

Here's how to get your team registered for an event:



Teams must be set up for each individual Climate Ride event. Teams cannot be formed across events. If you wish to create teams on multiple events, you will need to find multiple team captains and have them each register using these instructions:

1. PICK A TEAM CAPTAIN:

Your team captain can be a staff member or another leader. A member of your Board of Directors may be a powerful team captain! They will participate on behalf of your organization and be a liaison for other team members. This person will have control over the team's fundraising page, including the text, photos and fundraising goal. Being a team captain can be as time intensive as you make it. Good team captains are leaders, motivators and cheerleaders.

The team captain will be emailed a packet of information to help them succeed in their role!

2. HAVE THE TEAM CAPTAIN REGISTER:

This is a real registration, so it's easiest to have the team captain register him or herself. Go to the www.climateride.org, click register, and select the event you'd like to start a team for.

- 1) Begin by selecting the participant type 'Fundraiser'.
- 2) Then choose the role 'Create a team'. Name your team. It's best to use your organization's name for the team name, so participants can easily find it.
- 3) Set a fundraising goal for the team. For the team fundraising goal, estimate how many team members you would like to have and multiply that by the minimum fundraising commitment. You can change this goal at any time after you register, so don't stress about this number.
- 4) Complete the registration process thoroughly and honestly. The information collected helps us prepare for the event. You will be asked to select a beneficiary. *Select your organization.* Please store your email and password so that you can personalize your individual *and* your team fundraising pages!

You are given one free registration for a staff member who is a team captain. When you get to the payment information page, enter the promo code: **captain**
Hit 'apply' and the registration fee will be waived.

3. RECRUIT AND REGISTER TEAM MEMBERS:

You now have a team page, which the captain can customize for the team. Use the URL of this page in your outreach to encourage people to join your team. It's a simple way to tell your team story and show the team roster.

When a new team member is ready to register, have them start the registration process in the same way. Go to www.climateride.org, click register, and select the event the team is registered for. Begin by selecting the participant type 'Fundraiser'. Then choose the role 'Join a team'. Hit 'search' and select the team name from the list. The team member will continue through the registration process and will automatically be added to the team upon completion.

Please Note: Participants on teams are not *automatically* required to select the organization they're riding with as their beneficiary. You are welcome to require team members to select your organization as a beneficiary (in fact, we recommend you do!) but the registration software is not capable of making the selection for the participant. The participant must select you from the list. We send periodic updates to beneficiary contacts so you can review the list of participants who have selected your organization as a beneficiary. It's a good idea to cross-check your team roster and your registration report from Climate Ride. If someone is on your team but has not selected your organization as a beneficiary, we can work together to remedy the situation.

