



STEP IT UP

Team Captain Details

As a team captain, your main role is to initially register the team and collect team members weekly step total, submitting them once a week.

How does a team register for the challenge?

The team captain will be responsible for collecting team member names, associate ID, and email (if associate does not have a PetSmart email and would like to receive weekly challenge emails). Once this information is collected there are two ways to officially register:

1. Fill out the Team Registration Form and email to wellness@petsmart.com
2. Complete the online MS Forms registration form. Access this registration form [by clicking here](#).

Where do I submit weekly team totals?

There are two ways to submit team totals

1. Use the Team Tracking form to enter team member totals each week and email to wellness@petsmart.com
2. Fill out the online MS Forms each week. Online form will be shared by email to all participants starting in the week 2 challenge email.

When do final challenge numbers need to be submitted?

All team totals need to be submitted by Wednesday, October 5th for the team to be eligible for grand prizes.

Why does there need to be a team captain?

To help the program run as smooth and efficient as possible, having a team captain will help reduce the amount of emails each team would be sending in, allowing the wellness team to have a quicker turn around time for weekly team updates.

If there are any questions, please reach out to wellness@petsmart.com