



Team Captain's Tool Box

by

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How to be a Team Captain:

- Being on a team is an opportunity to share Cycle the WAVE with your friends, family, neighbors, and coworkers.
- Forming or joining a team is a great way to experience Cycle the WAVE. By forming a team during the registration process, you will become the designated Team Captain.
- Follow these steps below to get started today!

Team Captain Checklist:

How to Register a Team:

- Decide on your TEAM name
- Register first in order to create a team. (include link to register here).
- Recruit Team Members. They can register by clicking [HERE](#) and searching for your team name.
- Team members can be anybody—family members, friends, people you meet at the gym, or on rides, co-workers, or even neighbors. Just be sure to ask everyone you know.
- Remember, team captains must register themselves first and create a team before team members are able to join or register.

Communicate with your Team Members

- Use email/Facebook/tweets to distribute information to your team members.
- To keep the momentum going send info about upcoming training rides, stretching, fundraising ideas, updates on fundraising and where your team stands in the fundraising race.
- When a new team member registers, send a Welcome. Be sure to let them know that they can contact you with any questions.
- Congratulate team members who reach fundraising goals.
- Create fundraising challenges for your team.
- Educate team members about why we are raising funds—domestic violence programs, etc. What is THE WAVE FOUNDATION? WHAT DOES IT DO? HISTORY OF CYCLE THE WAVE.
- Ask your team for fundraising ideas.
- Create and foster team spirit. Design a team logo, wear the same jerseys, costumes (tutus anyone?), challenge another team to a fundraising contest.
- Plan day of event details. Carpooling? Are you going to meet before? After? Where? Are you wearing team jerseys? team outfit?

After Cycle the WAVE 2015:

- Celebrate with your team members—have a potluck, meet at a restaurant, go for a ride.
- BEGIN TO RECRUIT FOR CYCLE THE WAVE 2016—KEEP THE MOMENTUM GOING.