

## Team Captain Timeline

### REGISTRATION FEE INCREASES

<b>\$20</b>	September 20– October 3
<b>\$35</b>	October 4– December 31
<b>\$50</b>	January 1 – February 20
<b>\$60</b>	February 21 – April 3
<b>\$70</b>	April 4 – May 4

### IMPORTANT LINKS


<b>Bike MS Round-Up Ride</b>	<a href="http://www.bikemsdfw.org">www.bikemsdfw.org</a>
<b>Ride Details Page</b>	<a href="https://tinyurl.com/232fndtn">https://tinyurl.com/232fndtn</a>
<b>Training / Prep Page</b>	<a href="https://tinyurl.com/33mn77rv">https://tinyurl.com/33mn77rv</a>
<b>Team Captain Resources</b>	<a href="https://tinyurl.com/232fndtn">https://tinyurl.com/232fndtn</a>
<b>Team Captain Facebook Group</b>	<a href="https://tinyurl.com/2s675hvp">https://tinyurl.com/2s675hvp</a>

### JANUARY

- Download the new Bike MS app (called DonorDrive)
- Join the Bike MS Round-Up Ride Facebook group & share with team
- Join the team captain Groupme to collaborate on multi-team training rides across the metroplex
  - Download GroupMe app, Join “Bike MS Round-Up ride captains”
- Start jersey design process with Primal Wear, Primal donates 15% of team order back to team
  - Contact Chelsea Factor – [Chelsea.f@primalwear.com](mailto:Chelsea.f@primalwear.com)
- Host a team kick off social or team ride
  - January 17<sup>th</sup> Rookie Rider Meet-Up to new team members
    - 6pm NMSS office, 1750 Valley View Lane #125, Farmers Branch 75254
- January 20<sup>th</sup> Community Beer Company / Bike MS recommended training ride
  - 8:30am arrival 9am wheels down-3110 Commonwealth Dr, Dallas 75247
  - Multiple route options, rsvp on training / prep tab of website.
- January 24<sup>th</sup> 30-minute Fundraising Clinic hosted online. Gain tips and tricks from top fundraisers and staff. Open to all participants. View all dates / times on the pre-ride activities tab of website (under ride details)
  - 9:30am – Coffee talk w/ Cathy – OR - 12:30pm – brown bag it w/ Cathy
- January 27<sup>th</sup> Team Captain Kick off Meeting – Meet staff, network with fellow team captains and hear event weekend and MS Society updates.
  - 10am-11:30am / NMSS Office, 1750 Valley View Lane #125, Farmers Branch 75254

### FEBRUARY


- February 3-5: Metroplex wide Kendra Scott ‘Gives Back’ weekend
  - Team fundraisers with team specific code for online and in store purchases
- February 7<sup>th</sup> Rookie Rider Meet-Up to new team members
  - 6pm NMSS office, 1750 Valley View Lane #125, Farmers Branch 75254
  - Review Rookie Rider tab on website
- February 21<sup>st</sup> – REGISTRATION INCREASE TO \$60
- February 22<sup>nd</sup> 30-minute Fundraising Clinic hosted online. Gain tips and tricks from top fundraisers and staff. Open to all participants. View all dates / times on the pre-ride activities tab of website (under ride details)
  - 9:30am – Coffee talk w/ Cathy – OR - 12:30pm – brown bag it w/ Cathy
- February 24<sup>th</sup> Community Beer Company / Bike MS recommended training ride
  - 8:30am arrival 9am wheels down-3110 Commonwealth Dr, Dallas 75247


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- Multiple route options, rsvp on training / prep tab of website.
  - February 26<sup>th</sup> – March 3<sup>rd</sup> FUNDRAISING WEEK #1:
    - Set your team goal and compete with like size teams for event weekend team prizes

## **MARCH**

- Bike Inspections begin at partnering bike shops
  - Bring bike in for free inspection and receive sticker on bike for free bike labor if needed event weekend
- MS AWARENESS MONTH!
  - Create a team plan to spotlight MS Awareness
  - Share out MS Society research and impact information with the team
- Submit your team tent order form
  - document can be downloaded on team resource tab of website)
- March 9<sup>th</sup> Community Beer Company / Bike MS recommended training ride
  - 8:30am arrival 9am wheels down-3110 Commonwealth Dr, Dallas 75247
  - Multiple route options, rsvp on training / prep tab of website.
- March 13<sup>th</sup> Rookie Rider Meet-Up to new team members
  - 6pm NMSS office, 1750 Valley View Lane #125, Farmers Branch 75254
  - Review Rookie Rider tab on website
- March 20<sup>th</sup> Team Captain Social & Networking
  - 6pm – Community Beer Company / Lite bites and first beer provided
- March 21<sup>st</sup> 30-minute Fundraising Clinic hosted online. Gain tips and tricks from top fundraisers and staff. Open to all participants. View all dates / times on the pre-ride activities tab of website (under ride details)
  - 9:30am – Coffee talk w/ Cathy – OR - 12:30pm – brown bag it w/ Cathy
- March 24<sup>th</sup> Community Beer Company / Bike MS recommended training ride
  - 8:30am arrival 9am wheels down-3110 Commonwealth Dr, Dallas 75247
  - Multiple route options, rsvp on training / prep tab of website.
- March 25<sup>th</sup> – March 31<sup>st</sup> FUNDRAISING WEEK #2
  - Set your team goal and compete with like size teams for event weekend team prizes
  - Promote fundraising through social media channels (Facebook, Instagram and LinkedIn)
- March 26<sup>th</sup> or 27<sup>th</sup> | Ride with MS Social and Jersey distribution
  - Share with any MS champions on your team and encourage them to attend
  - 6pm Location TBD

## **APRIL**

- April 4 REGISTRATION INCREASE TO \$70
  - April 5<sup>th</sup> Team Tent Order Form due
  - April 6<sup>th</sup> Community Beer Company / Bike MS recommended training ride
    - 8:30am arrival 9am wheels down-3110 Commonwealth Dr, Dallas 75247
    - Multiple route options, rsvp on training / prep tab of website.
  - April 14
    - Community Beer Company / Bike MS recommended training ride
      - 8:30am arrival 9am wheels down-3110 Commonwealth Dr, Dallas 75247
      - Multiple route options, rsvp on training / prep tab of website.
    - VIP & General Packet Pick Up
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- 11am – 2pm Community Beer Company 3113 Commonwealth Dr, Dallas
  - VIP Packet Pick Up includes Packets, VIP goodies, beer and snacks
  - April 16-17<sup>th</sup> Team Captain Packet Pick Up / NMSS offices
    - 11am – 4pm, email [cathy.beatty@nmss.org](mailto:cathy.beatty@nmss.org) to set up pick up time for your team
  - April 17<sup>th</sup> All Participant Logistics Meeting, NMSS offices 1750 Valley View Lane #125, 75254
    - Know before you go meeting to share updates, logistics of shuttles, route info and answer any questions
  - April 18<sup>th</sup> Packet Pick Up / Bike Mart 4801 Edwards Ranch Road, FTW 76109
    - Time: 4-6:30pm
  - April 19<sup>th</sup> – SELF-DONATION SUPER TEAM DEADLINE
    - Last day to earn team shout out sign along route w/ 75% or MORE of team self-donating
  - April 25<sup>th</sup> Team Captain Logistics Meeting / NMSS offices
    - 6pm – Receive any updates around event weekend, team tent locations, team tent load in / load out instructions and have all questions answered
  - April 26<sup>th</sup> Packet Pick Up / Bike Mart 1451 W Campbell Road, Richardson 75080
    - 4pm – 6:30pm
  - April 27<sup>th</sup> Community Beer Company / Bike MS recommended training ride
    - 8:30am arrival 9am wheels down-3110 Commonwealth Dr, Dallas 75247
    - Multiple route options, rsvp on training / prep tab of website.
  - April 29<sup>th</sup> – 30<sup>th</sup> NMSS office Packet Pick Up / 1750 Valley View Lane #125 75254
    - 1pm – 6pm

## **MAY**

- May 3<sup>rd</sup> Packet Pick Up /Location TBD
  - 3:30pm – 6:30pm

## **FUNDRAISING DEADLINES:**

- June 3<sup>rd</sup> – Fundraising deadline for Bike MS swag prizes
- July 3<sup>rd</sup> – Club 100 ranking deadline for fundraising