**HOW TO: CREATE A LET'S MOVE TEAM**

1. Go to www.LetsMovePBC.org
2. Select the "Create a 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 site.**

**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.