



— Walk 'n' —

# RUNFORHOPE

## Your Team Handbook

### Sunday, April 28

Thank you for being part of the [OUR HOUSE Run for Hope](#).

Enclosed you will find a step-by-step guide on how to start and manage a team in addition to team-specific frequently asked questions.

Many teams become fundraisers as well and every dollar raised goes to support adult, teen, and children services. Your participation makes an enormous impact in providing a safe place for our community to [share grief and find hope](#).

Please contact me at 310-473-1511 ext. 401 if you have any questions and/or need assistance. Thank you for supporting [OUR HOUSE Grief Support Center](#).

Sincerely,

Ginnean Shaw  
Development Associate  
[ginnean@ourhouse-grief.org](mailto:ginnean@ourhouse-grief.org)



# 1. Team Basics: Registration

Forming a team enhances an already meaningful experience and can come in all sizes, from two participants to 200.

Teams make fundraising easier and multiplies the fun, the laughter, and memories. It is also an opportunity for companies and organizations to promote camaraderie.

## Easy Steps to Start a Team

### STEP 1: Register

Begin registration using ...

Or, Create a New Registration

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Password: \_\_\_\_\_ Confirm Password: \_\_\_\_\_  
min. 6 characters

Address: \_\_\_\_\_ Apt/Ste/Unit: \_\_\_\_\_

Country: UNITED STATES

City: \_\_\_\_\_ State: CA Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

212-423-4567

Next

### STEP 2: Choose "Create Team"

Choose a registration option.

**Solo**  
Register and fundraise as an individual.

**Join Team**  
Register and fundraise with an existing team.  
Just enter the team name to join in.

**Create Team**  
Show your team spirit!! Sign up your family, friends, co-workers etc. to join your fundraising efforts.

### STEP 3: Set a goal for now

Team: Team Castle Heights

Team Captain: Ginnean Shaw Team

Your Goal: \$ 500 Add More Participants

Participant Type: Physical Participant

Registration Type: Adult

Company/Organization: Our House

Need to register others? Click on 'Add More Participants'

### STEP 4: Pay

STEP 5: Share through email and social media by copying and pasting your team URL  
*(note social media icons are also available)*

Congratulations on creating a Team! Remember we are here to help you!

# 2. Team Captains 101

A **Team Captain** plays a key role in team building, fundraising, motivating, and creating a fun and memorable experience. For larger teams, we suggest that you assign a Co-Captain to help you out!

## Team Spirit

Express your team unity and spirit by personalizing your team T-shirts or creating signs.

## Team Zone

There will be a **Team Zone** where you can meet your team members and pick up your sign. After crossing the finish line, re-visit the Team Zone to spend time with your team members and enjoy the festivities.

## Team Fundraising

Raise money as a team, or create a friendly competition amongst yourselves towards a common goal. Either way, the funds you raise will make an enormous impact in the lives of those grieving.

All contributions, including corporate matching gifts pledges, need to be received by **Friday, April 27**, to be included in your team's fundraising totals.

## Fundraising Tips

- **Setting a team goal** will give the team something to strive towards and to feel a sense of accomplishment when they achieve it.
- **Ask 10 friends** to donate \$25 each to reach a fundraising milestone.
- **Use email and use social media** to tell family, friends, and co-workers with why you are participating and details on how they can get involved.
- **Send updates** to keep the energy and momentum going for your team.
- **Create team spirit** by dressing up on event day!
- **Let everyone know** that you are participating and let them why it is important. Share your fundraising goal invite them to support you.

# 3. Frequently Asked Questions

**Q: Do team members have to register just like individual participants?**

**A:** Yes. Each team member must register for the event. When prompted, join a team by selecting the team name when registering online or by including the team information where indicated when completing a registration form.

**Q: Should team members use their email address when registering or the team captains?**

**A:** Event Information will be emailed to the address provided so we recommend that each team member use their own email address.

**Q: Can participants register on the day of the event and still join the team?**

**A:** Yes. On-site registration will be available. Remind your team members to include their team name to ensure that they are included on the final team roster. Please note that donations must be received by Friday, April 26 to be included in the top team fundraising awards presented on event day.

**Q: How will I know who has registered on our team?**

**A:** You can check your team roster by logging into your team page.

