How to create or join a team for a Be The Momentum Event

When an event director decides to host an event through Be The Momentum, one of the questions we ask is if the event will support the creation of teams? For an event that allows teams to be created and joined, listed below are instructions on how a participant can accomplish either task

After a participant completes the registration process for an event, they can either create a new team, or join an existing team, through their fundraising page for the event.

To Create a Team

1) When you log into Be The Momentum using the username (your email address) and password, you are taken to your "My Events" page that list all the events that you have, or will participate in. On the right side, you will see links titled "View Fundraising Page" that will take you to your personal fundraising page for that event. Click on this link.

2) From your personal Fundraising page for the event, there is a tab located at the top of the screen that reads "Create a Team". Simply click on this tab and you start the simple process of creating a team.

Team Creation Process

1) Team Name: This the name that people will see for the team page. Simply give your team the name you desire. An example would be something like "Team Grab My Wheel" or "Riding for Rex".

2) Custom URL: This is a name that allows our systems to keep your team unique in our systems. The name will appear at the end of the webpage URL for your team. For example, for the "Grab My Wheel" team mentioned above, the team entered the custom URL of "**gmw2012**" for the 2012 le Tour de Femme event. The result is that their team's web page was:

https://www.bethemomentum.com/event/letourdefemme2012/**gmw2012**

Simply enter a name that you would like to see as your team's web page identifier.

3) Information: This space is where you can tell the world what makes your team special, or give details about your team, it's totally up to you.

4) Upload a new image: Here, you can upload a team image, or any other picture, that will be displayed on your team page.

When you press the Continue button, you will be taken to the new team page.

Managing Your Team Page

Each member of the team is listed on the Teams Fundraising page. Additionally, the **cumulative total** of each team member's fundraising efforts are listed as the team's total. Listed below are some FAQs about team pages that should answer our most common questions:

Q: Who is the "Team Leader?
A: The person that created the team is assigned the title of "Team Leader."

Q: Who can edit the team page?
A: Only the team leader has access to the tabs of "Customize Team Fundraising Page" and "Funding Report."

Q: Can the team page be changed?
A: The team name, description and picture can be changed at any time and as often as you like. All other changes will require a little help from us here at Be The Momentum. If you need to remove a member, or have another concern, please just drop us an email at info@bethemomentum.com.

Q: How are "Team Donations" handled between team members?
A: While fundraising is active for an event, the team page will have a "Sponsor Our Team" button that will allow donors to make a "Team Donation". This team donation will be created to the team, but NOT applied to individual members fundraising totals. If an event has incentives for individual fundraising, then it is suggested that members of the team have donors donate through their personal fundraising pages. Again, individual team member totals are reflected in the team's total.

To Join a Team

1) When you log into Be The Momentum using the username (your email address) and password, you are taken to your "My Events" page that list all the events that you have, or will participate in. On the right side, you will see links titled "View Fundraising Page" that will take you to your personal fundraising page for that event. Click on this link.

2) From your personal Fundraising page for the event, there is a tab located at the top of the screen that reads "Join Team". Simply click on this tab and you start the simple process of creating a team.

3) On the "Join Team" page, there is a drop down box. Click on the little arrow pointing down to expose the list of available teams. Use the mouse to highlight the team you want (click on it once) and then click the button labeled "Join".

That's it, your done!