



2017 TEAM CAPTAIN PROCEDURES

As a Team Captain, you will be in charge of ordering, receiving, and distributing the materials for your Team for C.A.S.U.A.L. Day as well as collecting payment from team members.

Signing Up as a C.A.S.U.A.L. Day Team

Register as a Team Captain through the Cancer Institute's website, cancernepa.org. You will be sent a username and password within 24-48 hours of time after you register. ***You must have a user name to place an order.** Record the names and orders on the provided [order form sheet](#). Please keep a copy of the order form for your records. Collect \$20 donation for a colon cancer awareness t-shirt and \$5 donation for a colon cancer awareness pin. Place your order (see detailed instructions below).

The deadline for ordering is Wednesday, March 15, 2017 by 4:00 PM.

Payment

Payments must be received by Friday, April 7, 2017.

Team captains- Please make one check or checks payable to the Northeast Regional Cancer Institute. Please **DO NOT** send cash. Mail checks to 334 Jefferson Avenue, Scranton, PA 18510. You also have the option to pay by credit card on One Point's ordering system or by calling the Northeast Regional Cancer Institute at (570) 941-7984.

We accept Visa/MasterCard/Discover. We **DO NOT** accept American Express.

Individuals ordering or individuals on a team- You can order your own shirt by using the username and password casual. You must pay with a credit card to complete your transaction and include your company name, **as your t-shirt will be delivered at the same time with any other company orders.**

Ordering

ALL Team Captains new and returning **MUST** register through the Cancer Institute's website before placing an order. To register, go to <http://www.cancernepa.org> and fill out the "Team Captain Registration" form under the "C.A.S.U.A.L. Day" link. You will be sent a username and password within 24-48 hours of time after you register.

The deadline for ordering is Wednesday, March 15, 2017 by 4:00 PM.

1. You may begin ordering T-shirts and pins immediately once you have a username and password.
2. If you have Internet access, you can place your order online by visiting <http://www.cancernepa.org> (click on the blue C.A.S.U.A.L. Day logo) or <http://onepoint.onet.net/login3.html>.
3. If you do not have Internet access, you can place your order by calling the Cancer Institute at (570) 941-7984.
4. At the online ordering screen:
 - Enter your Username, which will be sent to you upon registering. (NOTE: You must register before placing orders online.) If you have difficulty signing in, please call the Cancer Institute.
 - Enter **casual (lowercase)** at the password prompt.
 - Click the "LOGIN" button. Click the "NEW ORDER" link at the top right of the screen.
 - Your shipping information will automatically be entered.
 - Click on the "CASUAL DAY ITEMS" link on the left side of your screen.
 - Order the items and quantities you need to fill the Team's order.
 - Click "FINISH ORDER" to display and confirm your order. "PrePaid amount" indicates amount due to the Cancer Institute.
 - Scroll down and click the "SEND" button after verifying your order.

* The deadline for ordering is Wednesday, March 15, 2017 by 4:00 p.m. You can order multiple times up to the deadline.

* All Orders will be delivered by One Point by Wednesday, March 29, 2017.

If your company has several locations, you can have shirts/pins delivered directly to that location. Please contact the Cancer Institute if this applies to your business.

Thank You For Being A C.A.S.U.A.L. Day Team Captain.

If you have any questions, please contact the Cancer Institute by calling (570) 941-7984 or visit <http://cancernepa.org/>

