



## 2020 TEAM CAPTAIN INSTRUCTIONS

### Important Deadlines:

- ☑ 4/27/20 Deadline for Paper Registration
- ☑ 5/1/20 Completed Team Rosters to CT BHI
- ☑ 6/30/20 Deadline for Pledges

### Plan your Team Recruiting Campaign

- ☑ Register a TEAM at <http://support.ctbhi.org>.
- ☑ Captains can register the team name, themselves, and team members online using a credit card for fees.
- ☑ Find a few people to help you with the details.
- ☑ Set a cutoff date when race entry forms are due to you. Your deadline for paper registration to CT BHI is **4/27/20**.
- ☑ Publicize your team in your company newsletter, or ask everyone you know to join your team.
- ☑ Make copies of the RACE entry form available in central locations or on <http://support.ctbhi.org>.
- ☑ Encourage team members to register themselves online - be sure to inform them of the team name *exactly* as you entered it when setting up your team.

### Collect the Completed RACE Entry Forms from those NOT Registered Online

- ☑ EACH team member must complete an entry form. (Photocopies are acceptable & welcome).
- ☑ Please make sure the appropriate entry fee (cash or check) is attached to the application.
- ☑ Fees: Can all be found on the website. Registration fees increase on **4/2/20** so encourage people to register by 4/27/20.

### Complete the Team Roster (for those NOT registered online)

- ☑ Be sure to enter all of your team members (not donors) on the team roster - *who have not registered on-line*.
  - Most captains find it easiest to enter the team members on the roster as the entries are submitted.
- ☑ Total each roster page.
- ☑ If a supporter is making a pledge but not entering an event, list their pledge on the “Friends Asking Friends” collection form. Remember that individuals making donations or pledges without registering for the RACE are NOT considered team members and are NOT eligible to receive RACE T-shirts.

☒ Your completed roster package must include ALL the entry forms, **with payments attached**. To be sure your package is complete, review the checklist enclosed or found on <http://support.ctbhi.org> website on the *RACE Team Information* web page.

Mail or hand-deliver your completed rosters to ARRIVE to CT BHI by April 27, 2020: *CTBHI, 185 Main Street, New Britain, CT 06051*

Pledges may be turned in on RACE Day, May 9 or at Packet-Pick up on Friday, May 8.

**General Information:**

☒ We encourage a minimum team size of 10 participants.

☒ Team members can choose any event they want - walking, running, or kids' challenge. All team members do not need to do the same event. Any team member can choose any event to register for.

☒ A team member is anyone who completes a race entry form, pays the correct registration fee, and selects an event.

☒ Individuals that choose to make a donation **without** a race entry fee are **NOT** considered to be team members and are **NOT** eligible to receive T-shirts.

*Deadline to request Team Pick-ups is May 1st at 12pm, anything after 12 pm will not be done as it needs to be entered into the system for proper print outs and we normally have over 100 Teams with many participants. Please contact [Teams@ctbhi.org](mailto:Teams@ctbhi.org).*

*If you have any questions, please call the TEAMS coordinator at (860) 827-7103 or [Teams@ctbhi.org](mailto:Teams@ctbhi.org)*