

2010 Susan G. Komen Tarrant County Race for the Cure® Team Captain's Guide

Race Date: April 24, 2010

Web-site: www.komentarrant.org

Important Dates!!!

- Early April** - Packet mailing begins
- Apr 9** - Latest postmark for paper entries
- Apr 9** - Deadline for Bundled Teams to arrive at the Komen Office
- Apr 18** - Online registration Ends and cutoff for Team count prizes

Register and form your team Online in 2010

Team Captain Q&A Sessions Dates

March 6 th Saturday 10:00am – 11:30am	Arlington Kroger, 945 W Lamar Blvd
March 9 th and March 16 th Tuesday 11:00am – 1:00pm	Fort Worth Komen Office, 2216 Green Oaks Rd, at Ridgmar Mall
March 13 th Saturday 10:00am – 11:30am	North Richland Hills (near Precinct Line) Kroger, 9135 Grapevine Highway

*******New Important Registration Information*******

Our new online registration system requires that each participant have their own email address. This will help Komen Tarrant County keep our database up-to-date. You can easily open a free email account at Yahoo Gmail or Hotmail. The only exception to this is if you register additional people (like family members) when you register yourself by clicking “register another person” during your transaction. Please contact info@komentarrant.org with questions.

Congratulations on becoming a Team Captain! What should you do next???

- Minimum team size: 10 members
- Form your team and register online <http://www.komentarrant.org> by using your login from last year
- Select a unique Team Name, no duplicates
- Customize your Teams Page and your Participant Page
- Recruit Team Members, **set a goal for number of members** (ex. 25% more than last year)
- **Set a fundraising goal** for the team and for team members, aim high for the cause!
- Encourage team members to raise funds by asking relatives, friends and co-workers
- Monitor your Team's progress using the Participant Center online. To get to your Participant Center, go to www.komentarrant.org click on *Race for the Cure*. Log in using your username and password. Click on *Participant Center* and then *My Team's Progress*.
- Send e-mails to team members, include instructions on how to register or donate.
Remember to send the exact spelling of your team name.
- Remind team members the last day to register on-line is April 18.
- Enter the T-shirt Contest! E-mail the front and back of t-shirt design to teams2010@komentarrant.org by April 12 with the team captain's name and team name. Top 3 winners will be notified by April 15. Teams to pick up prizes and deliver winning shirts to Komen office prior to race day.

Have Fun & Fundraise for a Cause

Have Questions????

- Attend Q&A sessions (*dates listed above*) or
- Go to www.komentarrant.org
 - Click on Race for the Cure® then Teams Information
 - Look for Frequently Asked Questions FAQ.

E-mail us at: teams2010@komentarrant.org

Call us at: 817-735-8580

You can choose any one of the following ways to form/manage your team:

Online

How members register

- You first form a team and register online; all team members to follow at www.komentarrant.org

How you manage the team

- Little to none – just monitor your race center
- Race package mailed directly to team members

Payment types

- Credit card
- Corporate pay method, see instructions below*



Bundled Paper Entries

How members register

- You first form a team and register online at www.komentarrant.org **
- Others can follow and register online or on paper

How you manage the team

- Extensive work – monitor online race center and manage paperwork
- Ensure everyone knows your exact team name
- Ensure forms are available, correctly completed, signed & submitted to you on time
- Collect money from paper entry members
- You must complete 2 forms: Team Sign-Up Sheet and Bundled Team Final Tally Form
- For paper entries - you receive and distribute race packages to team members

Payment types

- Check, cash, and credit card (do not mail cash)

Non-Bundled Paper Entries

How members register

- Members can register online or on paper
- All registrations are independently and individually made

How you manage the team

- Extremely difficult – you need to establish your own process/procedure
- Ensure everyone knows your exact team name
- Ensure available paper registration form for members and provide clear instructions
- For paper entries – race package mailed if \$5.00 is included, otherwise, pick up at Luke's or Race Day

Payment types

- Checks and credit cards (do not mail cash)

* Corporate pay allows companies to choose to pay all or part of their employee's entry fees. We set this up when the Team Captains register. Contact us at teams2010@komentarrant.org

** Team captain not required to register online if all team members elect to register on paper