



## TEAM INFORMATION

Entering a team is a great way to get out and get some exercise with friends, family or co-workers whilst swimming in support of people with MS. Create your own online team web page to make it easier to organise and manage your team.

[There is no cost to enter a team - each member simply pays his/her own entry fee.](#)

### Never organised a team before?

Call the MS Mighty Swim Event Coordinator Emily Polomka on (08) 7002 6502 or email [epolomka@ms.asn.au](mailto:epolomka@ms.asn.au). She will send out information or put you in touch with one of our many past and present team captains who are more than happy to give advice.

### Four simple steps to organising a team

#### 1. Create a team

The team captain has to register themselves as a team captain ([click here](#)). By creating your team, your very own team web page will automatically be created (as well as your own individual web page for each team member). Use the page to keep track of team members and their fundraising and thank all those that have sponsored the team.

#### 2. Ask others to join the team

Send an email out or stick posters up at your workplace to get team members on board ([click here to download promotional material](#)).

Remember, each team member has to register themselves individually for the event (either online or manually). This is a safety issue as everyone must be made aware of the event terms and conditions.

#### 3. Start Fundraising

Set a team goal and organise all your team members to be actively involved in achieving that goal. Ask friends, family and colleagues to donate towards the whole team or hold a special event which involves all team members contributing to make it a success. Keep team members up to date on how you are going and who is raising the most from the team. ([For more fundraising tips - click here](#)).

#### 4. Swim

Turn up on the 11<sup>th</sup> and 12<sup>th</sup> of February 2012 and join your team as you swim for 24 hours to help raise funds for people living with MS.

**Seeking the cure. Providing the care.**



### Your team web page will display:

- All those that have sponsored the team (with amounts and messages)
- Number of members in the team
- Total amount raised by the team (online, offline and personal donations)
- Team photo
- Team message and fundraising goal

### As team captain, when you login you will be able to:

- View all team members and their individual fundraising totals
- Send an email to all team members (it is already written!)
- Send an email to thank all your team sponsors
- Add offline donations to your team total
- Edit your team page (photo, message and fundraising goal)
- The online system makes it easier for you to manage and organise your team entry and team members and easier for you to fundraise and for others to donate and support your team.

## Team Fundraising

Fundraising as part of a team can be fun and a great way to include everyone in supporting a great cause. If you are part of a corporate team then there are many ways your company can show their support.

Use your very own team web page to make it easier to manage your team online.

Set a team goal and ask all team members to contribute. If you have a team of 20, why not each set a goal of \$100 each which will raise the team \$2,000 and help each other along the way. Collecting donations via your web page or in person is the easiest way to raise funds.

If you all have the same friends / co-workers, ask sponsors to donate towards the whole team as opposed to individual team members. They can easily donate online via your team page. Organise a special fundraising event and ask all team members to assist in the planning, running of the event and marketing to attendees. You will find it is a lot easier when the work is shared and you will have a great time doing it!

[Click here to read more about fundraising](#) and how you can maximise your fundraising efforts to show your support for people living with MS.

## Corporate Team

Corporate teams are a great way to get involved, see your colleagues out of the office and be seen to support a great cause. Your team will be representing their company, why not ask for their support?

### Ask your organisation for their support

Talk to HR or your employer and organise an appointment to present the opportunity for your organisation to support the company team and their hardworking employees. They can support you in a number of ways:

- a) Payment of the employees entry fees for the event.
- b) Payment of company branded merchandise.
- c) Matched funding or a company donation towards the teams fundraising.



Be professional! If you make a business proposal to justify their involvement then they can't say no!

