

2010 Spin-A-Thon Instructions for Team Captains

Congratulations on volunteering to be a Team Captain for your Team in the 2010 Spin-A-Thon! As a Team Captain, you will be responsible for the following:

1. Creating, Registering, Joining Your Team – all these 3 functions can be accomplished by following the “Register Now” option button --when you go the active.com site for the 2010 Spin-A-Thon: [link to event website](#) and picking the “Team Captains (create and join your team)” option. You will be asked to name the Team, provide your personal information, and register yourself. You will also be asked to pay a \$75 registration fee (\$50 for your Team Registration and \$25 for your own individual registration). Note that there is also a “Student Team Captains (create and join your own team)” option. This is identical to the above except the rates have been reduced for Student Teams (\$25 to create and \$15 to join for a total of \$40). Only Student Team Captains should use this option.
2. Managing your Team. This includes the following:
 - a. Monitoring the Team Roster – includes adding or deleting registrants as determined by you – who should be on your team. You can view your current Team Roster by using the tools below. To add or delete Team members, you must send an email to Event Coordinator: larry@spin-a-thon.net Note that team members cannot be added until they are registered.
 - b. Serving as the contact point for your Team members and the Spin-A-Thon Project Team. You can generate emails to all Team members by using the tools described below.

Tools to help manage your Team can be found at the www.active.com/teams web site - choose the spin-a-thon event.

If you have questions or problems, contact the following:

- Active.com customer support at: 877-228-4881
- 2010 Spin-A-Thon Event Manager:
Larry Sciuchetti
larry@spin-a-thon.net
717-399-7778 (h)
717-368-6522 (cell)

We are looking forward to having you and your Team in the event this year!

The following information for Teams has been extracted from the active.com Training Manual to help you manage your Team:

Teams

A. Frequently Asked Questions About Teams

1) How do Participants sign up for a team?

Go to the registration form, choose team registration category and pick a team from the drop-down menu.

2) Where does a team captain create a team?

Go to registration form, choose “Team Captains-Create your team here”; it is a yellow button under the “Register Now” button. If that button is not available please have team captains choose category within registration that allows them to create their team. There will be text that specifies what category they can create a team under.

- Complete the form.
- Team Captains need to make sure that team members are aware that they need to register individually.

3) Where can team captains go to view their team and see which team members have joined the team?

www.active.com/teams and login with the user id that was created or used during the time of team creation.

4) What if a team is not in the drop down menu on the registration form?

The team has not been created or it has reached the maximum number of participants.

B. Generating a Team Captain Report

This will give you a report that shows the team captain & team info information.

1. Go to www.active.com/myevent
2. Go to the Yellow box titled **Registration Center Login** and type in your username and password, click log in
3. When the page refreshes go to the same Registration Center yellow box and click on the link titled **Click here to access the Registration Center**
4. When the page refreshes go to the “**Select Listing ->**” drop down bar located in the top left – pull the bar down to select which listing you would like to access
5. Go to your team registration categories
6. Select “team registration”
7. Click on “download team report” at top of page listed in blue
8. Pop up box will appear asking you to save file
 - _ To save file: under file name write title of file then .xls
 - _ Save as type should be switched to “all files”
 - _ Click save
9. Find the file on your computer & open it
 - _ The file format needs to be changed, to do this:
 - o Highlight column A
 - o Go to “data” then select “text to columns”
 - o A box pops up – choose “delimited” & push next
 - o Checkbox the “comma” box and click next & finish

C. Monitoring The Progress of Your Teams

This will give you a report that shows the team captain & team info information.

1. Go to www.active.com/myevent
2. Go to the Yellow box titled **Registration Center Login** and type in your username and password, click log in
3. When the page refreshes go to the same Registration Center yellow box and click on the link titled **Click here to access the Registration Center**
4. When the page refreshes go to the “**Select Listing ->**” drop down bar located in the top left – pull the bar down to select which listing you would like to access
5. Go to your team registration categories
6. Select “team registration”
 - o This page will list out all of your teams
 - o You can see how many teams you have & how many people have joined each team
 - o Click “team captain questionnaire” at the top of the page’
 - o This will let you add questions for the team captain and/or view existing team captain questions
 - o Click the “home” button next to a team name and it will show you the Team’s Team Center
 - o This team center is available to each team captain and gives up to date information on the team
 - _ Number of team members on team

_ List of team member names