



2015 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.

C.A.S.U.A.L. Day 2015

Dress C.A.S.U.A.L. on March 26, 2015, and SPREAD THE WORD! If you know someone over the age of 50 who has not been screened for colon cancer, tell them to talk to their doctor.

C.A.S.U.A.L. Day Materials

- Pins - \$5 each
 - Each pin is attached to 5 colon cancer information cards. The cards are designed for you to keep one and distribute the other 4 to family and friends.
- T-shirts - \$15 each. 2015 color- *Cardinal Red*
 - Sizes available are Small, Medium, Large, XL, and XXL.
 - 3XL and 4XL are special orders, and the color may vary slightly from the smaller sizes.

Your Team

Register as a Team Captain to get your user name.

Record the names and orders on the provided Collection Sheet.

Please keep a copy of the order form for your records.

Collect \$5 from participants for a colon cancer awareness pin and/or \$15 for a colon cancer awareness T-shirt.

Place your order.

The deadline for ordering is March 12, 2015, 4:00 PM.

Payment

Return all of your money to the Cancer Institute by Friday, April 10, 2015.

Please make one check (or separate checks) payable to the Northeast Regional Cancer Institute. Please DO NOT send cash. Mail checks to 334 Jefferson Avenue, Scranton, PA 18510.

Or pay by credit card; please call the Northeast Regional Cancer Institute at 1-800-424-6724.

Ordering

ALL Team Captains new and returning **MUST** register with the Cancer Institute 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. **The deadline for ordering is March 12, 2015, 4:00 PM.**

1. You may begin ordering T-shirts and pins immediately.
2. If you have Internet access, you can place your order online by visiting <http://www.cancernepa.org> (click on the C.A.S.U.A.L. Day link) 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 in Scranton, or toll free at 1-800-424-6724.
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 your password (must be in lowercase) - your password is **casual**.
 - Click the "LOGIN" button.
 - Click the "NEW ORDER" link at the top of the screen.
 - Enter the date of your order in mm/dd/yy format as the order number.
 - 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.
 - You can order multiple times up to the deadline.

*** THE DEADLINE FOR ORDERING IS MARCH 12, 2015, 4:00 PM.**

*** ALL ORDERS WILL BE DELIVERED BY ONE POINT BETWEEN MARCH 23 AND MARCH 25, 2015.**

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE CANCER INSTITUTE BY CALLING
(570) 941-7984 OR VISIT WWW.CANCERNEPA.ORG
THANK YOU FOR BEING A C.A.S.U.A.L. DAY TEAM CAPTAIN!

