



As a Team Captain you will now be able to easily create your very own team page online and watch as your donations and team members accumulate! Here are the simple instructions to follow!

#### **FIRST GIVING ONLINE TEAM PAGE SET UP FOR TEAM CAPTAINS**

1. Go to [www.firstgiving.com/rettsyndrome](http://www.firstgiving.com/rettsyndrome)
2. Click on "Get Started" and select the Strollathon in which you are participating
3. Click "yes – register online now" – specify how many participants you are registering (i.e. you, your spouse and 2 children – 4 participants)
4. Read the IRSF waiver and check the box that says you have read and understand the waiver.
5. Be sure to answer all of the registration questions; most importantly be sure to note the Angel you are strolling for.
6. Create an account – use an email address you check frequently. You will get confirmations to this email address every time someone donates to your page/team. This is also what you will use to log back in to edit your personal fundraising page
7. Enter your Team Name where it says "Add New Team" and click "confirm"
8. On the next page press the Create your page button
9. Now it's time to personalize your page! Add a picture and a personal message. Follow the instructions to make this page all your own. Remember to add a special thank you at the bottom of the page – this will be the email message that all of your donors receive after their donation is processed (they also receive one from IRSF).

#### **INSTRUCTIONS FOR YOUR TEAM MEMBERS**

1. Send your team your direct URL that you created above
2. Include a personal email asking them to join your team, sponsor your team and/or create a fundraising page
  - a. The key here is to encourage everyone on your team to create a fundraising page so that you expand your reach beyond YOUR contacts
  - b. For every person that creates a fundraising page and raises a minimum of \$100 they will receive a Strollathon t-shirt
  - c. For every person that creates a fundraising page and raises a minimum of \$500 they will receive a Strollathon t-shirt AND a IRSF Hat
3. When they click on your URL direct them to "Join this team" so that they register for the Strollathon and are asked if they'd like to create a fundraising page and send it out to all of their friends and family as well