

# 2017 JA Bowling Classic



## Team Captain Checklist

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### 1. Create your team on your company's regional web site.

#### Go to [jawashington.org/bowling](http://jawashington.org/bowling)

- Select your **Region** and you will be re-directed to your JA Bowling Classic fundraising page
- Select **Register Here button**
- Create an account using the form under Register now! Or register using your social media account of your choice
- Select your **Bowling Session**
- **Create a Team (5-6 bowlers, including Team Captain)**
  - Individual Goals and Team goals are automatically set at \$200.00 and \$1000.00. Change the amount at any time. You can also make a donation at this time.
- **Ensure bowler fees are paid.** \$12 per bowler or \$72.00 per team for 2 hours of bowling, shoe rental and lane reservations
- **COMPLETE REGISTRATION** after you verify your information is correct. Your personal Fundraising and Team Fundraising page will be automatically created. Complete your profile by following the steps on the grey bar located at the bottom of the screen

### 2. Motivate team bowlers to fundraise with email updates, office fundraising events, helpful tips, etc.

- Visit our resource page in your personal fundraising page for ideas
- Utilize Your Fundraising Tools fully: see Online Resources for more tips on utilizing all the resources **and track your fundraising.**

### 3. Week of the JA Bowling Classic

- Be sure all bowlers know their event location, date and time
- Stay in touch with bowlers to encourage fundraising and collect pledges
- Track cash/check donations on pledge form and record totals on collection envelope.
- Record all donations, including offline donations and matching funds on the outside of your Team Collection Envelope and give to your Company Coordinator no later than the date of the bowling event.

### 4. Day of JA Bowling Classic

- Arrive at the bowling alley 15-30 minutes before your scheduled shift to check in team and turn in fundraising envelope
- **All donations must be received by JA on Monday at 4pm two weeks after bowling event in order to qualify for prizes**