



SUDS 2016 TEAM CAPTAIN INFORMATION PACKET

Thank you for becoming a team captain! The success of our walk is dependent upon the hard work of all team captains to spread the word and encourage others to get involved.

IMPORTANT INFORMATION

- Welcome letter
- SUDS WALK FAQ's
- Where are the SUDS TEAMS PROFILES on the website
- <http://cadsa.org/suds-2016-save-the-date/suds-teams/>
- Where to find the TEAM INCENTIVES LIST
- <http://cadsa.org/suds-2016-save-the-date/suds-teams/teamincentives.html>
- Team Captain FAQs
- Social Media Tips
- SUDS Flyer



****PLEASE CHECK THIS PORTAL REGULARLY FOR UPDATES, PASS THE INFORMATION ON TO YOUR TEAMS**

Login

Username-Teamcaptain

Password-TeamcaptainSUDS2016



WELCOME

Once you register your team on the registration site, your next step make sure you are happy with the team page, and begin promoting the URL.

Your team's profile page will be frequently visited in the weeks leading up to your walk. You want to motivate family and friends to join your team and/or make a donation; in order to maximize that opportunity, we recommend making your team's page the very best it can be.

CADSA has set you up for success!

We have added a photo, shared your story you provided, and posting your goal!

Tips to Team Donations

- Update your team page's URL
On your profile page, you simply copy your team page URL and use social media or email to send the direct link to your friends asking for their support. If you need help with this please contact the CADSA office and Carley will be happy to walk you through the steps.
- THEN, Invite team members to share your profile
You want the world to see all the wonderful support your loved one with Down syndrome receives from team members and donors increase your page traffic by enlisting others that support your cause by having them share!

TRY THESE IDEAS TO INCREASE YOUR TEAM DONATIONS

Get the family and friend involved! Throughout the month of September leading up to the SUDS Walk try having a bake sale, car wash, garage sale or other private fundraising campaign and donate the proceeds to YOUR SUDS TEAM! Fundraising events in support of the walk are a great way to increase donation possibilities for your friends and family as well as show your commitment to the CADSA mission.

SHARE YOUR SUCCESS THROUGHOUT THE MONTH, SEND YOUR STORIES TO info@CADSA.org AND CARLEY WILL SHARE YOUR SUCCESS ON SOCIAL MEDIA TO ENCOURAGE OTHER TEAMS TO COMPETE WITH YOUR TEAM!



SUDS WALK FAQs

IS CHECK IN REQUIRED?

YES, even if you registered online you must check-in.

WHAT DOES REGISTRATION MEAN?

If you want to attend the event you **MUST** register.

<https://cadsaorg.presencehost.net/suds-2016-save-the-date/registration.html>

DO MY TEAM MEMBERS NEED TO REGISTER?

YES, if they are attending they **MUST** Register

WHO IS THE TEAM CAPTAIN OF YOUR TEAM?

The team captain is the person that sent in the information to have the team page created. The team you are donating to is your team.

HOW DO I ORDER TEAM SHIRTS?

Order directly from the website under merchandise. You can order a SUDS Walk shirt or CADSA shirt. **REMEMBER, THESE ARE AT A SPECIAL PRICE/AT COST UNTIL THE WALK.**

<https://cadsaorg.presencehost.net/suds-2016-save-the-date/merchandise-page.html>

SHOULD I RECEIVE AN EMAIL EVERY TIME SOMEONE DONATES TO MY TEAM?

NO! You will need to check your page to see if someone has donated. Your donation total is updated **IMMEDIATELY** when someone donates. However, for a brief time your donation total and the team members list may be different while the website manager bjbotruff@gmail.com is entering information, this may take 24 hours. You will be sent the list team donors and their emails two weeks prior to the event, one week prior to the event, and the day before your event to help you keep track of your team members.

SHOULD I EMAIL MY TEAM?

YES, discuss ordering team shirts and making team signs! Encourage them to help promote your page. Ask them to ask others for donations!

CAN WE BRING A TENT?

Yes, coordinate who will bring your team tent for tent row! When you check in the day of the event, we will assign you a **SPOT NUMBER** to set up your team tent!

WILL THERE BE FOOD AT THE EVENT?

YES, let your team members know that teams can bring a picnic lunch **OR** you can purchase food at the food trucks. CADSA will supply free popcorn, and water for the event. **NOT ALLOWED** in the park glass, grills, fire or alcohol.



TEAM CAPTAIN FAQs

WHAT IF PEOPLE WANT TO GIVE ME CASH?

Try to encourage online donations – Online donations are made directly to your team web page and are instantly attributed to your walker and/or team fundraising goal.

CAN I BRING DONATIONS TO THE WALK? WHAT IF MY DONORS DO NOT WANT TO DONATE ONLINE? WHERE DO I SEND THE CHECK?

While ONLINE registrations and donations are PREFERRED, offline donations may be made as well. All offline (check or cash) donations should be submitted to the CADSA office in one team check contribution for processing prior to the walk if at all possible. Please do not mail cash. PLEASE MAKE SURE THE TEAM NAME IS INDICATED ON THE CHECK OR THE FUNDS WILL GO INTO GENERAL SUDS DONATIONS. Please mail checks to-

CADSA
808 W. Lake Lansing Road Suite 101
East Lansing, MI 48823

HOW LONG WILL IT TAKE BEFORE THE CHECKS I MAILED SHOW UP ON MY PAGE?

All offline TEAM donations will be deposited, processed and posted to your webpage as soon as possible. Please allow at least two weeks for donations to appear on your page. Try to encourage online donations.

WEBSITE ERRORS, CHANGES, OR THE DONATIONS ARE NOT PROCESSING. HOW DO I FIX IT?

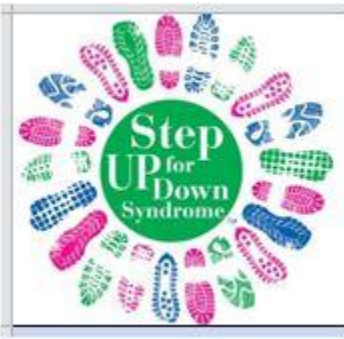
Please allow 24 hours for changes to the team page to update. Please request changes or report problems with the website or your team page, by contacting our website manager bjbotruff@gmail.com . If you do not see the requested change after 24hrs, please resubmit.

CAN I ADD MORE PEOPLE TO MY TEAM FROM MY TEAM PAGE?

No, the website manager updates team members. To “join” your team people **MUST DONATE** to the team page.

I ENTERED MY TEAM NAME INCORRECTLY. HOW DO I FIX IT?

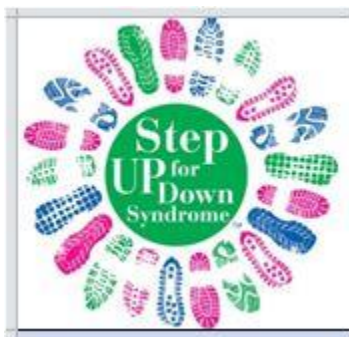
Contact the website manager bjbotruff@gmail.com by emailing your team name and corrected team name/information, along with your name



SOCIAL MEDIA TIPS

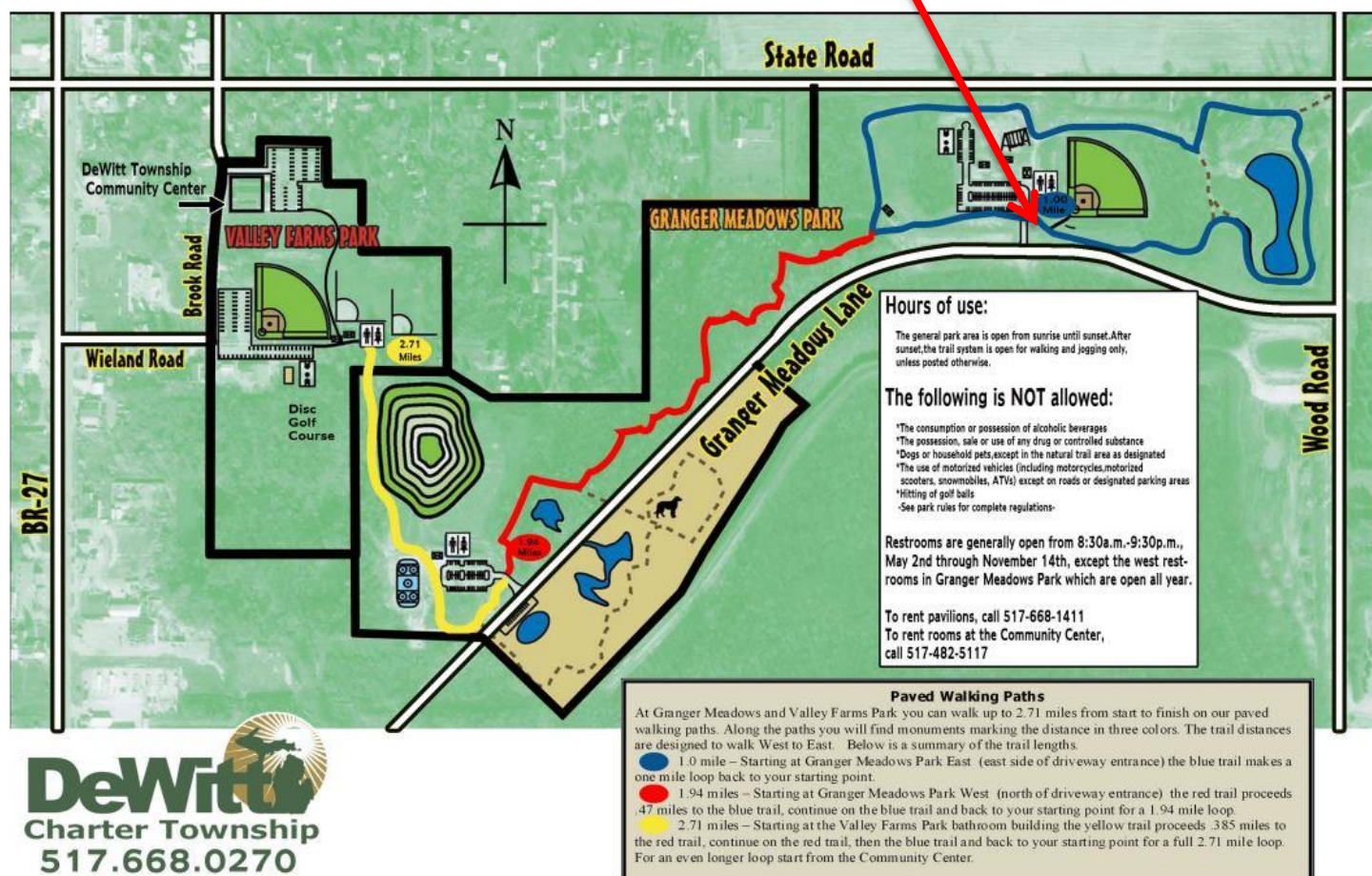
Help make this year's Step Up for Down Syndrome 2016 WALK a huge success!

- Share the event on your Facebook, Twitter, Pinterest, and like us on Facebook!
- Share our posts, create your own!
- Use your URL or our CADSA website.
- Post pictures include past CADSA Walk pictures
- Announce your goal and celebrate and thank your contributor along the way.
- Ask for a specific amount on a certain day, for example, "Help me raise two-hundred or two-thousand by Tuesday." or "Only \$250 to go," or have a weekly event like \$10 Tuesdays.
- Use apps like WordSwag to create branded images that will help you reach more people with your message. •
- Share YOUR CHILDS STORY
- Spotlight how you have been involved this year at a CADSA event! Include pictures from the CADSA picnic, Lugnuts or Tigers baseball games, Music/Art/Soccer clinics/classes, Harvest or Spring Fling dances, Club21Plus or other events.
- Live post your experience on the day of the walk, create a team hashtag.
- This is a great way for virtual supporters of your team to feel a part of the day.
- Let them know how the funds will impact the life of your loved one with Down syndrome. Let them know this fundraising event allows the board to create a budget for next year's programs classes and events for our membership!




GRANGER MEADOWS PARK DIRRECTION & MAP

**CADSA SUDS WALK 2016
CHECK IN**




Wheelchair accessibility- bathrooms and paved path for the walk allow for wheelchair use. The baseball field is accessible by wheelchair, at the east end of the gates of the field.

SUDS EVENT 2016 TIMELINE



The logo for 'Step Up for Down Syndrome' features a central green circle with the text 'Step UP for Down Syndrome' in white. Surrounding this circle is a ring of colorful footprints in various patterns and colors (pink, green, blue, yellow). The background of the entire flyer is a blue gradient with wavy lines.



The CADSA logo consists of a stylized sun or gear icon in orange and yellow, followed by the text 'CADSA' in large blue letters. Below it, in smaller text, is 'Capital Area Down Syndrome Association' and the website 'www.cadsa.org'. To the right of the text is a small icon of two people walking.

Step Up for Down Syndrome 2016
A Party in the Park
Sunday October 2, 2016
Granger Meadows Park Lansing

- 12:30pm-1:30pm Check In-Late Registration
- 2:00pm Down Syndrome Awareness Walk
- 3:00pm Variety Entertainers
- 3:00pm-5:00pm Enjoy games, bounce houses, and purchase food at food trucks

Come enjoy games, variety entertainers, bounce houses, and 1-mile walk for Down Syndrome Awareness!