



STEPTEMBER 2023

SCHOOLS TOOLKIT

WELCOME TO STEPTEMBER 2023

Thank you so much for making the first big move and joining STEPtember - the Movement towards inclusion, helping to create meaningful change for people with cerebral palsy and other disabilities.

We're here to support you, your colleagues and students 100% of the way to reach your goals! Here are some great tips to get your school's STEPtember challenge off to a flying start.



1 *HOW TO REGISTER YOUR SCHOOL*

Once you've registered your school for STEPtember 2023, you can start planning your activities and creating some fun competition between departments and classes!

First, if you haven't already, you need to choose someone within your school to be the School Coordinator, who will then register the school for STEPtember. They'll need to select 'Yes, I want to create an organisation or school' on the 'Organisation/School Page' of the registration flow.

At this step, you can also create departments within your school. The simplest way is to create departments based on school grades, e.g. Kindergarten, Year 1, Year 2, Year 3 etc. Therefore, all Year 3 classrooms will join Year 3 department. You don't have to create departments, but if you do, then they will be competing with each other, which can be great fun!

The School Coordinator should then follow the steps to complete your school's registration, after which they'll be emailed their unique school page registration link. They can share this with other teachers so they, in turn, can register and join your school's STEPtember challenge!

2 *GET THE TEACHERS INVOLVED*

Once a teacher has received the School's Coordinator email containing the unique registration link, they can then join the school by clicking on the link and registering as an individual. Easiest way to do this is to use their surname as the 'First name', and class name as the 'Last name'. e.g. First name: 'Mrs Brown', Last name: '5B'.

If you created departments when registering your school, teachers need to make sure they select the appropriate year grade (e.g., Year 5) when prompted, then follow the steps to complete their registration.

Teachers will then be emailed their unique class fundraising page URL (e.g., stepember.org.au/fundraisers/mrsbrown5B) which they can share with their students' parents. This is the page that parents and friends can donate to, and support their class' fundraising efforts.



3 *HELP TO PLAN YOUR STEPTEMBER MONTH*

When your school is registered for STEPtember, it's time to start planning how you, your colleagues and students are going to meet the month's challenges! There's heaps of support available to make your life easier, from coming up with ideas to tracking your classes' progress.

Just some of the resources to look out for include:

- **Chatterboxes**, featuring pictures of our STEPtember Trainers who set the children different activity challenges in a fun way.
- **Activity Tracker** which enables students to track their progress each day by adding stickers, stamps or the cut-out tokens supplied.
- We'll also provide plenty of **Suggested Activities** to support you as you find ways to get your students moving and motivated.
- The **Classroom Step Converter** keeps the kids interested by suggesting different activities that will boost their classes' STEP totals: even tidying up their area/desk adds to a higher count!





STEPTEMBER

Move together for cerebral palsy

THANK YOU

for joining the Movement towards inclusion with your school,
and fundraising to support people with cerebral palsy.

STEPTEMBER.ORG.AU

Please reach out if you have any questions:
stepember.org.au/contact-us

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Cerebral Palsy
ALLIANCE