
Getting Started

Step 1

Create your account.

- Go to <https://easterseals.peopleshowcase.com>.
- From the home page, click "Your Showcase Profile" then click "Get Started Now."
- Follow the steps on the screen to add your account details and set up your profile.
- Be sure to choose a username and password that you can easily remember.

Step 2

Login and complete your profile details.

- Answer the questions in the Q&A form and add pictures, as well as other information about yourself, including links to any social websites you want known.
- You can also attach your resume or bio, written recommendations you've received, copies of certificates, licenses, diplomas, courses or programs you've completed, or anything else that you believe would help employers get to know you better.

Step 3

Now it's time to create your videos. You can add up to two videos that will be visible to everyone who views your profile. The first is your introduction video, and the second is an optional, but recommended bonus video.

- **Introduction Video** – Use the introduction video to share what many refer to as your "elevator speech." Tell viewers what you want them to know about you and your abilities. You have up to 90 seconds, which is longer than you think. We suggest you time yourself first before recording to see how close you are. However, don't feel you like your video has to be 90 seconds. You might want it to be much shorter; it's totally up to you.
- **Bonus Video** – Use the bonus video to share more about you personally. You might share some facts about you that make you unique. Perhaps, you could share a proud accomplishment. If you're a leader, you might talk about your leadership style. Whatever you choose to say, just be sure to speak authentically and sincerely. Let employers get to know you.

- You can create as many additional videos as you'd like and switch them as needed. For example, maybe you have two bonus videos, one talking about your leadership style for when you're going after a managerial position and another in which you mention how you enjoy spending your leisure time playing the saxophone with your musician friends. Again, only two videos are displayed to the public – just know that you can toggle these off or on or switch them out.

Reference Guide for Using the Icon Buttons at the Top of Your Profile

The icons on the top of your profile page serve as quick link buttons that, when clicked, take you to various parts of your profile and various places in the site. Here's a quick reference guide for these:



While logged in, you can quickly navigate back to your profile page from wherever you are on the website by clicking the **Profile button icon**.



The **Profile Image button icon** will take you to the part of your profile where you can add or change images as needed.



The **Profile Video button icon** will take you to the part of your profile where you can add or change videos as needed.



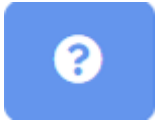
The **Profile Visibility button icon** (binoculars icon) will take you directly to the Profile Visibility page where you can check or uncheck various items on and off depending on what you want displayed publicly. When items are checked on the Profile Fields page, they will be shown on your profile to the public. When items are unchecked, they are simply hidden from your profile. However, when you uncheck Photos, all photos on your profile will convert to the platform's placeholder images.



The **Q&A Form button icon** (clipboard icon) will take you to the Q&A form for you to complete or change details about yourself and what you're looking for as needed.



The **User Details button icon** (gear icon) will take you directly to your User Details where you can view/manage your personal information.



The **Question button icon** will take you to our Resources page where you'll find resources and recommendations for how to look great on your videos and in your pictures.



Once you've completed your profile, and you're ready to share it with others, click the colorful orange and red **Copy Profile Link button** icon at the top of your profile. When you click this button, you will have copied the link to your unique profile. Paste it and share it wherever you'd like. For example, you can send it in an email, post it to your social media profiles, and add it to your resume.

Icons That Are Publicly Displayed On Your Profile

There are several icons that are publicly displayed on your profile as well. Whenever you complete certain parts of your profile, corresponding icons will appear as green on the screen as shown below.



Also, be sure to check out the videos we've added to the Resources page to help you create an awesome profile!