CREATING AND MANAGING YOUR TEAM

HOW TO CREATE YOUR TEAM

You can create your team directly from your FundEasy page.

1. Log in to your personal FundEasy page.
2. Click on the tab, "My Team."
3. Click on the button, "Start a Team."
4. Enter your team name.
5. Done! You are assigned the Captain role.

Team Name Suggestions:

- Include a call-out to your church name, so that people can easily identify your team in your list
- Past team names: CREC Feet, Crosspointe Runners, Severn Runners, Team BEP, Centerpoint Celestials, St. Andrew's Awesome Team, Hilly Cross Country Runners.

www.walkandrun.org
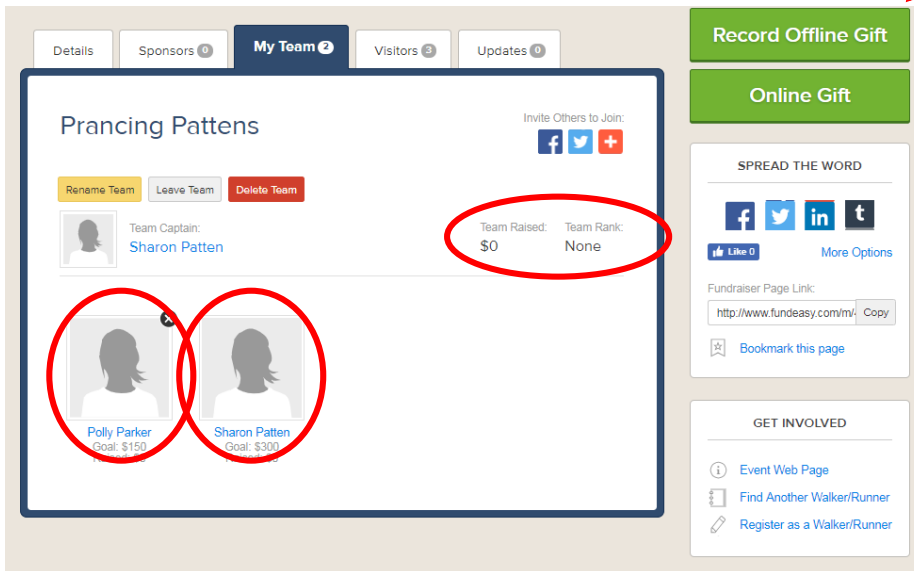Contact Angela (angela@pregnancyclinic.org) or Sharon (patten.s@pregnancyclinic.org) with questions.

HOW TO MONITOR YOUR TEAM'S FUNDRAISING PROGRESS

It's helpful for you as Church Captain to know who has registered for your team, how much your team has raised, and who might be struggling with fundraising efforts.

This is easy to do from your personal FundEasy page.

1. Log in to your FundEasy page.
2. Click on the tab, "My Team."
3. You can see all the members of your team along with their goals and how much they raised.
4. You can also see the total your team has raised and how your team ranks compared to other teams.
5. You can also rename your team here.

Pro-Tip: Not all gifts will be online – some people will give cash or checks. With the **Record Offline Gifts** button, you and your teammates can register those gifts on your FundEasy page, and that will help you know exactly how much you've raised.

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