Team Captain Guide

Thank you for taking on the role of Team Captain! Your first task is to organize your team. Five people per team is ideal. You will find instructions in the FAQs if your team has fewer than five members.

**Everyone needs to register to receive the weekly email newsletter.**
If someone does not have an email address, you may share the newsletter and any information with them.

**Register at Everybody Walk Across PA.**

**Forms Needed**
The forms you and your team will need are found on the Everybody Walk Across Pennsylvania program information page.

**Captain Log**
The Team Captain Log is only for you. Use this log to track each team member’s weekly miles and tally the team’s total weekly mileage. You will then report this mileage total using the survey link sent in the weekly newsletter. Enter this mileage by Friday of each week.

**Individual Mileage Log**
Members can print out their own forms, or you can print them for your team members.

**Exercise Equivalent Chart**
The exercise equivalent chart helps your team convert other exercises into miles walked.

**Questions?**
Visit our FAQs or reach out to Stacy Reed (717-394-6851 or sls374@psu.edu) or Laurie Weinreb-Welch (570-433-3040 or law27@psu.edu).