

TEAM CAPTAIN CHECKLIST

STEP 1

Register your team



How To

- Visit your company JA bigBowl page
- Click **Register**
- Choose **Register as a Fundraiser**, enter your email, click **Continue**
- Either **Create Account** if you did not previously participate in JA bigBowl or **Log In** if you have an account from 2017
- Choose to **Create a Team** (if you are the first team captain to create a team, this will automatically be selected for you)
- Enter your **Team Name**
- Enter your **Personal Information**
- Agree to the waiver and click **Continue**
- Verify that your information is correct, click **Complete Registration**

STEP 2

Recruit and Fundraise



How To

- From **My Fundraising Tools**, Select **Share Event** to recruit team members and funds via email, Facebook, or Twitter.
- Select **Send Custom Email** (this may already be selected for you)
- Enter emails, separate with commas
- Add an Email Name
- From **Start with an existing template?** select **From Participant - Ask Others to Join Team**
- Edit your subject and select when you want the email to send, edit the message to personalize
- Hit **Save and Preview Email** and then **Send**

Note: All %text% will auto populate with your information when you send so you do not need to replace it

STEP 3

Get Event Ready!



How To

- Be sure all bowlers know their event location, date and time
- Stay in touch with bowlers to encourage fundraising
- Collect all cash/checks and follow company protocol on turning those in to JA
- Arrive at the bowling alley 15 minutes before your scheduled shift on the day of your event
- **HAVE FUN!**

PRO TIPS

See **Online Resources Tip Sheet** for more info on online tools.

Create ways that your team can fundraise, use **Fundraising Ideas Tip Sheet** for ideas or get creative!

