



## 2010 TEAM CAPTAIN INFORMATION PACKET

2010 Pink-4-Ever Ride 2 Survive®



## **Team 101**

A team consists of any combination of family, friends, co-workers, clubs, and participants. Even if you want to stay home on the day of the Ride, you can be part of a team. One person must be designated as the Team Captain. The Captain will be the primary point of contact, and the person that collects all entry forms and fees and submits them to Pink-4-Ever, Inc by the appointed deadlines. (Deadlines are listed later in this packet.) If you are registering your team online, the Team Captain should register first. As part of their online registration process, the Team Captain will create and name the team. Once the team name is established, others can join or donate. Additional information can be found later in this packet. Information regarding Teams and deadlines is available at [www.ride2survive.net](http://www.ride2survive.net). We encourage you to check this site often for updates.

## **Team Awards**

We have implemented a fundraising rewards program. We will be giving rewards to individuals (whether on a team or not) for achieving certain fundraising levels. All of the information on the fundraising program is available on our website at [www.ride2survive.net](http://www.ride2survive.net). This year awards will be given to teams that accomplish the following:

- Most Funds Raised by a Team
- Largest Overall Team (recipient will not be eligible for any other team size awards)

**All money must be turned in by Tuesday, August 17, 2010, to be eligible for the “Most Funds Raised by a Team.” award. Fundraising money will be accepted after August 17, 2010, but will not count towards the Team Award. Please make checks out to “Pink-4-Ever, Inc.” We are encouraging everyone to help us be fundraisers. Please challenge your team members to help raise funds.**

## **Team Captain Checklist**

### **Make sure to send email notifications and reminders**

Send email notifications to anyone who might want to join your team or make a donation. Continue to send reminders weekly remembering to include information on the progress of your team.

- **08/07/2010 One Week Reminder:** One week until all online registration for teams is closed. Send email reminders to individuals who have not signed up
- **08/14/2010 Last Day to Mail Packet:** Deadline to mail-in registration packet, must be post marked by Saturday August 14th, 2010
- **08/26/2010 and 8/27/2010 Team Packet Pick-Up:** (Thursday and Friday before ride) Team packets may be picked up 6240 La Pas Trail between 10:00 AM and 6:00 PM Check our website for updates or changes, [www.ride2survive.net](http://www.ride2survive.net)
- **08/26//2010 – 08/27/2010** Distribute Packets to Team Members

## **Team Participant Information**

### Levels of Participation

Each participant must select a Rider Entry Type which is detailed below. The total entry fee required for each participant is the total of their Rider Entry Type.

### **Base Entry Types:**

- **Team Rider \$45.00**  
Register as a member of a Team (10 or more individuals)
- **Team Passenger Rider \$35.00**  
Participant will be present in the ride, and will receive t-shirt, lunch and raffle entry
- **Team Ghost Rider \$30.00**  
Participant will not ride and may or may not be present on day of event, but will receive t-shirt, lunch and raffle entry if present

### **Registering Your Team**

#### **ONLINE REGISTRATION**

For 2010, Pink-4-Ever, Inc will be using Firstgiving, for online registration. Utilizing this method will allow each team captain to contact, solicit, organize, and track their team entirely over the internet. It will also eliminate the need to collect entry fees and donations from team members that sign up online. Setting up an online team is quite simple. From our website at [www.firstgiving.com/pink4ever](http://www.firstgiving.com/pink4ever), the team captain clicks the “Get Started Button” to register.

- ✓ Click the “Get Started” button to register
- ✓ Then Click the “Ride to Survive” button to register for this event.
- ✓ Select your Rider Entry type (see above).
- ✓ Please indicate the number of people that you are registering.
- ✓ Agree to the waiver and continue on to the next page
- ✓ Provide email address or indicate if you are new to the site (you may need to create a password.
- ✓ Complete team information
- ✓ Provide credit card information

As an added bonus, each team member that registers online has the ability to create their own website which allows them to add their own pictures and send emails to their family and friends asking them to join your team or donate. Again, everything is continually updated and totaled on your team website. Imagine how quickly your team and your donations can grow! And, as a team captain, all you had to do was enter or import a few email addresses. If you need to communicate updates or revisions to your team, you simply go to your site, type the message, and it is sent via email to all of your team members. The online registration process clearly has many advantages for both team captains and for us as organizers. We are encouraging everyone to investigate this option, and will offer you plenty of support to get your online team up and running. We will be having a brief description of the process at the team captain meetings. Please check our website at [www.ride2survive.net](http://www.ride2survive.net) for dates and locations.

If you know people that do not want to donate to you or your team online, they can send their donation to our secure lockbox at:

Pink-4-Ever®, Inc  
Ride 2 Survive®  
P.O. Box 90083  
Indianapolis, IN 46290

To have these donations attributed to you, have the donor write your name on the memo line of their check. Please note that it is difficult for us to match individual donations sent through the mail to your team due to the large volume.

### **Team Packet Pick up- Same Location (2) Different Days**

Team captains registering using paper must pick-up packets for all of their team members. There will be two pick-up days for teams only. These days are Thursday August 26<sup>th</sup>, 2010 and Friday August 27<sup>th</sup>, 2010 from 10:00 am to 6:00 pm. The Ride 2 Survive Packet will consist of a T-Shirt, lunch bracelet, and map of Ride. Survivors will receive a Pink T-Shirt, lunch bracelet and map of Ride. Please check our website at [www.ride2survive.net](http://www.ride2survive.net) for updates or changes.

The packet pick up will be at the Pink-4-Ever office located at 6240 La Pas Trail, Indianapolis, IN 46268, which is on the northwest side of town off of 62<sup>nd</sup> and Georgetown Road. When you arrive to pick up your team packets, we will provide you with a roster with all of your team information, it will be your responsibility to make sure that all team members are listed and we have the correct information before signing off and receiving your team packet. Once you have received your team packet, please distribute to team members as soon as possible to allow time to resolve any unforeseen issues.

Please, inform your members they are not allowed to pick up individual t-shirts on Team Packet pick up days, the above days are specifically for teams only.



