



Team Name and Team Number

The Team Name and the Team Number of your business/work team is important. Organizations can register as one team or as several smaller teams.

Team Name: The Team name will be the **Parent Organization Name** + *Team Name* (the name you choose).

Example: **Saturnz** (the Parent Organization) with 350 employees wants to be one team named **Ring1**. They would register as **Saturnz: Ring1** entering 350 in the *number of employees at your location* field. If **Saturnz** wants to split up their organization into smaller teams, they can do so. Example: **Saturnz'** accounting department with 14 employees wants their own team named **Accounting Ring**. They would then select **Saturnz** in the Parent Organization drop down menu and create a team called **Accounting Ring** entering 14 in the *number of employees at your location* field. *NOTE: If you are registering a department as a team, ALWAYS check first to see if your Parent Organization is listed in the drop-down menu. Remember to let your teammates know the Team Name!*

Team Number: The team number/size consists of ALL employees (100%) in your Parent Organization or ALL employees (100%) in a department within a Parent Organization, depending how you decide to register your organization.

Example: **Saturnz: Accounting Ring** has 14 employees in their department. Even if there are only five people who will be participating in the BCC, the team size must still include ALL 14 employees (100%). *NOTE: The only exception of the 100% rule is if an employee has planned to be out for the week you would not include him/her in the team number.*