

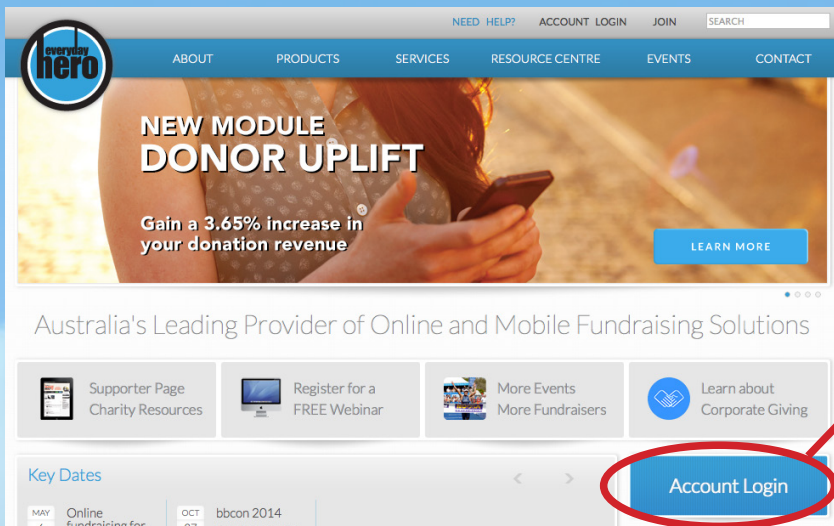


Schools & Teachers

Adidas Schools – Everyday Hero Reporting

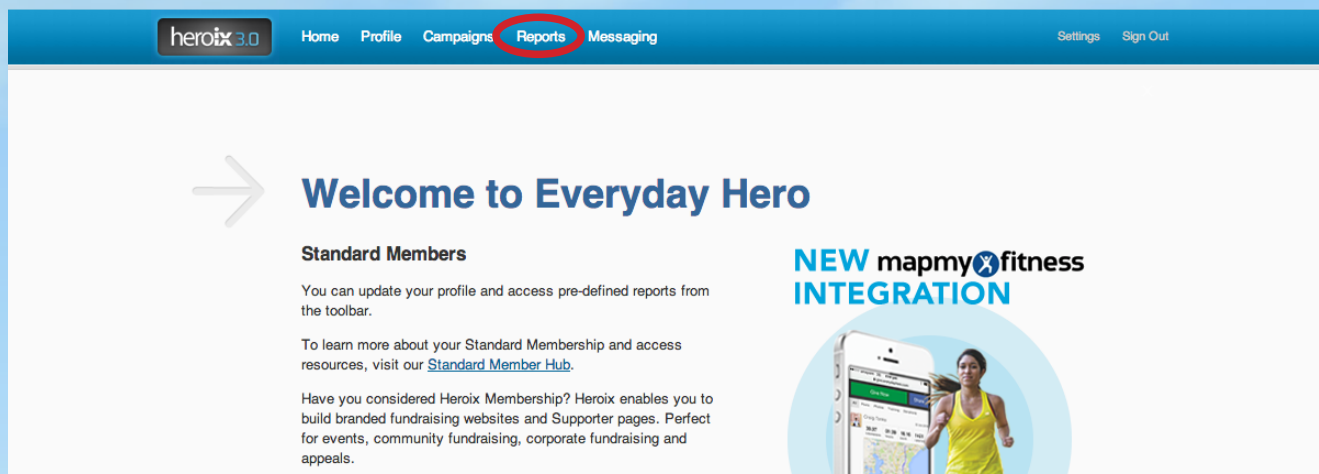
In the lead up to and after your Fun Run, make sure you take the time to log into your Everyday Hero account. From here, you can download reports to find out which students chose to fundraise online, how much they raised and who made donations.

To log into your account, [visit charity.everydayhero.com.au](http://visit.charity.everydayhero.com.au) and select the “Account Login” button.



Don't worry if you aren't sure of your log in details, just call us on 1300 798 768 or email us at nonprofits@everydayhero.com.au and we can help you with those.

Once you are logged in, you will see the below screen. Select the Reports tab from the top to access your reporting information.





Schools & Teachers

Once you are in the reporting section, there will be a number of different reporting options. There will be four key reports that you will need to access to find out which students have raised money online and how much your school raised.

- Donation Detail
- Financial Statements
- Fundraiser Detail
- Hero Page Detail

PREDEFINED REPORTS	
Direct Donation Detail	Appeal direct donation details (No fundraising pages)
Donation Detail	A report showing donor and donation detail. Run by event and/or date range.
Donor Uplift	Donation report including donor uplift detail. Run by event and date range.
Event Detail	Campaign overview
Financial Statements	Statements of bank deposits and transaction details
Fundraiser Detail	Fundraiser detail including donations
Hero Page Detail	Details of hero pages
Offline Donation Detail	Offline donations entered by fundraisers
Registration Detail	Registrant and merchant sales

Donation Detail provides information about your donors. This can be run for an event or with a date range, or both, for more specific information.

Financial Statements provide information about your fortnightly remittances. This includes remittance advice and transaction detail reports.

Fundraiser Detail can be used to provide you with an overview of fundraisers in a particular event. Just select the Adidas School Fun Run 2014 from the drop down box.

Hero Page Detail provides information about your fundraisers. This can be run by event or with a date range, or both. You can also run this report with donor information included. Just tick the box on the left hand side for this.

Once you have run the report, it will appear in the generated reports section below the predefined reports box. Just click the download button next to it to view it.

YOUR GENERATED REPORTS			
DESCRIPTION	SIZE	CREATED	
Hero page detail report	2.3 KB	01 May 15:23	Download
Hero page detail report	565 Bytes	01 May 15:23	Download
Hero page detail report	23.3 KB	30 Apr 14:32	Download
Fundraiser detail report	3.7 KB	28 Apr 14:13	Download
Fundraiser detail report	8.5 KB	23 Apr 11:32	Download
More...			

If you do have any questions about reporting, please call us on 1300 798 768 or email us at nonprofits@everydayhero.com.au

