



Step-by-Step: Create a Team

Creating a team online is a great way to recruit participants for the SummerRun and raise money to support the Marsha Rivkin Center for Ovarian Cancer Research.

Register

Go to www.summerun.org. Click on "Create a Team." This will take you to the secure registration page for the SummerRun. Enter your registration and team information.

Confirmation Email

Once you're registered, you will receive an email confirming your participation as a Team Captain that includes the username and password you entered when registering. You will also be given a link to your online fundraising page. **Keep this email so that you can refer back to your account information if needed.**

Utilize Your Team Page

1. Customize Your Team Web Page – Log-in and click the "My Team" button on the dashboard to enter your team page. Under the "To Do" list, select "Design My Team's Web Page." From there, click "Edit my Team's Web Page." Your team page will include a general SummerRun message, which you can customize as you wish. You may also add a pre-loaded photo or one of your own. Keep in mind that your photo file size cannot exceed 100 KB. Make sure you scroll to the bottom of this screen and update the "Team Welcome Header" to reflect your team name. To see what your team page will look like, choose the blue "My Team" button and click "Visit My Team's Web Page" under the "To Do" list.
2. Email Existing Team Members – Send emails to your team members directly from your team page by selecting "Send My Team An Email" under the "To Do" list. You can upload addresses or type them in. Next, personalize your message and choose "Preview" to see what it will look like. Click "Send."

Track Your Progress

1. Monitor your Activity Log – Visit your Activity Log under "My Activity." This page will tell you whether emails you've sent have been opened and if you've received donations.

Online Fundraising

For more information about how to utilize additional online fundraising tools, please download the *Online Registration and Fundraising Instructions* (pdf) at www.swedish.org/summerun.

Questions?

For questions concerning website support, call the SummerRun hotline at 206-215-6700 or email foundationevents@swedish.org.