

2024 ICS Putt Putt Team Captain Guide



Saturday, June 15th
Interbay Golf Center, 3-7 PM

Thank you for signing up to be a Team Captain for the **2024 ICS Putt Putt Tournament!**

This year's event takes place **Saturday, June 15, 3-7pm** at Interbay Golf Center ([2501 15th Ave W, Seattle, WA 98119](https://www.interbaygolf.com/))

This is a great opportunity to have fun in the sun with friends and family while helping those experiencing hunger, homelessness and addiction.

Prizes will be awarded for the team that has the lowest score, the highest score, best costume/team spirit AND the grand prize goes to the team that raises the most money!!!

SCHEDULE DAY OF THE TOURNAMENT

3:00 pm Registration Begins

4:00 pm ICS Putt Putt Begins (Shotgun Start)

6:00 pm Reception & Awards

When you join as a Team Captain, you become an ambassador for ICS and by inviting people to know more about ICS, you make a profound difference in the lives of people in our community struggling to survive.

The ICS Putt Putt Tournament is a Peer-to-Peer fundraising event. Instead of paying a large fee for your team to participate, each member of your team is encouraged to fundraise by asking their friends, family, coworkers and colleagues to give.

Each team will receive a link, unique to their team, that they can share and start collecting money.

So, as Team Captain, your first step is to set-up your team page!

CREATE YOUR TEAM FUNDRAISING PAGE – Team Captain

Go to the ICS Putt Putt page: <https://bit.ly/ICSPutt24>

- *Step 1: Click on the blue button that says “**Start Fundraising.**”*
 - ~ This will direct you to a step-by-step guide for creating your team’s fundraising page.
 - ~
- *Step 2: Log-into the system.*
 - ~ You can log-in via Facebook or with your account.
 - ~ If you have given to ICS before through Network for Good, or participated at a previous ICS Putt Putt Tournament, you may already have a Network for Good account.
 - Otherwise, you will create a new account.
- *Step 3: Choose a photo for your fundraising page.*
 - ~ We recommend selecting an image that will get your friends, family & network excited to support your fundraiser!
 - (It is easier to choose your image when setting-up your team, although you can go back and edit it later.)
- *Step 4: Tell your story about why ICS matters to you and your community. Set your Team Fundraising goal; suggested \$1,000.*
 - ~ Under the “Primary Call to Action”, enter your team’s name.
 - ~ Feel free to use the information already provided for you in the Secondary Call to Action and your Personal Story - or get creative and make the page unique to you!
 - ~ If you are hosting a Virtual Team, please indicate “Virtual” here.
- *Step 5: Submit your fundraising page.*
 - ~ Once you have completed your page, ICS will get a notification. When your page is accepted, you will be notified that your page is live for all to see.
- *Step 5: Start sharing the link with your networks and fundraise for ICS!*

RECRUIT TEAM MEMBERS

- Reach out to your family, friends, neighbors and/or coworkers, inviting them to join your Putt Putt team and make a difference in the lives of those who are experiencing hunger, homelessness and addiction.
 - ~ Your team size caps at 6 members (including yourself).
 - ~ If you have more than 6 members, you can split into two teams
- Send each team member the link **to your team's unique fundraising page**.
 - ~ They will use this link to send out to their networks to fundraise for the team.
- As Team Captain, you can see options to manage your team when you are logged in at the top of your fundraising page.
 - ~ You can click on "EDIT PAGE" to update the images and contents of your fundraising page. You can also add the names of your team members as they join your team.

LET THE FUNDRAISING BEGIN! –

Remember this IS a competition and the Grand Prize goes to the team that raises the most funds!!

- Please see the *Fundraising Guide* with info and tips to help make your fundraising experience easy breezy!
- Send out the link to your team's fundraising page to everyone you would like to invite to give. You can do this via email, text, social media, etc.
- All donors need to do is click the blue "Donate" button **on your team page**.
- Donors can also send checks.
 - ~ Checks should be made out to "Immanuel Community Services" or "ICS".
 - Mailing address: 1215 Thomas St., Seattle, WA 98109.
 - ~ Team name should be written in the memo field so we can credit your team!
 - ~ Checks must be received by **Friday, 14 June**, to be included in team totals.

PREPARING YOUR TEAM

- Keep in touch with your team over the next few weeks.
 - ~ See how their fundraising is going, answer any questions, plan team costumes, etc.
 - ~ Remind them the day before; emails will be sent a few days before the event with directions and additional information.

Remember: Have fun! Invite friends, family and coworkers to help out.
Please contact us with any questions at info@icsseattle.org or (206) 622-1930.

Fore!