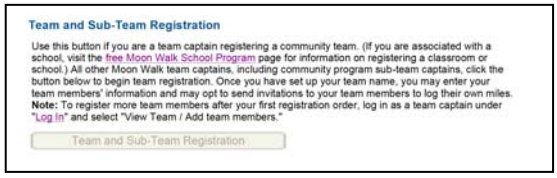
Team Captain Website Instructions

- **Recruit your team. Complete the Registration List and collect registration fees. (Checks made payable to PALM.)**

- **Register your team members online.**

http://moonwalk.palmpeoria.org/register/index.asp

Click: "**Team and Sub team Registration**".

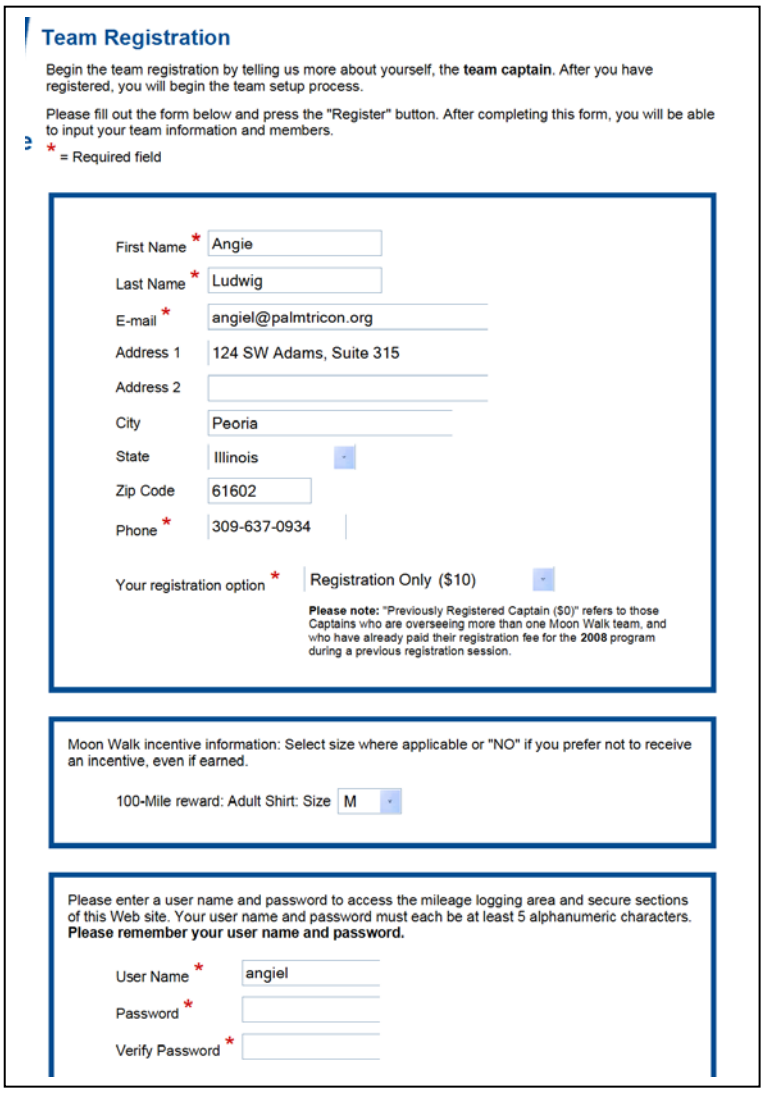


Team and Sub-Team Registration

Use this button if you are a team captain registering a community team. (If you are associated with a school, visit the free Moon Walk School Program page for information on registering a classroom or school.) All other Moon Walk team captains, including community program sub-team captains, click the button below to begin team registration. Once you have set up your team name, you may enter your team members' information and may opt to send invitations to your team members to log their own miles. **Note:** To register more team members after your first registration order, log in as a team captain under "Log In" and select "View Team / Add team members."

Team and Sub-Team Registration

Complete Team Leader information.



Team Registration

Begin the team registration by telling us more about yourself, the **team captain**. After you have registered, you will begin the team setup process.

Please fill out the form below and press the "Register" button. After completing this form, you will be able to input your team information and members.

* = Required field

First Name *	Angie
Last Name *	Ludwig
E-mail *	angiel@palmtricon.org
Address 1	124 SW Adams, Suite 315
Address 2	
City	Peoria
State	Illinois
Zip Code	61602
Phone *	309-637-0934
Your registration option *	Registration Only ($10)

Please note: "Previously Registered Captain ($0)" refers to those Captains who are overseeing more than one Moon Walk team, and who have already paid their registration fee for the **2008** program during a previous registration session.

Moon Walk incentive information: Select size where applicable or "NO" if you prefer not to receive an incentive, even if earned.

100-Mile reward: Adult Shirt: Size M

Please enter a user name and password to access the mileage logging area and secure sections of this Web site. Your user name and password must each be at least 5 alphanumeric characters. **Please remember your user name and password.**

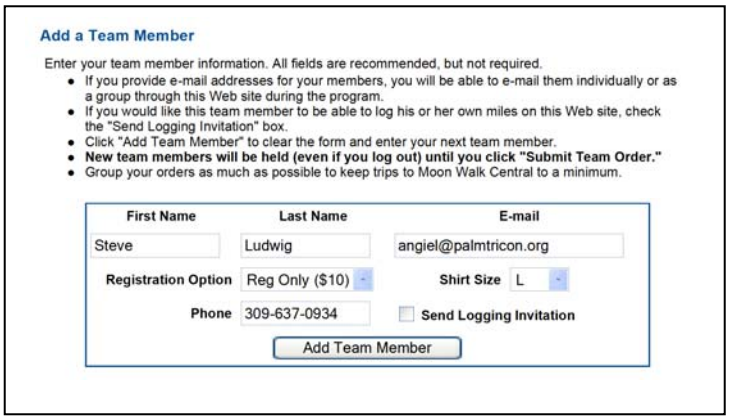
User Name *	angiel
Password *	
Verify Password *	

Keep your User Name and Password. It will be needed whenever you log on to Moon Walk.

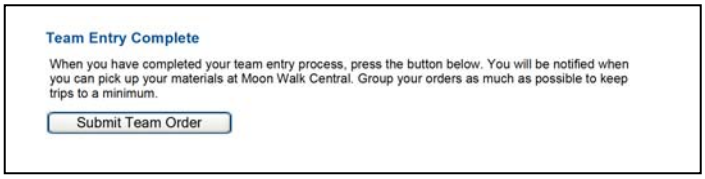
- Enter Team/Company Name and Dept Name.

- To add/register team member: Click "**Log In**"and enter the user name and password.

Click: "**View Team / Add Team Members**"



Continue to add Team Members until team is complete. Then "**Submit Team Order**".



The following message appears:

You will receive email confirmation regarding when your order will be ready for pick-up. Only team captains and co-captains may pick up registration kits and incentive t-shirts.