



Team Captain Instructions

Be a Team Captain and help to lead **Wal-Mart/Sam's Club's** national effort to support the American Diabetes Association (ADA). Register your **Wal-Mart/Sam's Club** team online today! Our Walk Web site makes participating easy and fun!

✿ Steps for Success:

1. The first person to register a team online automatically becomes the Team Captain.
 - a) Go to **diabetes.org/tour**
 - b) Click on **Register**
 - c) Select your state from the dropdown menu and click on your desired location.
 - d) Click on **Create a Team**
 - e) Create a team name
 - f) **Critical Step:** Utilize the National Team pull-down menu to choose your National Team affiliation – **“Team Wal-Mart/Sam's Club”**
 - g) Choose a team division (corporate, family/friend or club/organizational)
 - h) Enter a team fund-raising goal
 - i) Click **Next Step**
 - j) Complete the remaining registration screens, including entering your registration information, agreeing to the personal waiver, etc.
2. Recruit team members and direct them to your team page to register.
3. Brainstorm with your team and develop a fund raising strategy for your team! Remember the company has set a goal of \$2500 per team.
4. Refer to the **Wal-Mart/Sam's Club** Fact Sheet for more information on Event VAP and Community Grants.

Online Tools	
ONLINE REGISTRATION	<ul style="list-style-type: none"> • Register from home at your convenience, 24 hours a day, seven days a week
ONLINE RECRUITMENT	<ul style="list-style-type: none"> • Get your family, friends and co-workers involved! • Send an e-mail with a link to your team page
ONLINE FUND RAISING	<ul style="list-style-type: none"> • Set, track and manage your fund-raising goal • Send fund raising e-letters to family and friends
TRACK OFFLINE FUND RAISING	<ul style="list-style-type: none"> • Enter offline donations on your online page to manage total fund raising

We're excited to have you as part of the **Wal-Mart/Sam's Club** National Team and look forward to supporting you every step of the way. Contact your local ADA office by calling 1- 888-DIABETES for additional resources and support.