

Dear Captain:

Now that your team is officially in our line-up for the Festival, the next step is to create and manage a Team Page. Members of your team will register for the festival by joining your team page. You will be able to revisit it to keep track of who has registered.

If you don't already have one, we recommend that you set up an account (login id and password) with Eventbrite.com. With an Eventbrite.com login you will be able to return to your team page to check on who has registered for your team.



STEP ONE: Create Your Team Page and join your team as Captain.

To begin, go to this link — [2019](#)

[Paddler Registration](#)

— and click on the **REGISTER** button.



The Team Registration page will pop up.

Click on [CREATE TEAM](#).

Team Registration

JOIN A TEAM

If your team isn't registered yet, it will not be found.

Didn't find a team to join?

CREATE TEAM

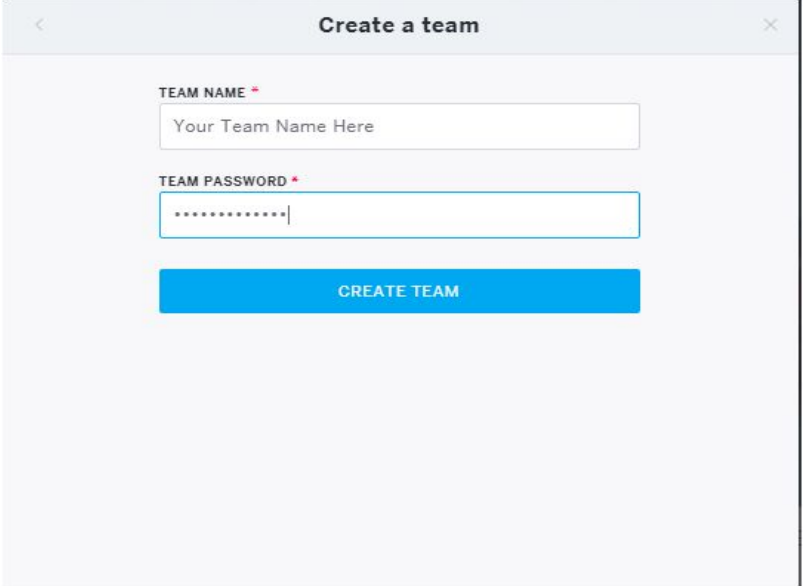
Create a page for your team here.

The Create a team page will pop up.

Enter your TEAM name and a PASSWORD. *Be sure to take note of your password.*

then

Click the **CREATE TEAM** button.

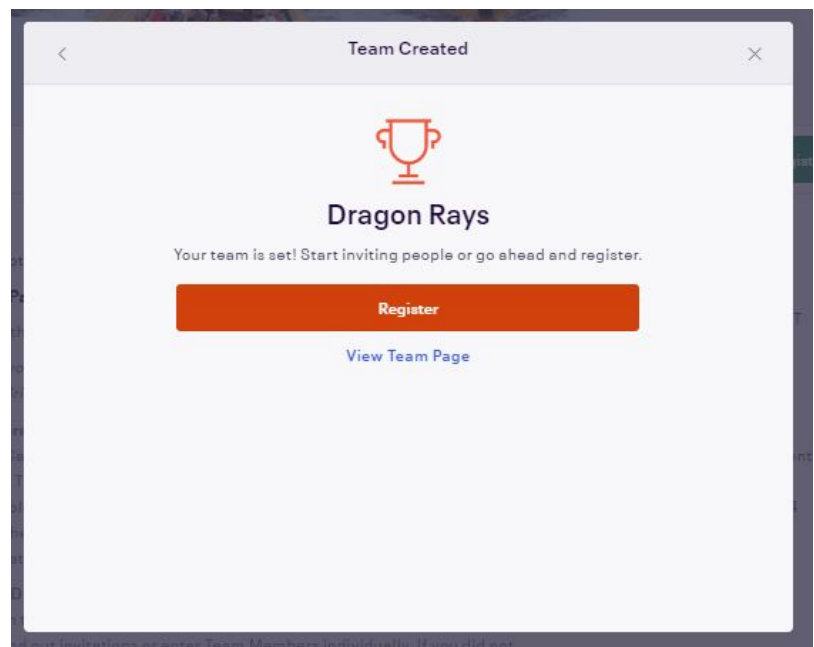
A screenshot of a mobile app modal titled "Create a team". It features a light gray background with a white form area. At the top, there's a title bar with a back arrow and a close button. The form contains two input fields: "TEAM NAME" with a red asterisk and a placeholder "Your Team Name Here", and "TEAM PASSWORD" with a red asterisk and a masked password "*****". Below the fields is a prominent blue button labeled "CREATE TEAM".

The Team Created confirmation screen will pop up.

Click the red **REGISTER** button on this page to join the Team you just created.

First one in becomes "captain" and gains access to the page controls. We want that to be you.

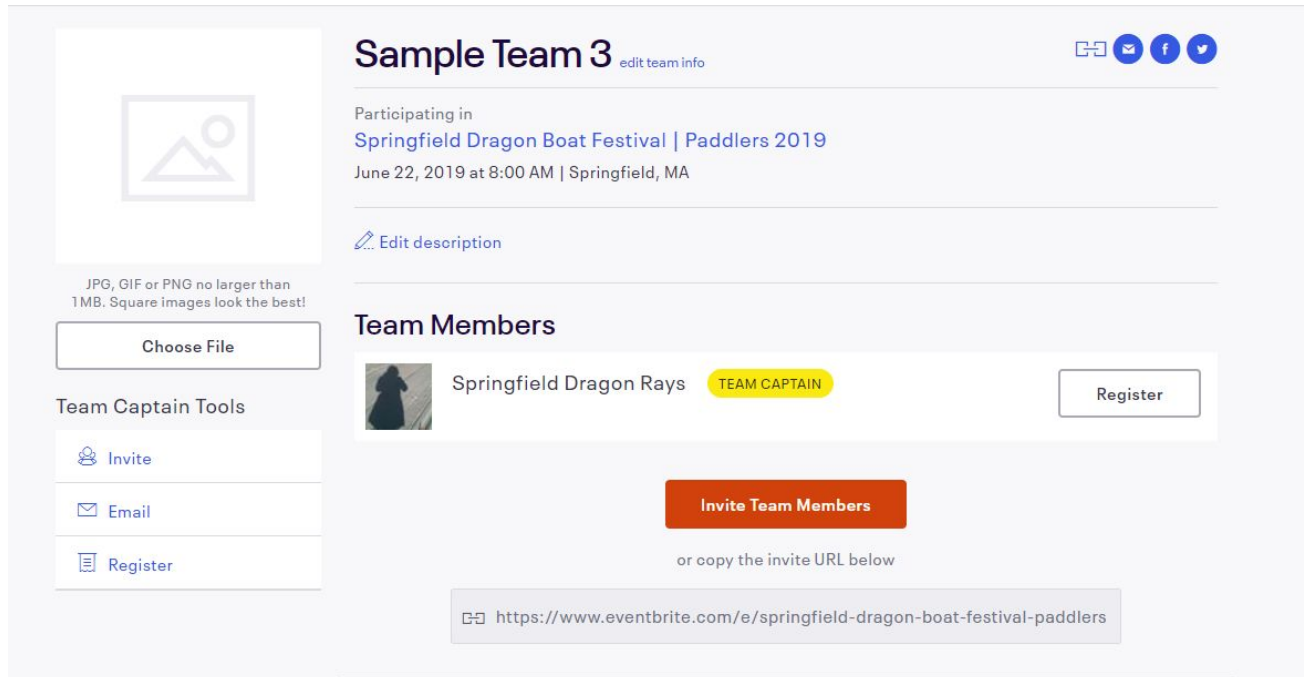
Continue reading to learn how to use your Team Page.



Now that you've created and joined your team, simply log in to Eventbrite, go to "Tickets" and get back to your team page. **Look for it under Groups and Fundraising at the bottom of the Tickets page.**

STEP TWO: View & Manage Your Team Page

We'll use this Sample Team 3 as an example: This is what a team page looks like to Team Captains. In this case the Team Captain (Ms. Springfield Dragon Rays) has not yet registered herself as we asked. She should click on that Register button before she invites Team members to register.



The screenshot shows a team page for 'Sample Team 3'. On the left, there is a section for adding a team photo with a 'Choose File' button and instructions: 'JPG, GIF or PNG no larger than 1MB. Square images look the best!'. Below this is a 'Team Captain Tools' section with buttons for 'Invite', 'Email', and 'Register'. The main content area shows the team name 'Sample Team 3' with an 'edit team info' link. Below this, it says 'Participating in Springfield Dragon Boat Festival | Paddlers 2019' with the date 'June 22, 2019 at 8:00 AM | Springfield, MA'. There is an 'Edit description' link. The 'Team Members' section lists 'Springfield Dragon Rays' as the 'TEAM CAPTAIN' with a 'Register' button. Below this is an 'Invite Team Members' button and a link to the team page: 'https://www.eventbrite.com/e/springfield-dragon-boat-festival-paddlers'.

This is your page. Feel free to add a team photo and edit the description.

You can also link to your social media accounts (upper right). You will see the list of everyone who has registered for your team on this page. You can use the Email button over on the left to send emails to registered team members with reminders and updates.

STEP THREE: Invite people to join your team.

One easy way to invite people to join your team is to share *your specific team page link (URL)* with people and ask them to sign up. It's that URL under the **Invite Team Members** button on your team page. *(If you should happen to know someone trying to sign up for some other team, don't share this URL with them. They will end up on your team.)*

Alternatively you can use the **Invite Team Members** button on your team page to send emails to your people so that they can register for the festival. With this method you don't need to send out a URL (link). Just be sure that your SUBJECT LINE is clear and informative so that your invitees don't mistake it for spam.

Be sure to send a copy to yourself and keep track of who you've invited.

You may want to send out a test copy to yourself before you send one to your entire list.

Here's a sample that you might use:

SUBJECT LINE: Time to Register for the Springfield Dragon Boat Festival

Hello Teammates!

I have set up our team for the Springfield Dragon Boat Festival. Our team name is **(Insert Team name here.)**. It is now up to all of you to register as paddlers and sign your online waivers. Click on the GREEN BUTTON to go to the paddler registration page for our team. Please complete your registration by (INSERT DATE HERE). You MUST register online in advance for this race to participate.

Looking forward to paddling in Springfield,

(YOUR NAME), Team Captain

Finally, please keep in touch: Send us your questions, comments, and tips for improvement.

We want to make this go as smoothly as possible so your feedback is important. Please let us know as soon as possible of about any glitches you may have encounter.

Thanks!

Your Dragon Boat Festival Planning Committee
SpringfieldDragonBoat@gmail.com