



## Moon Walk Team Captain Guide: Countdown to Success!

*As a Moon Walk team captain, you are the vital link between your team members and "Moon Walk Central." Just follow these steps to launch your Moon Walk program on the path to success:*

1. **Determine the cost to the team member.** Before promoting the program, determine whether your company/organization will split costs with team members and, if so, how much will be paid by each. The registration fee is \$10 and includes a Moon Walk Log booklet and free Moon Walk t-shirt at 100 miles.
2. **Register team members.** Utilize the Moon Walk flyer and post it where potential team members will be sure to see it. To find this flyer, go to [www.palmpeoria.org/Moonwalk](http://www.palmpeoria.org/Moonwalk) and click the "Resources" button. Be sure to also use e-mail, inter-office mail, newsletters, bulletin boards, word of mouth and other communication tools you have to generate interest.
  - We recommend that you hold an informational Moon Walk meeting to share an overview of the program. Have those ready to participate sign the **Moon Walk Registration List**, which requires each participant to read and agree to a waiver of liability and supply his or her name, signature, e-mail address and incentive preferences. *Note:* If you have potential team members who can't come to you to sign up (such as spouses of employees), send them an **individual registration form**. Samples of both forms are accessible from the "Resources" area of the Web site.
3. **Order kits.** Go to the Moon Walk Web site at [www.palmpeoria.org/Moonwalk](http://www.palmpeoria.org/Moonwalk) and click on the "Register" link at the left, then click the "Team and Sub-Team Registration" link and follow the simple instructions. *Note:* Please contact the Program Administrator if you want set up as a Super Team with smaller sub-teams. Ie: Proctor – Super Team, Proctor Surgery – Sub Team.

You will be asked to set up a user name and password for future access to your team's information. You may then set up your team's name and input each participant's information as captured on your team's **Moon Walk Registration List** or individual forms. *Note:* When you enter each team member's information, you also may opt to send that team member an e-mail invitation to log his or her own mileage on the Moon Walk Web site. The e-mail will supply the team member an activation code to set up his or her own user name and password for accessing the logging area. When your team entry is complete, select "Submit Team Order." You will receive an order confirmation email that documents what you ordered and the total cost. ***Please bring this order confirmation with you when you pick up your order.***

- Orders will be delivered to Moon Walk Central at the Methodist Wellness Center by 6 p.m. Thursdays and **therefore ready for pickup on Fridays**. To ensure your order is included in a Thursday delivery, be sure to submit your order by midnight on the preceding Tuesday. YOU WILL RECEIVE E-MAIL CONFIRMATION REGARDING WHEN YOUR ORDER WILL BE READY FOR PICKUP, SO PLEASE DON'T MAKE THE TRIP TO MOON WALK CENTRAL BEFORE YOUR ORDER IS READY.
- **Complete payment for all registrations is due at pickup.** If possible, have team members pay your organization and bring a **single check** for all team members from your organization **made payable to: PALM**. If bringing a single check presents a problem,

have your team members make their checks payable to PALM, then pay using their individual checks.

- **Pick up your team member kits at Moon Walk Central at the Methodist Wellness Center.** (Refer to the enclosed list for locations and hours or refer to the Moon Walk Central page on the Moon Walk Web site.) At kit pickup, **present your kit order confirmation e-mail and complete payment.** Attached to your order package, you will receive a confirmation sheet detailing your order's contents and cost, plus an **ACTIVATION CODE** which you will be required to enter on the Moon Walk Web site before you or your team members can begin logging miles. *(Team captains and co-captains are the only authorized individuals for packet and t-shirt pick up.)*
4. **Distribute Moon Walk kits to team members.** Share important information about Moon Walk and refer team members to:

- **Walking logs.** Ask team members to wear their pedometers all day each day. They can record their mileage daily in the provided Moon Walk Log Booklet (and reset their pedometer each morning), or they can just record their weekly mileage (and reset their pedometer each week).

On a specified day each week, have your team members report their weekly total in miles to you via e-mail (or another agreed-upon method) or, in the case of team members you invited to log their own mileage, directly through the Moon Walk Web site. Thursdays are a good day for team members to report if you, as captain, need time to input totals. Fridays mornings are fine if team members will input their totals themselves. Either way, be sure to e-mail (or otherwise contact) team members each week to remind them to report their mileage.

**Total weekly mileage should be reported by end of the day on Friday.**

- **Incentives.** Each participant will earn a free Moon Walk t-shirt when he or she logs 100 miles. *Note:* If possible, watch as team member totals rise and send motivational e-mails to those who are nearing an incentive level. Also send a congratulatory e-mail to those who earn incentives. When an incentive is earned, you or the team member earning the award (if that team member is logging his or her own miles) will be required to choose to accept or decline the incentive and to confirm a size. Refer back to your registration sheet as needed to select appropriately for team members.  
*(Team captains and co-captains are the only authorized individuals for packet and t-shirt pick up.)*
5. **Each week after launch date, make sure that you and your team members are logging miles.** To access the mileage tracking interface, go to [www.palmpeoria.org/Moonwalk](http://www.palmpeoria.org/Moonwalk), click the "Log In" button and enter your user name and password. If you are logging miles for your team members, simply click "Enter team miles." If your team members are logging their own miles, they will use their individual user name and password to "Log In" and then click the button "Enter your miles."
- Note:* If you didn't invite team members to log their own mileage when you registered them, you may do this at a later time by logging in and selecting the "Send invitations to log miles" on your team captain welcome page.
6. **Keep track of Moon Walk progress** at [www.palmpeoria.org/Moonwalk](http://www.palmpeoria.org/Moonwalk). Each Monday during the program, current Moon Walk totals will be reported to competitors from the Quad Cities and Champaign County.

In addition, you will occasionally receive a Moon Walk e-mail update with the latest Moon Walk successes and challenges from your Friends at Moon Walk Central. Use this information to encourage team members to do their part in winning the race against the Quad Cities and Champaign County teams.

- **Oversee incentive ordering and distribution.** When you “Log In” as a team captain, your welcome screen will note team member incentives earned but not yet ordered. Order your team members’ incentives by following the simple instructions online. You will receive an order confirmation email that documents what you ordered. ***Please bring this order confirmation with you when you pick up your order.*** Orders will be delivered to Moon Walk Central at the Methodist Wellness Center by 6 p.m. Thursdays and therefore ready for pick-up on Fridays. To ensure your order is included in a Thursday delivery, be sure to submit your order by midnight on the preceding Tuesday. **YOU WILL RECEIVE E-MAIL CONFIRMATION REGARDING WHEN YOUR ORDER WILL BE READY FOR PICKUP, SO PLEASE DON’T MAKE THE TRIP TO MOON WALK CENTRAL BEFORE YOUR ORDER IS READY.**  
*(Team captains and co-captains are the only authorized individuals for packet and t-shirt pick up.)*

7. **Keep team members motivated and register more team members as they become interested.** To register additional team members after your initial team registration, click on "Log In" and enter your user name and password to reach your team captain welcome page. Select the "Add Team Members" link and follow the instructions.

- **Participate in team challenges.** There will be weekly team challenges throughout program. The winning team will receive a \$100 donation to the charity of their choice.
- **Go for the individual challenges.** Be the walker with the highest number of miles logged during the program. The winner will receive a \$100 donation to the charity of his/her choice.

8. **Conclude the program—and celebrate!** Please join in the Moon Walk Celebration.

**Questions? Contact PALM Program Manager:**

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