



The Holiday Lights 5K is a FUNdraising event hosted by Moose Charities that kicks off the annual Mooseheart Holiday Lights show. People come from surrounding areas ready to walk or run through the lights display around Mooseheart's campus while raising money for the kids.

The best way to participate in this wonderful event when you can't join the actual race is to create a "Virtual" team!

What's A Virtual Team?

- A Virtual Team is a group of people working together to reach a fundraising goal to support Mooseheart Child City & School!
- A team that's created because you want to support Mooseheart Child City & School in a fun way, but you're unable travel to Mooseheart on the day of the event.
- When you create a Virtual Team, you do not have to host your own 5k. You don't even have to run at all. You can simply raise funds for Mooseheart. However, you CAN host your own related event if you choose.
- You do not have to be tech-savvy to have a Virtual Team. Moose Charities has designed this to be as easy and as fun as possible for you and your friends!



Using Your Virtual Team

- Once you've created a Virtual Team, you will be given an online Participant Center and Team Page to run your fundraiser.
- Moose Charities has designed emails that will be sent to you with examples of posts that you can use on social media or ideas of emails that you can send to your friends and family to get donations.
- Inside of your Participant Center, you'll also find pre-designed emails that you can forward to your friends and family with a link to your fundraising page so they can easily make a donation. If you don't use a lot of social media or email and your friends don't either, that's okay! You can share your page any way you see fit to get donations!

*****IF YOU ARE EXCITED ABOUT CREATING A VIRTUAL TEAM, BUT STILL HAVE QUESTIONS, JUST CALL US! WE ARE ALWAYS HAPPY TO HELP! *****

Contact Liz Kozaritz at (630) 966-2200 or lkozaritz@moosecharities.org



How to Start a Virtual Team

1. Go to support.moosecharities.org/2019holidaylights5k
2. Click on "Start a Team" located below the big pictures
3. Click the red button labeled "Join as New Participant"
4. Enter a Team Name and your Team Fundraising Goal (**You do not have to pick an associated company**)
5. Click "Next Step"
6. Select your registration type
 - If you are not going to attend the event at Mooseheart, you can select:
 - "Virtual Registration with t-shirt - \$40.00" **OR**
 - "Virtual Registration with no t-shirt - FREE"
7. Choose "Next Step"
8. Enter your registration information in the fields provided
9. Choose a username and password (**your username must be ONE WORD with no spaces**)
 - **IF YOU GET AN ERROR THAT YOU ALREADY HAVE A LOG-IN INFORMATION, PLEASE CALL OUR OFFICE AT (630)966-2200 OR EMAIL lkozaritz@moosecharities.org and we can reset your password!**
10. Choose "Next Step"
11. At this point, if you would like to register another family member or friend for the same team, you can choose "Register Family Member" or you can complete the registration.
12. Once you are finished, review the page and choose "Complete Registration"
13. From the next page you will be able to "Access your Participant Center" and start fundraising!



How to Join a Virtual Team

1. Go to support.moosecharities.org/2019holidaylights5k
2. Click on "Join a Team" located below the big pictures
3. Click on the red button labeled "Join as New Participant"
4. Search for the Team Name that you would like to join
5. Once the Team has been located select "Join"
6. Select your registration type
 - If you are not going to attend the event at Mooseheart, you can select:
 - "Virtual Registration with t-shirt" for \$40.00 **OR**
 - "Virtual Registration with no t-shirt for FREE"
7. Choose "Next Step"
8. Enter your registration information
9. Choose a username and password (**your username must be ONE WORD with no spaces**)
 - **IF YOU GET AN ERROR THAT YOU ALREADY HAVE A LOG-IN INFORMATION, PLEASE CALL OUR OFFICE AT (630)966-2200 OR EMAIL lkozaritz@moosecharities.org and we can reset your password!**
10. Choose "Next Step"
11. At this point, if you would like to register another family member or friend for the same team, you can choose "Register Family Member"
12. Review the page and choose "Complete Registration"
13. From the next page you will be able to "Access your Participant Center" and start Fundraising!

Join My Team: _____

***Write your team name on the line above and hand this out to your friends, so they can join your team!**



Tips from Moose Charities

- If you had a team last year and you want to keep that same team name, you will need to log-in at the top of the home page at support.moosecharities.org/2019holidaylights5k
- Contact us for these reasons or anything else you may need help with:
 - ☐ You do not remember your log-in information
 - ☐ You want to change your team captain
 - ☐ You want to change your team fundraising goal
 - ☐ You would like assistance with your Participant Center
 - ☐ You want to change your Team Name

Thank you for supporting Moose Charities!



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