



CHARLES RIVER CENTER 2020 VIRTUAL 5K RUN / 1 MILE WALK



TEAM CAPTAIN PACKET



2020 Team Challenge

Event Details: CHARLES RIVER CENTER VIRTUAL 5K RUN/1MILE WALK

This year's 5K Run/1 Mile walk has gone virtual! You can run or walk anytime, between 8:00 am, September 20th, 2020 and 9:00 pm, September 27th, 2020.

Team Criteria: Anyone can form a team!
Coworkers, employees, friends, family, neighbors, housemates etc.
Teams must have a minimum of 5 members to qualify for team prizes.
Team Captain receives a free entry for every 5 team members who sign up.

Team Registration: You can form a team when you register for the race.

Go to: <https://racewire.com/register.php?id=11746>

As you scroll down, you will see the following set of questions:

Team Registration Style
Please select a method of registration below:
<input type="radio"/> Join a Team: <i>Pick from a list of team names on the next page and join your team.</i>
<input type="radio"/> Create a Team: <i>Once you create a team, participants can join your team under the "join a team" option above.</i>
<input type="radio"/> Individual Registration: <i>Register as an individual participant.</i>

To create a team, select the "create a team" option. After you create a team, participants can join your team by selecting the "join a team" option above when they register.

Team Awards:

- Top Fundraising Team
- Largest Team
- Most Team Spirit
- Additional awards will be announced on the CRC 5k Run/1Mile Walk Facebook page : <https://www.facebook.com/charlesrivercenterroadrace>

Contact: Hilary Ryan, Vice President, Development

Email: hryan@charlesrivercenter.org or (781) 972-1030



Team Captain Responsibilities:

- Be the point of contact for all your team members for any questions and/or concerns that they may have prior to the event.
- Ensure that team online registrations are complete and correct
- Pick up and distribute team member t-shirts (for those team members who are eligible for a free t-shirt).
- Invite new team members: share the link to your fundraising page via email, tweet, Facebook etc.
- Encourage team members to set up their own fundraising pages
- Encourage team spirit – come up with a fun and creative theme that will set you apart!
- Take lots of photos of your team, and be sure to share them via email (crroadrace@gmail.com) or on our Facebook page: <https://www.facebook.com/charlesrivercenterroadrace>

Team Fundraising:

You can create a fundraising page when you register for the race.

Go to register for the event: <https://racewire.com/register.php?id=11746>

Event Fundraising

Support the Charles River Center with an additional donation. Please enter dollar amount below:

Your donation \$

If you would like to make the donation in name of a specific fundraiser, please select their name below:

Sign-up to Fundraise!

Select YES below to sign up for a fundraising account for Charles River Center 5K/1Mi Walk!



Select "Yes!" from the drop down menu. After you have completed the registration process, you will receive an email confirmation that will provide step-by-step instructions on how to set up your own personalized fundraising page. *Encourage all your team members to set up their own personalized fundraising pages as well!*



Team Captain Timeline

July
and August:

- Register for the race <http://www.charlesrivercenterroadrace.com/online-registration.html>
- Recruit friends and family to participate on your team.
- Provide friends and family the link to your fundraising page or encourage them to make a direct donation to the Charles River Center.
- Like Charles River Center on Facebook. <https://www.facebook.com/TheCharlesRiverCenter/> (You will need to do this if you want to share photos with us via Facebook). Follow Charles River Center on Instagram @charlesrivercenter and Twitter @charlesrivercen. Refer to our **Social Media Toolkit** for more ideas and suggestions on how to promote the event on social media.
- Encourage team members to set up their own fundraising pages.

September:

- Continue to promote the event and encourage further donations on your Facebook, Instagram, Twitter, email etc.
- Go to your team page and make sure all team members' names, demographic information, t-shirt size etc. are filled in completely and correctly.
- Finalize any pre-registration of team members.
- Pick up and distribute team t-shirts.
- September 20th - 27th: Walk or Run!
- Remember to time your run/walk and submit your results **via the google form found in the confirmation email from Racewire.**
- Be sure to get a team photo! Be sure to share photos via email (crcroadrace@gmail.com) or on our Facebook page: <https://www.facebook.com/charlesrivercenterroadrace>
- Please join us for our "virtual" after-party.

Thank you for supporting the Charles River Center!