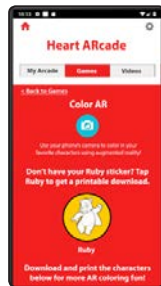
Check out the interactive coloring sheets for more Heart Hero action.
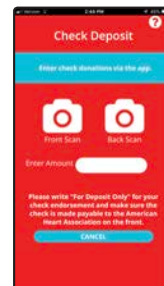
And remember, this year you can use the app to take a picture of your donors' checks. They'll deposit automatically!

3 Explore all you can do.

The icons at the bottom of the screen will guide you to lots of options for raising funds and communicating with donors.

🏠 Show your fundraising progress.

✈ Choose messages to send to your supporters via email, social media, or text message. (Always get your parents' permission before using any social media.)

With your parents' permission, schedule posts with updates on your fundraising totals.

Send an ecard to share the news about the Kids Heart Challenge.

$ Keep track of funds you've raised.

📄 Edit your personal fundraising page and then share the page, upload an image, or view the page.

The more you communicate with your donors, the quicker you'll reach your goal and spread heart happiness. Good luck!

American Heart Association.

KIDS HEART CHALLENGE

Register Online for the Kids Heart Challenge

Create your own web page to raise lifesaving donations. Register today and join your school's team. It's easy!

1 Find your child's school and sign up.

Go to heart.org/kidsheartchallenge or search **Kids Heart Challenge** in your app store and download the app. Type in your school name. When you see your school, click **"Sign Up"** under your school's listing.

2 Answer a few basic questions.

The screens will guide you through questions about whether you participated last year, what your fundraising goal is, and what your basic contact information is (if we don't already have it). Plus you'll have a chance to kick things off by making a donation to the Kids Heart Challenge.

If you participated last year but forgot your password, follow the directions to quickly reset it.

3 Create your login.

You'll be able to use this login next year, so choose a username and password that you'll remember. Just to be sure, write it down and tuck it away in a safe place.

4 Almost done.

All that's left is to choose a t-shirt size (if you raise more than $50, you'll earn one!) and a heart-happy challenge. Then review the participation waiver with your parent or guardian and click **"Yes, I agree"** to accept it.

5 You're registered!

You'll see a pop-up message to let you know that your fundraising page is ready. You can personalize your page, add photos, email donors, check your progress, and share why you're excited about the Kids Heart Challenge.

If you added your own donation during the page setup process, a screen asking for payment information will appear. A parent or guardian must fill in these boxes. Thanks for jump-starting the fundraising!

American Heart Association.

Send Emails and Ecards

Spread the word that you're making a difference for heart health. Personalize an email or ecard with a heart-happy message. Here's what you do.

1 Start here.

Go to heart.org/kidsheartchallenge. Click on the red **"Log In to Headquarters"** button in the upper right corner. Enter your username and password.

Log In to Headquarters

Then click on the red **"My Headquarters"** button.

My Headquarters

Forgot your username or password? Follow the directions for help.

Your goal: send at least 10 emails or ecards!

Fun Fact
Your heart moves blood through your body, covering a whopping 60,000 miles of blood vessels.

2 Find the purple "Email Challenge" button at the top right.

Your challenge is to send at least 10 heart-happy messages to family and friends.

Email Challenge
Send 10 emails or ecards to friends and family.

Send Email   **Send Ecard**

If you're sending emails, click on the **"Send Email"** button. Enter the addresses, choose a message, and personalize your message and greeting. Then, with your parent or guardian's permission, hit **"Send."**

If you're sending ecards, click on **"Send Ecard"** in the purple box. Follow the steps to choose your character, add a photo (optional), choose a message, and send.
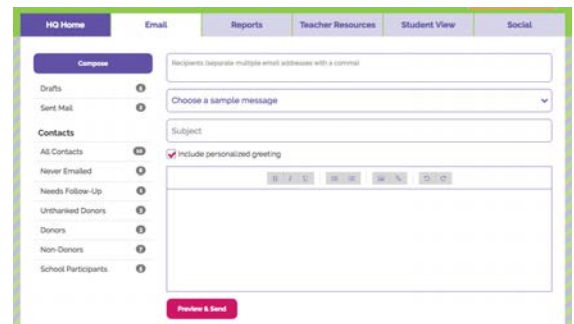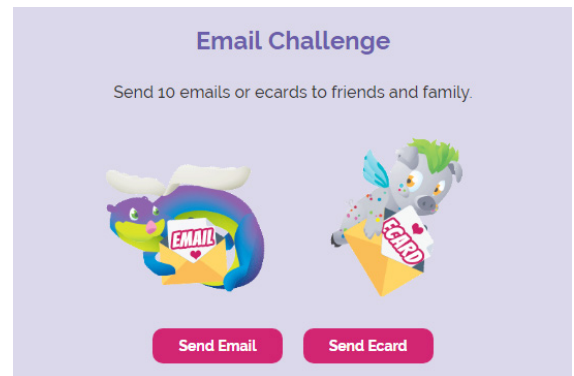
Sending emails and ecards is a great way to spread the message of happy hearts and unlock special features in your Heart Heroes Virtual World. Have fun!

American Heart Association.

KIDS HEART CHALLENGE