

Directions:

1. Be sure to replace every place you see [\[Your Event Name\]](#) with the name of your event and [\[Your Organization Name\]](#) with the name of your organization.
2. Replace any names and phone numbers with your own.
3. Update all text in blue brackets (you don't need to change the color of the text – color is not copied over).
4. When you copy this text into the email tool, colors and formatting, such as centering, will not copy. They are here for you see a sample. You may add this formatting within the email tool.

---

Hello Team Captains,

**Thank You So Much For All You Are Doing!  
You Are Doing an Awesome Job!!**

**We have close to [\[x participants\]](#) already!!**

Now is the time to log onto your team's fundraising page and email all your team members. Log into your Fundraising Center at [http://wizathon.com/\[yourfoldername\]](http://wizathon.com/[yourfoldername]). We need your help to raise these much needed funds for [\[Your Organization Name\]](#). You can do this!! Lead them to success : )

I have taken the liberty of drafting a letter that you can send out to your team members. Copy and paste it, and fill in where needed, or you may choose to use your own. For instructions on how to send emails to team pages, visit our [FAQ page](#).

Let's keep this momentum up, the buzz is great! Your team members need to hear from you at least once a week for the next [\[x weeks\]](#).

Again, THANK YOU for all your time and effort on behalf of [\[Your Organization Name\]](#).

*Dear "Team Name" teammate –*

*Thank you for joining "Team X." We're excited to run and walk the [\[Your Organization Name\]](#) [\[Your Event Name\]](#)! Your participation in the race will help fund the organization, which is dedicated to [\[organization cause\]](#).*

***Now is the time*** to let friends, family and co-workers know that you're running or walking in this exciting event and asking them to support you by donating to our team. Send out an email or share your profile page.

*Our goal is to raise [\[\\$1,000\]](#) as a team!! It's as simple as raising [\[\\$100\]](#) per team member!*

*I will be sending an email closer to the event to let you know when and where we are meeting. Until then, feel free to email me with any questions.*

*Thanks for your excitement in making this race a success!*

*With gratitude,  
Team Captain*

