The Support Teammate (for Church Teams)

What is the Support Teammate?

The Support Teammate is a "dummy" teammate added to Church Teams which functions as a team page. On your Support Teammate fundraising page:

- People can *learn about your team* (1).
- People can *donate to your team* (2).
- People can *join your team* on the Team Tab (3).
- People can *easily share this page* with the unique URL (4).
- Plus, Captains can enter *offline team donations* of cash or checks - this option will appear when the captain is logged in. (More details below.)

As part of the Walk and Run for Life, we recognize and award <u>top fundraisers</u> and <u>top teams</u>. It is important to keep general team donations separate from individual fundraising, and the Support Teammate will help captains do that.

We will create a Support Teammate for any church teams that choose to participate. If you need/want a Support Teammate for a non-church team, please contact us.

We have preloaded each Support page with:

- Profile picture
- Your church logo
- A brief description, including instructions for how to join your team or support your team

Steps you should take right away:
- Log in and ensure you have the correct credentials. (Login information will be sent to you when the page is created.)
- Make sure the church information and logo is correct.
- Update the Welcome Message and make it specific to your unique church.

A note about the Goal: Remember that your Support Teammate is technically another person on your team, with its own fundraising goal. Your *team goal,* if you choose to set one for your team, is the total amount you hope to raise from everyone's fundraising efforts, and will include any team gifts on Support's page. Currently, there isn't a way for you to display a team goal other than put it in the Welcome Message on your Support Teammate's page.
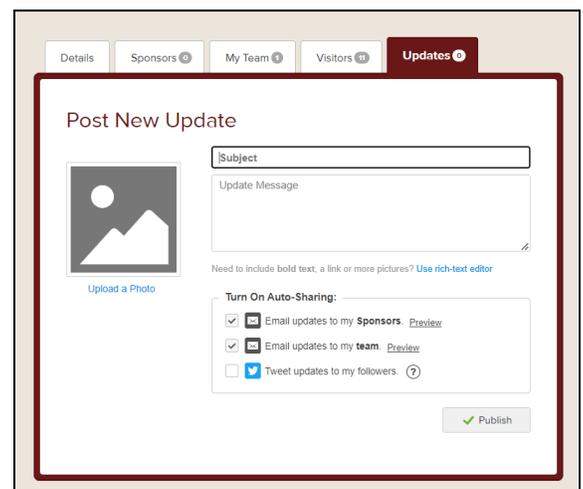
<u>What can I do with my Support Teammate?</u>

We strongly encourage you to use the Support Teammate for team gifts. Beyond that, you can use your Support Teammate as little or as much as you like. Here are some ideas:

1. **Use your Support Page as a Team Page.** When sharing information with your church, use Support's URL. Remember, people can learn about the event, donate to your team directly, see who is participating, and even join themselves - all from this one page. Make sure you personalize the Welcome Message and tell your guests why they should support your team.

2. **Use "Updates" to communicate with your team.** Everyone on your team will be connected to Support as teammates, so this is a great way to communicate with your team, your sponsors, or both. Updates to this page will be sent out to your teammates' emails and it's a great way to keep in contact with your team and/or sponsors.

   <u>Update when</u>:

   - You want to welcome someone to your team
   - Your team reaches a goal or milestone
   - A teammate reaches their own goal
   - Someone on your team fundraises enough for a free Walk and Run shirt
   - You have important information to share about the event
   - You want to say Thank You (to sponsors or participants)

   Just remember that all updates are public, so be cautious about sharing names that aren't already public on your page.

<div align="center">**WalkandRun.org**</div>

3. **Record Offline Team Gifts (checks or cash).** For an accurate fundraising total, you will need to record Offline gifts - *gifts of cash or checks* - onto your Team's fundraising page. When logged in, click on the "Record Offline Gift" on the right side of the page. Simply fill in the information and click Record.

   You can drop off offline donations at any of our three Pregnancy Clinic offices, or collect them and bring them with you to the Walk and Run for Life event.

4. **Upload a photo.** You have space for 5 photos. We've added a stock image already, but people will appreciate seeing your team!

That's it! The Support Teammate is a tool to help your team. Please reach out to the Walk and Run for Life staff with questions.

Happy fundraising - and thanks for participating in the Walk and Run for Life!