

HOW TO: CREATE A NEW TEAM



If your team has been a part of Let's Move in the past, then your team is most likely already in the system, so all you need to do is join a team. If your team is new to Let's Move, please follow the instructions below.

1. Go to www.LetsMovePBC.org
2. Select the "Create a New Team" button
3. Fill out contact information
4. Fill out organization or team information
5. If your team has sub-teams, select "yes" under "Would you like to add Sub-Teams?"
6. A text box will pop up; In the text box, list your sub-team names; Enter 1 team name per line
7. Click submit!



A Let's Move team member will review your submission and contact you once your team has been added to the website.

REQUEST A NEW TEAM

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Contact First Name *

Contact Last Name *

Contact Phone Number *

Please enter in XXX-XXX-XXXX format.

Contact Email *

Zip Code *

4

ORGANIZATION INFORMATION

Organization Name *

Street Address *

City *

State *

Zip *

6

Est. Number of Participants

5

Would you like to add Sub-Teams? *

Yes No

Est. Number of Participants

Would you like to add Sub-Teams? *

Yes No

Add Team / Department Name (s)

Enter subteams for your Organization.
Enter 1 team name per line.
We recommend listing departments within your organization, to help participants locate their teams quickly.

SUBMIT

SUBMIT

NOTE: Whoever is registering the team is considered the "Team Captain" and will be able to view a special dashboard that allows them to review and monitor all team member activity throughout the campaign.

After your team is created, you still need to Join your Team.