

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.

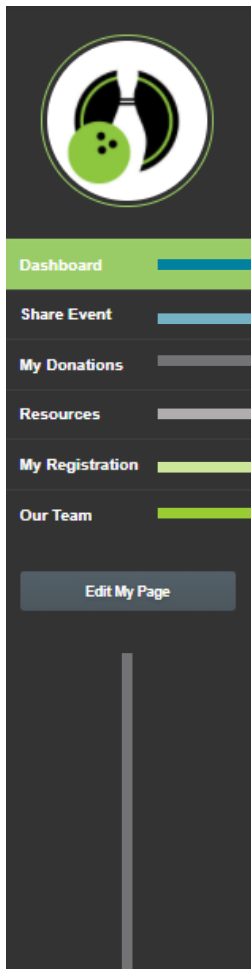
Create ways that your team can fundraise, use **Fundraising Ideas Tip Sheet** for ideas or get creative!





You've got the tools! Here's how to use them.

Visit your company fundraising page and log in via the upper right hand menu page. From here, you can access the "My Fundraising Tools" section and all it has to offer.



Helps you get the word out about the event. You can:

- email team members
- send custom emails
- share the event on social media
- **BEST PRACTICE:** Schedule emails and social media posts to go out at intervals. An "Almost there!" post at 75% of goal, a "See you at the event" to team members the day before the event, a "Thank You" the day after the event... whatever you think is helpful. Schedule your posts ahead of time!
- **NOTE:** When you choose a pre-loaded template, there will be text bracketed with % symbols. This will populate with your information when you hit send, so no need to edit!

Shows all your donations and allows you to add Cash & Check donations which will show up in the "Offline Unverified" box.

JA bigBowl tools

Shows information as it relates to your team. You can:

- update your team name, fundraising goal, and recruitment goal
- enter Cash or Checks to credit your team goal
- change teams (if your team doesn't fill up and you want to join another)
- invite others to join your team
- view team donations and team members

Has all your personal information. You can edit your information and reset your password if needed.

Personal Information

First Name required Last Name required

Address required

City required State required Zip Code required

Country required Phone Number

JA bigBowl is set up to be flexible, allowing you to be creative. We can customize your website and its functionality. Contact us!

Allows you to edit text on your individual and team fundraising pages. Use the gears in the upper right hand corner of each section.