San Diego Race for Autism

Team Captain Packet

NFAR
NATIONAL FOUNDATION
FOR AUTISM RESEARCH

Invite friends to join your team!

♦ Invite your friends, teachers, family members, co-workers, and neighbors to run or walk with you and join your team. Some can run, some can walk, everyone can meet up for a morning of fun!

Team Up!

♦ Now that you've decided to start a team, HAVE FUN with it! Choose a Team name that has meaning to you, your team members or to the child with autism you are running/walking for.

♦ CREATE a TEAM online at **www.RaceforAutism.org**.

♦ Compile a list of names of family, friends, and business associates you would like to ask to be on your team.

♦ INVITE your list to join your team. You can use the **"FriendsAskingFriends"** emailing tool provided for you on your Team Web page.

♦ Each team member needs to REGISTER online or by a mail-in registration form. Team members that register online should "JOIN YOUR TEAM" when registering. For mail-in entries, make sure they include the your TEAM NAME. Encourage your team members to sign up early for the best savings. The registration fee schedule can be found under Race Details on the Race website.

♦ Plan to pick up your Race T-shirts and bibs numbers at our PRE-RACE BIB and T-SHIRT PICK-UP EVENT. As the Team Captain , you can pick up T-shirts and bibs for your team—but you will be responsible for delivering these to your team members

♦ Turn in all team members donations on or before Race day. Turn all cash into checks.

♦ ENJOY THE RACE!

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Team Captain Guide

Create Your Team Online

- To create your team online, go to **www.RaceforAutism.org** . .
- Click on the blue **"Register "** button and accept the waiver.
- Select "**Start a Team**" and complete the form. This process will help you create your team, complete your personal registration, and create an account, allowing you to manage and check-on your team. It will automatically help you set up a fundraising page.

To Customize your Team Page

Replacement of Default Image
You can "select" another image for your site instead of the default, or you can "upload" your own. We have uploaded several images that you can use. If you use your own, be sure that the image conforms to the criteria set by the Race website—the image must generally be no larger than 300 x 234 pixels with a maximum size of 50KB.

If you have a photograph or image you would like to use but don't know how to edit it so that it meets the above specs, please send it to us, and we'll edit it and upload it or send it back to you for uploading. You can have up to two images side-by-side on your website, if you would like. You can also add videos.

"Choose a Theme" - Changing the Default Background
To change the background color from white (which is the default color) choose this option. You may want to try out some of the themes and see if you like them.

Changing the Default "Caption under Image"
Under the picture, you will see the "Caption under Image." Select this to customize the caption.

Editing the Default Text under the Image
The text under the image can be changed. We have provided you with default content. Here's a chance to tell your story or why you have chosen to participate in the Race..

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Managing your Team Page

SENDING E-MAILS

When you click on "Email Friends," you will open the screen to the email center. Near the top of the page are three headers for the email center. On the left is **"Send Email."** The middle section is **"Address Book Import."** The third is the **"Email History Log,"** which tracks every email that you send.

YOU CAN SEND UP TO 30 EMAILS AT A TIME..

"Address Book Import." This feature allows you to import almost any address book that you use for your regular e-mail, including Outlook, Yahoo, etc. You can find detailed instructions on our website at www.RaceforAutism.org, under "Teams and Tools."

"Address Book." In addition to importing email addresses, you can add them manually to your "Address Book."

Default E-mail Templates

We have prepared several different default templates for you. You can edit these as you wish and then save them as a personal template that perfectly suits your own needs. You can have up to six personal templates.

TOOLS
The "Tools" tab has four subtabs:

Pledge Entry
This is where you enter off-line donations such as check or cash. Most of the time, the contributor will write a check and you will record that by clicking on the "ENTER PLEDGE" button.

Print Donation Form
Clicking on this tab brings up the pledge form, which should be printed, completed and mailed in with the off-line donation.

Edit Profile
Here's where you can change your contact information, check whether or not you want to display the gifts you have raised to date, change your fundraising goal, and check whether or not you want an email sent to you every time someone you have contacted sends a gift (we urge you to check this box).

Edit Login
Here you can edit your login name, password and security question.

Team Materials and Forms

Need Race Posters or Brochures?

Contact us at

info@NFAR.org

and we will mail you a packet.

To print these yourself, go to:

www.RaceforAutism.org

For Team Captains, we have a number of materials available to you on our website at www.raceforautism.org. So that you know what is available, we are listing these below:

- Mail-in Registration Form
- Mail-in Donation Form
- Offline Fundraising Pledge Form

- 8 1/2"x 11" Race Poster
- 11" x 17"   Race Poster
- 8 1/2"x 11" Race brochure

- Tips and Tools for Customizing your Webpage

- Frequently Asked Questions (i.e., how to input off-line donations)

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San Diego Race for Autism
Tips for Fundraising

Fundraise by asking co-workers, friends, and family to sponsor you. The best way to fundraise is by asking people personally. <u>Remember, if you don't ask, they won't give!</u> Each team member uses the pledge and sponsor form to raise funds towards the team goal.

START WITH YOURSELF…

♦ **Add** $10, $20, or more to your registration fee.

♦ **Carry** flyers with you, you never know who you may come into contact with that wants to help in the cause.

♦ **Be Optimistic and Energetic** – It is very contagious. People will give if you are positive.

♦ **Ask Anyone and Everyone** – If you don't ask, they won't give. People are a lot more willing to give to a cause that is important to you.   We just need to ask. Ask 6 people for $25 and you have reached the goal of $150

♦ **Use any and all forms of communication** – Write letters, email people, call them, ask them in person. You can create a personalized fundraising page. Go to www.RaceforAutism.org for e-mail templates.

♦ **Ask for a specific amount**. And collect the money at the time you are sponsored. It will save you a lot of time in collecting pledges later. Ask for checks if possible.

AT WORK…(make sure to ask permission from your HR Director)

♦ **Post Race for Autism** flyers in employee break rooms, mailrooms, elevators, etc.

♦ **Feature** your team's efforts in the company's newsletter.

♦ **Create** incentives for your team members that raise the most money (dinner certificates, movie tickets, time off). Some companies will provide this as a sponsorship for your team.

♦ **Check to see if your company has a matching program**. You could possibly double or even triple your donations!

♦ **Tie** a helium balloon or a place a flower on all team members desk. People love recognition!

♦ **Place** a collection jar in your cubical or on your desk. Ask your co-workers for loose change.

♦ **Conduct** a pre-event "dress down" day at your place of work and have employees pay to wear casual clothes.

♦ **Create** team spirit with team shirts, buttons, signs, or hats.

How to conduct an e-mail campaign…

Register online at www.RaceforAutism.org and use the automated FriendsAskFriends tools.

Look how easy it is to raise $150.

Put in your own $20 ……………	$ 20
Ask two co-workers for $20 …..	$ 60
Ask two friends for $20…………	$ 100
Ask a relative for $25 …………..	$ 125
Ask a neighbor for $25 …………	$ 150

Facts About Autism

Autism affects
1 in every 88
children in the US and over 9,000 children right here in San Diego.

Autism affects children of all races and economic levels

While many believe autism occurs due to a combination of environmental and genetic factors, the cause of autism is still unknown

Today, there is no way to predict who will be affected or how to prevent autism from occurring.

The good news is that children with autism can learn and improve, sometimes significantly with intervention

Research has shown that the sooner a child receives treatment, the greater the opportunities for improvement in language, social behavior, and overall IQ scores

Help NFAR improve the lives of those with autism. 100% of donations made to the Race for Autism stay right here in San Diego for development and expansion of autism programs and services.
Be the Missing Piece!

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