



STEP IT UP FOR CLEARBROOK PARTICIPANT CENTER GUIDE

Cronin Park, Arlington Heights
5K Run or 1 Mile Walk

This will show you how to send emails,
customize your fundraising page...and more!

[You can see a video tutorial here.](#)





LOGIN

Event Info - About Us - Register - Donate - Sponsors -



REGISTER TODAY
Get Involved

START A TEAM
Be a Leader

JOIN A TEAM
Become Heroes Together

DONATE NOW
Support Clearbrook

Visit <http://step.clearbrook.org> and click login.

A pop-up box will appear, asking you to fill in your username/password.

If you forgot your username and/or password, just click **forgot username/password**.

Login

LOG IN

Have you previously donated to or fundraised for Clearbrook? Log in below with your username and password.

Username

Password

Log In

Forgot Username or Password?



Get Involved

REGISTER TODAY!

Once you have logged in, click [participant center](#).

2021 Step It Up

Flux Capacitors

Help Log Out

Home Email Profile

Thank you for joining Step It Up for Clearbrook!

Need help with your participant center? Use this guide.

What should I do next?

1. Update your Personal Page. Simply click on the Personal Page symbol above and follow the directions. You can change the layout of the page, share your personal story, upload a photo or one of the ones we supply. If you have any questions on how to update your personal page, email us at step@clearbrook.org
2. Send out suggested emails to your friends and family asking for their support!
3. Start Fundraising Online:
 - Start by viewing your Personal Page now to see what your potential donors will see.
 - Send reminder and solicitation e-mails to friends, family and co-workers about your participation
 - Track your individual ongoing fundraising progressUpdate your fundraising goal
 - View reports on who & when your team members make a donationSend follow-up messages and thank-you emails to your supporters

What to do next?

- 1 Set up your Personal Page
 - ✔ Customize your Personal Page with a story about why you are raising funds for this cause.
- 2 Add Contacts to Your Address Book
 - ✔ Add contacts to email from your personal Address Book on our site.
- 3 Send an Email
 - ✔ You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.
- 4 Thank your Donors
 - ✔ Thank your donors!
- 5 Set a Goal
 - ✔ You have reached 40% of your goal. Can you set a higher goal?

REACH YOUR GOAL FASTER
RAISE MONEY DIRECTLY ON FACEBOOK

- 1 Connect this fundraiser to Facebook.
- 2 Invite friends, share updates and collect donations on Facebook.
- 3 Keep track of your progress. The money you raise on Facebook will count toward your goal.

Connect Fundraiser to Facebook

Recent Activity

You joined 2021 Step It Up Jul 21

At the top, you'll see that you are on the homepage. From here, you can easily navigate to the email section or your profile.

Your home page will give an overview of your fundraising progress. View the next steps at the bottom of the screen. You can click on any of the links in the checklist to do the next step. These will all get you where you'd like to go!

[Home](#) [Email](#) [Profile](#)

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[f Connect Fundraiser to Facebook](#)

Recent Activity

You joined 2021 Step It Up

Jul 21

If you want to use Facebook to fundraise, click on the **Connect Fundraiser to Facebook** button. You'll want to login to Facebook on a different tab before this, or it will prompt you to login when you click on the button.

You'll see a custom link appear in this box when you complete the process. It will also automatically post the fundraiser to your Facebook feed. This allows your friends to donate directly on Facebook. You will see the donations you receive via Facebook reflected in your total on your personal page and in your participant center.

As you scroll down on your [home page](#), you'll see all the options available in the Participant Center.

Go down to the bottom and you'll see the section that shows you your personal progress.

The screenshot shows a fundraising interface with three highlighted sections:

- Your Fundraising Progress:** A purple-bordered box containing a progress bar. The current amount raised is \$300.00, and the goal is \$500.00. An "Edit Goal" button is visible.
- Personal Donations:** A light blue-bordered box containing a table of donations. A download icon is in the top right corner.
- Personal Page:** A darker blue-bordered box containing a "Personal Page" section with fields for URL, title, and body text, each with an edit button.

Personal Donations			
[Redacted]	Jul 23	\$75.00	👍 📧
Liz [Redacted]	Jul 23	\$50.00	👍 📧
[Redacted]	Jul 23	\$50.00	👍 📧
[Redacted]	Jul 23	\$25.00	👍 📧

In this purple section, you can see how much you have raised. You can also change your fundraising goal. Once you've reached your goal, we recommend increasing it! Please will continue to give.

In this light blue section, you'll see a list of everyone who made a donation on your personal fundraising page, along with the date they donated and the dollar amount. You can send them a "thank you" email by clicking on the envelope icon next to their name.

If you'd like a full list of your donors, click on the arrow in the blue box. It will download their information in excel. Please note, if they gave via Facebook, their information may not come through here.

In this darker blue section, you can update your personal fundraising page. You can edit the text - we recommend making it personal. People want to know why YOU support Clearbrook.

You can also customize the URL for your personal page.

If you continue to scroll down, you'll see a place to upload a photo to your page. The more personal, the better!

Team Captains have access to their team information.



In this purple section, you can see how much you have raised as a team. You can also change your fundraising goal. Once you've reached your goal, we recommend increasing it! Please will continue to give.

In this pink section, you'll see a list of everyone who made a donation on your team fundraising page, along with the date they donated and the dollar amount. This will not show donations that were made to personal pages, only those made on the team page.

In this darker blue section, you can update your team fundraising page. You can edit the text - we recommend making it personal. People want to know why YOU support Clearbrook.

You can also customize the URL for your personal page.

If you continue to scroll down, you'll see a place to upload a photo to your page. The more personal, the better!



Team Captains can also see their team roster. You can download this in excel if you'd like. To do so, click on the blue down arrow.

suburbs, and northern Illinois. We are proud to be the largest provider of home-based services in Illinois

Clearbrook proudly reports that 92 percent of every dollar raised goes directly into programs and services.

Please join my team and help raise money for Clearbrook!

Photo Update Photo



Team Roster Manage Captains Download

Ann
Din



Home **Email** Profile

Compose Message

Recipients (separate multiple email addresses with a comma)

Drafts 1 **Join My Team**

Sent Messages 0 Join Me in Making a Difference For Clearbrook

Contacts

- All Contacts 21
- Never Emailed 21
- Needs follow-up 0
- Unthanked Donors 4
- Donors 5
- Non-Donors 16
- Past Donors 9

Include personalized greeting **What's this?**

H1 H2 H3 P **B** *I* U [List Icons]

I'm participating in Step It Up For Clearbrook, a run/walk event on September 18, raising funds for Clearbrook. I started a team so others can participate and fundraise with me. Will you join me and be part of the team?

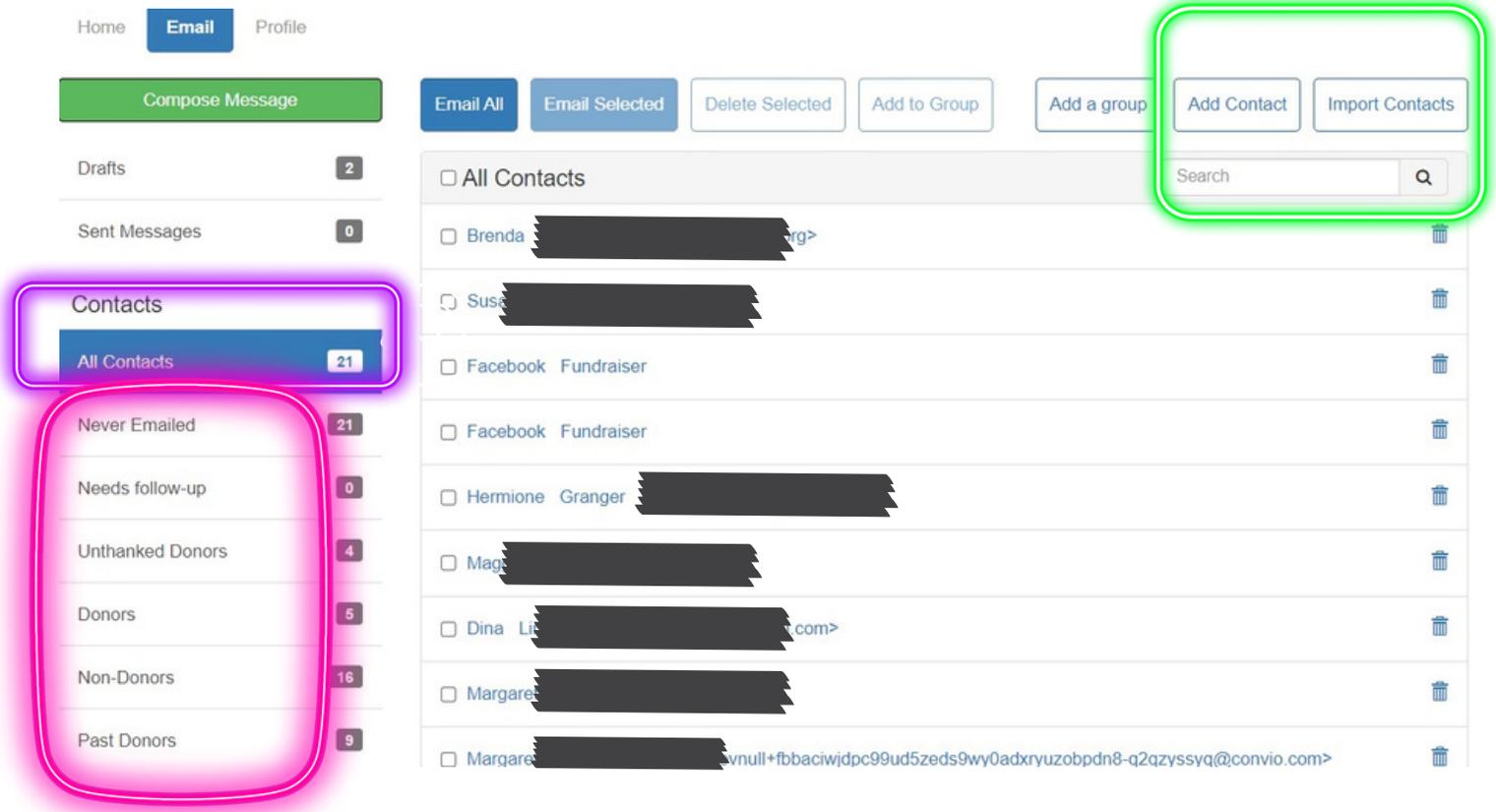
Please click the link at the bottom of this email to join the team today. If you can't join the team, please consider making a donation so together we can support Clearbrook.

Clearbrook is home, a family, to over 8,000 children and adults impacted by intellectual/developmental disabilities. They support them—and their families—by providing support across the lifespan, helping them to live their fullest lives possible.

Clearbrook provides personalized children, community day, employment, residential, and clinical services at more than 60 locations in 160 communities throughout the Chicagoland area. They are the largest provider of home-based services in the state.

Their our deep expertise that spans six decades—allowing them to care for an array of unique needs. Clearbrook is more than a nonprofit they are family friends a job a way to give back a home

On the **Email** tab, you can send emails to thank donors (**thank you**), recruit others to join your team (**recruit**) and asking them to donate (**solicitation**). Select which template you'd like to use, or select **other** to write your own message. You can edit the templates, they simply provide sample language to use.



If you click on contacts, you'll be able to see anyone who has donated to you this year (or in years past) and your team members.

You can add contacts one at a time by clicking [add contact](#). You can also import contacts from your address book by clicking [import contacts](#).

It automatically filters your contacts into groups so you can easily send a message to donors, team members, past donors, etc.

The screenshot shows an email composition interface. On the left is a sidebar with navigation options: Home, Email (selected), and Profile. Below these are categories of messages: Compose Message, Drafts (2), Sent Messages (1), and Contacts. The Contacts section lists various groups like All Contacts (21), Never Emailed (20), Needs follow-up (0), Unthanked Donors (4), Donors (5), Non-Donors (16), Past Donors (9), Past Donors Who Have Not Donated This Time (8), Teammates (2), Non-Teammates (19), Past Teammates (1), and Past Teammates Not Registered for This Event (0).

The main area contains a 'Recipients' field with the text 'Recipients (separate multiple email addresses with a comma)'. Below it is a dropdown menu for 'Join My Team' and a text field containing 'Join Me in Making a Difference For Clearbrook'. There is a checkbox for 'Include personalized greeting What's this?'. A rich text editor toolbar is visible with options for H1, H2, H3, P, B, I, U, and various alignment and list options.

The email body text reads: 'I'm participating in Step It Up For Clearbrook, a run/walk event on September 18, raising funds for Clearbrook. I started a team so others can participate and fundraise with me. Will you join me and be part of the team? Please click the link at the bottom of this email to join the team today. If you can't join the team, please consider making a donation so together we can support Clearbrook. Clearbrook is home, a family, to over 8,000 children and adults impacted by intellectual/developmental disabilities. They support them—and their families—by providing support across the lifespan, helping them to live their fullest lives possible. Clearbrook provides personalized children, community day, employment, residential, and clinical services at more than 60 locations in 160 communities throughout the Chicagoland area. They are the largest provider of home-based services in the state. Their deep expertise that spans six decades—allowing them to care for an array of unique needs. Clearbrook is more than a nonprofit, they are family, friends, a job, a way to give back, a home. Thank you in advance for joining me in my support of Clearbrook.'

At the bottom, there is a 'Current layout' section with three preview cards: 'Blank Stationery', 'Step it up TeamRaiser Stationery (Non-Participant)' (which is highlighted with a green box), and 'TeamRaiser Stationery (Coaching) SAMPLE'. Below the preview cards are two buttons: 'Preview & Send' (highlighted with a green box) and 'Save as template'.

Once you've selected the email recipients and message template, you are ready to send! We recommend customizing the email as much as possible.

The email will send from your email address (the one you used when registering). Any responses will go to that address.

The email will send on a stationery that includes a link to your personal fundraising page, making it easy for friends to donate or register on your team.

The screenshot shows a web application interface with a navigation menu at the top. The menu includes 'Home', 'Email', 'Profile', 'Questions', and 'Event Options'. The 'Profile' button is highlighted with a green border. Below the navigation menu, there is a section titled 'Survey Responses' containing several questions and input fields:

- Question: "What is your T-shirt Size? *" with a dropdown menu showing "L".
- Question: "How are you connected to Clearbrook? *" with a dropdown menu showing "Staff at Clearbrook".
- Text: "Tell us why you are participating in Step It Up for Clearbrook? We may feature your answer in marketing materials. We will get your permission before we use your answer." followed by a text input field.
- Question: "How did you hear about Step It Up for Clearbrook? *" with a dropdown menu showing "Staff".

At the bottom of the form, there are two buttons: "Reset" and "Save".

The last part of your Participant Center is your **Profile**. In this tab, you are able to update your contact information, including your username and password.

You can also update your answers to the questions answered when you registered, which includes the t-shirt size you requested.

Still have questions?

You can reach the
Step It Up For Clearbrook team at
847-385-5009 or step@clearbrook.org

We are here to assist you!

You can also watch this video tutorial for additional help

Together, we enrich the lives of thousands.



THANK YOU
