



Mended Hearts™

Annual Report Instructions FY 2017 Due February 15, 2018 online

The annual reports will need to be submitted on the following link:

<https://mendedhearts.gnosishosting.net/Portal/Login>

(THIS LINK WILL TAKE YOU TO THE OLD WEBSITE)

To assure that all of your information is saved online it is suggested that you print a blank form (links provided below) and enter the information on the form prior to filling out the form online. This will assist you in filling out the worksheets before it times out.

- ♥ Financial Report template
- ♥ Visiting Report template
- ♥ Progress Report template
- ♥ Officers and Chairs template

To access the online Annual reports follow steps below:

- ♥ A chapter officer will be required to fill out online reports
- ♥ An email address and unique password will be needed
- ♥ To enter Annual Reports, go to:
<https://mendedhearts.gnosishosting.net/Portal/Login>
- ♥ Login in with your email address & unique password
- ♥ Left hand menu, click on "Annual Reports"

Four annual reports are required by all chapters. Data for each report should be entered in one sitting as it is not saved until the **FINISH** button at the bottom of the page is clicked. This **FINISH** button saves data and submits report simultaneously to Mended Hearts.

- ♥ Financial Report
- ♥ Visiting Report
- ♥ Progress Report
- ♥ Officers and Chairs

If you have questions or need help, please contact national staff:

- ♥ Brad Totty at Brad.totty@mendedhearts.org or 1-888-HEART-99
- ♥ René Battles at Rene.battles@mendedhearts.org or 214-329-0747