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.
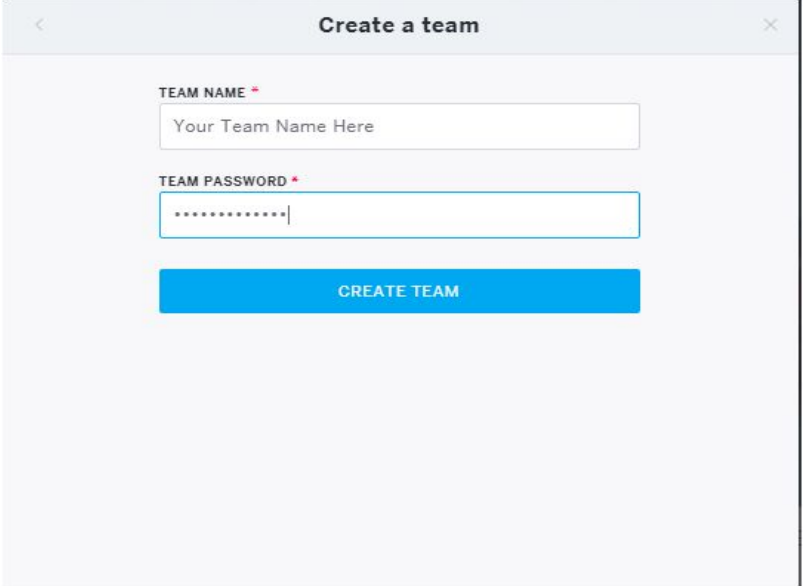

The Team Registration page will pop up.

Click on CREATE TEAM.

The Create a team page will pop up.

Enter your TEAM name and a
PASSWORD. *Be sure to take note of*
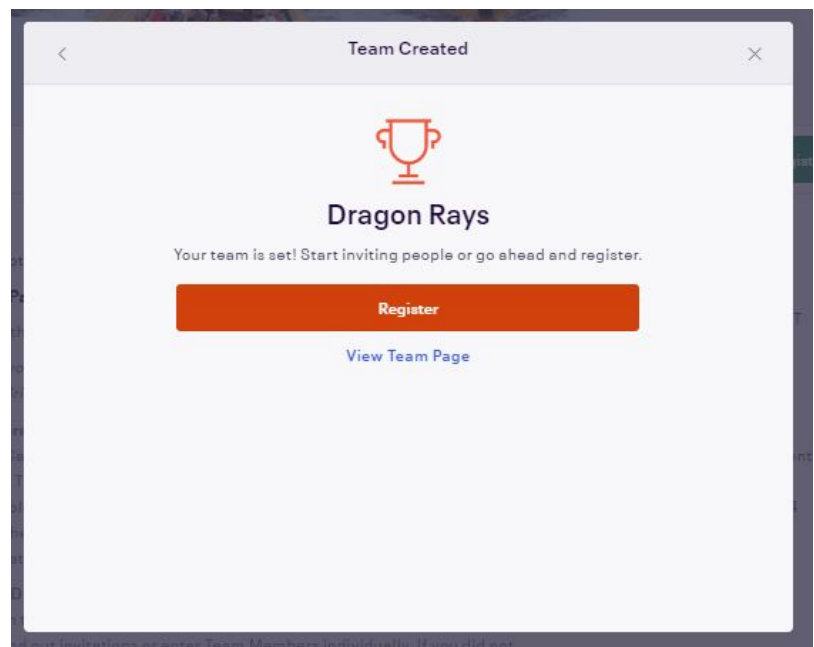*your password.*
then
Click the CREATE TEAM button.

Create a team

TEAM NAME *

Your Team Name Here

TEAM PASSWORD *

••••••••••••

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
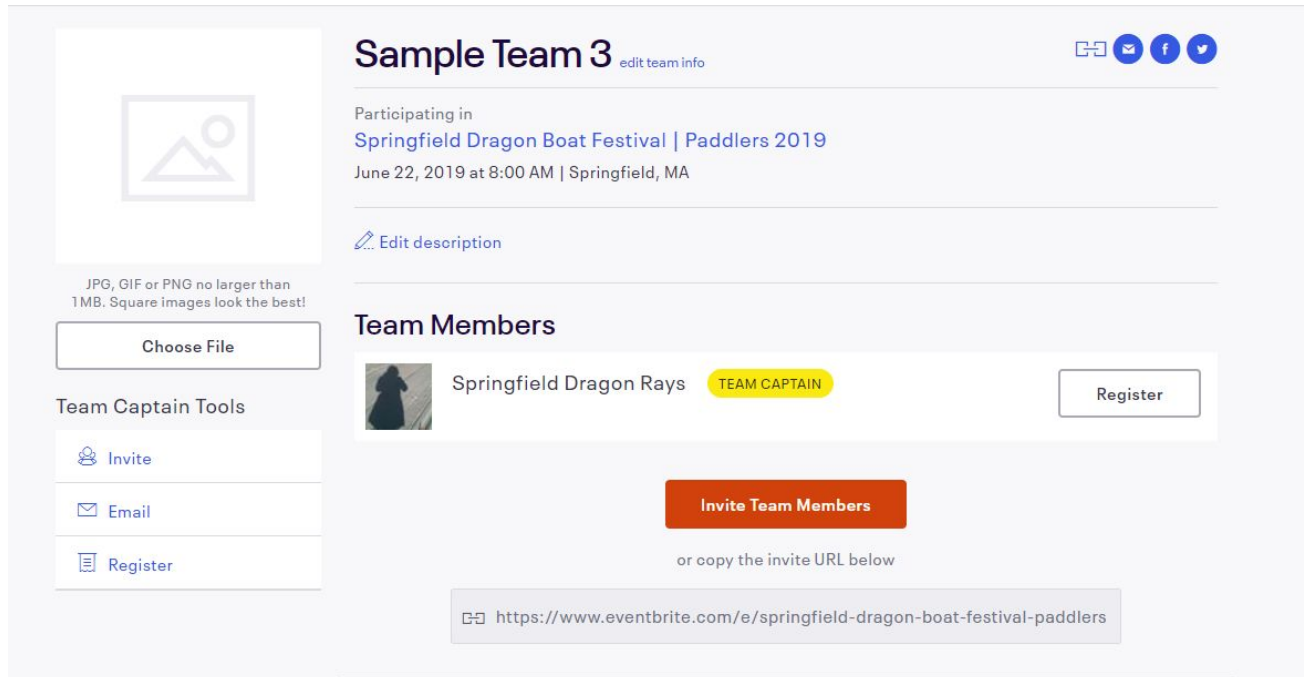gains access to the page controls.
We want that to be you.

**Continue reading to learn how
to use you Team Page.**

Team Created

Dragon Rays

Your team is set! Start inviting people or go ahead and register.

Register

View 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.

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