



CHARLES RIVER CENTER 5K RUN /1 MILE WALK



TEAM CAPTAIN PACKET

2023



2023 Team Challenge

Event Details: CHARLES RIVER CENTER 5K RUN/1 MILE WALK

The annual 5K Run/1 Mile Walk will be held on Sunday, September 24, 2023 beginning at 11:00 at the Charles River Center, 59 East Militia Heights Drive, Needham, MA.

Team Criteria: *Anyone can form a team!*

- Coworkers, employees, friends, family, neighbors, housemates etc.
- Teams must have a minimum of 5 members to qualify for team prizes.
- Team Captain receives a free entry for every 5 team members who sign up.

Team Registration:

You can form a team when you register for the race.

Go to: 2023.crc5k.racewire.com

Register for either the 5K Run or 1 Mile Walk.

As you scroll down, you will see the following set of questions:

Team Registration Style
Please select a method of registration below:
<input type="radio"/> Join a Team: <i>Pick from a list of team names on the next page and join your team.</i>
<input type="radio"/> Create a Team: <i>Once you create a team, participants can join your team under the "join a team" option above.</i>
<input type="radio"/> Individual Registration: <i>Register as an individual participant.</i>

To create a team, select the "create a team" option. After you create a team, participants can join your team by selecting the "join a team" option above when they register.

Team Awards:

- Top Fundraising Team
- Largest Team
- Most Team Spirit
- Additional awards will be announced on the CRC 5k Run/1Mile Walk Facebook page : <https://www.facebook.com/charlesrivercenterroadrace>



Team Captain Information

Team Captain Responsibilities:

- Be the point of contact for all your team members for any questions and/or concerns that they may have prior to the event.
- Ensure that team online registrations are complete and correct
- Pick up and distribute team member t-shirts (for those team members who are eligible for a free t-shirt).
- Invite new team members: share the link to your personal fundraising page via email, tweet, Facebook etc.
- Encourage team members to set up their own personal fundraising pages
- Encourage team spirit – come up with a fun and creative theme that will set you apart!
- Take lots of photos of your team, and be sure to **share them via email** (crcroadrace@gmail.com) or on our Facebook page: <https://www.facebook.com/charlesrivercenterroadrace>
- Check out and share our 2023 Social Media Toolkit

Team Fundraising:

We strongly encourage you and your teammates to set up your own personal fundraising page using the GiveSmart® fundraising platform. It's straightforward and easy to personalize and manage.

For complete instructions on how to create your own personal fundraising page, download our **2023 Fundraising Packet**:

http://www.charlesriverroadrace.com/uploads/7/2/6/4/7264409/2023_fundraising_packet_final.pdf

Questions?

Contact:

Hilary Ryan, Vice President, Development

Email: hryan@charlesrivercenter.org or (781) 972-1030



Team Captain Timeline

July and August:

- Register for the race 2023.crc5k.racewire.com
- Recruit friends and family to participate on your team.
- Provide friends and family the link to your personal fundraising page or encourage them to make a direct donation to the Charles River Center.
- Like Charles River Center on Facebook. <https://www.facebook.com/TheCharlesRiverCenter/> (You will need to do this if you want to share photos with us via Facebook). **Follow Charles River Center on Instagram @charlesrivercenter. Refer to our Social Media Toolkit for more ideas and suggestions on how to promote the event on social media.**
- Encourage team members to set up their own personal fundraising pages using **GiveSmart**® .

September:

- Continue to promote the event and encourage further donations to your personal fundraising page.
- Go to your team page and make sure all team members' names, demographic information, t-shirt size etc. are filled in completely and correctly.
- Finalize any pre-registration of team members.
- Pick up and distribute team t-shirts.
- If you or any of your team members are participating in the virtual event, remember to time your run/walk and submit your results **via the google form found in the confirmation email from Racewire.**
- **Be sure to get a team photo!** Be sure to share photos via email (crcroadrace@gmail.com) or on our Facebook page:

Thank you for supporting the Charles River Center!