AN UNFORGETTABLE RIDE. AN UNBELIEVABLE DESTINATION. A WORLD FREE OF MS.
BIKE TO CREATE A WORLD FREE OF MS

bike MS
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BIKE MS TEAM CAPTAIN – TEAM TIMELINE/CHECKLIST

First Steps

- Decide on a team name.
- Register yourself as team captain and set the team name.
- Download the **Team Captain Manual** for detailed information about the event and for fundraising and recruitment tips.
- Set fundraising and recruitment goals for the team (don't forget to share those goals with team members). Download the **Team Goal Setting Form** for assistance.
- Secure support from top executives or leaders of your company or community.
- Approach your marketing or contributions departments at your company about team support.
- Inquire with the HR department of your company if they have a matching gifts program. Have forms available when you approach co-workers.
- Form a team committee or recruit a co-captain (Share the responsibilities!).
- Make sure each team member registers individually under the correct team name.
- Announce the formation of your team at staff, club or faculty meetings or in organizational publications.
- Distribute registration forms with team info already filled in to colleagues and friends.
- Keep an updated roster posted in a public area, so everyone can see who has joined.

June

- Display Bike MS: Cox Atlanta Ride Posters everyone.
- Prepare to dress in style – Ask your company or local businesses to provide t-shirts, hats or jerseys for your team to wear Tour Weekend. Download event and Society logos for production of apparel.
- Get the word out! Place articles in company/organizational newsletter, local paper and website. Send emails to potential team members inviting them to join.

July

- Plan a Pre-ride event to promote joining team involvement, including training and fundraising ideas. Have a meeting, party or prize giveaway.
- Schedule a Lunch & Learn event through the Georgia Chapter Staff. Staff members can speak with your executives, managers, department heads, and co-workers about the importance of participating.
- Check your goals. Your team should be at the halfway point by now.

August

- August 1st bike inspections begin - Remind team members to go by an Official Bike Store and get their bike inspected. Inspection Sticker = Free Labor on the Ride!
- Begin to reward your top team members.
- Finalize Team Village Tent order. Place order for **Team Tent** at the overnight area.
- Start sending a weekly email to team members counting down the days until the event. Provide details to team members regarding Packet Pick-ups.
- Enlist those who prefer not to ride to volunteer for team support or the Ride itself. Volunteer opportunities abound for this event - check out the **Volunteer Opportunities and Position Descriptions.**
- Begin to reward your top team members.

Early September

- **Packet Pick Ups** begin. Remind all team members that they must pick up their rider packet at either a Packet Pick Up or the Expo and that they must have reached their minimum fundraising goal prior to or at the Packet Pickup in order to obtain their rider credentials. THERE WILL BE NO REGISTRATION OR PACKET PICKUP THE DAY OF THE RIDE.
- Remind all team members that their last chance to pick up a rider packet is at the at the Bike MS Kickoff and Packet Pickup on Friday before the event. **THERE WILL BE NO REGISTRATION OR PACKET PICKUP THE DAY OF THE RIDE.**
- Arrange any last minute details with team members.
- Remind team members about the Day 1 Start Time of 8:00am for ALL RIDERS.

For a more detailed Timeline, download the **Team Captain Manual.**