

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.

Dear Team Captains,

Thank you SO much for signing up to get the ball rolling! With your support and enthusiasm, this year's event is sure to be a huge success!

Your personal and team pages are looking great, but be sure to check out the following tips to make the most of this fundraising platform:

1) Add a TEAM photo & and personalized message!

When you first register on the Wizathon website, you are taken directly to your personal fundraising page. In order to personalize your team page, log into your account and click on the "Team Management" button. Once on your team page, click on the "Edit profile/personal message/upload photo" button.

- **It is important to add a team photo (not just a photo for your personal page) because this is the picture that will represent your team on the website homepage.** Have fun and be creative--if you don't feel comfortable putting up a personal or family photo, find a fun image online to represent your team!
- When adding your personalized team story, explain why you are participating in *[Your Event Name]* and why you support the *[Your Organization Name]*. This will help potential donors understand your connection to our organization, and will give them further incentive to contribute to the cause.

2) Use Social Media!

Sharing your team news with your Facebook, Twitter, Pinterest, and LinkedIn friends will only help your fundraising efforts!

Sample Post Texts:

"I am participating in *[Your Event Name]* for *[Your Organization Name]*. Please support me with a donation to my team!"

"Only \$XX more to reach my goal. "

"Please join me and support the important work of *[Your Organization Name]*."

"There's not a moment to LOSE! I want you, your friends, family members, and/or co-workers to form a team for the *[Your Event Name]* for *[Your Organization Name]*. This family-friendly event will be held on *[date] [time] [location]*. ALL proceeds support *[your cause]*.

Can't join us? Consider donating on behalf of my team!

Thank you in advance for your support!"

3) Use the sample letters provided on your personal or team fundraising page!

It is easy to copy and paste these messages into an email and send them to your family and friends. Just be sure to personalize each message before you send!

Thank you again for helping us [\[Your Event Name\]](#) for [\[Your Organization Name\]](#)! If you have any questions or want more fundraising tips, don't hesitate to contact [\[name\]](#) at [\[phone number\]](#) or [\[email\]](#).

Best,

[\[Your Organization Name\]](#) Staff

[http://wizathon.com/\[yourfoldername\]](http://wizathon.com/[yourfoldername]).