


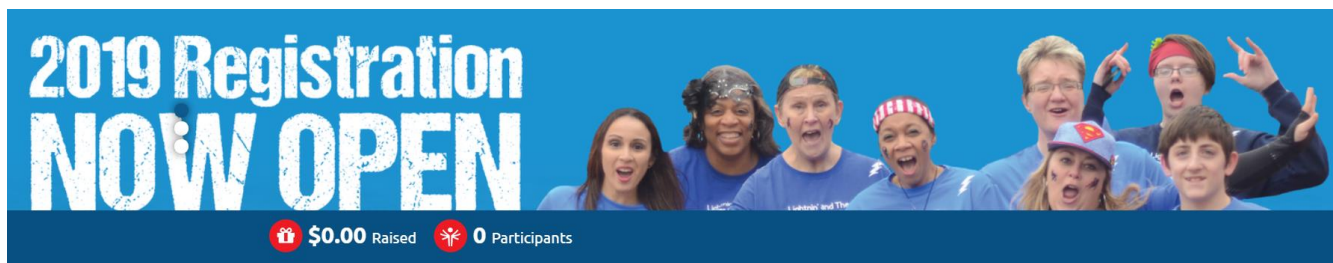
2019 Polar Plunge Online Registration Instructions



LAW ENFORCEMENT TORCH RUN
POLAR PLUNGE
FOR SPECIAL OLYMPICS ILLINOIS

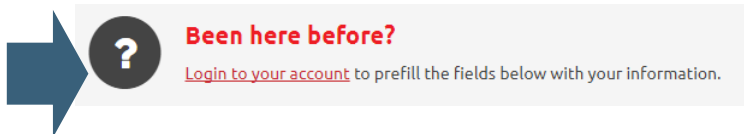
Special Olympics Illinois is excited to continue our partnership with the online registration and fundraising platform – DonorDrive! We hope that you enjoy its ease of use, advanced functionality and clean design.

- Visit our official Polar Plunge website at www.plungeillinois.com. Scroll to the bottom of the page and click on the Polar Plunge event/location where you would like to participate. For this example, we will use the Carlyle Lake Polar Plunge.
- You will be directed to that event’s overview page. Take note of any useful information, such as the event contact person (the person to whom you should direct any event specific inquiries).
- Click the  button.



Get Started

- Individuals who have Plunged in the past or previously created a Donor Drive account should select



- If this is your first time utilizing Donor Drive please complete the below fields and 

Name*

Email Address*

Create Password* [Show](#)

Please enter a password between 6 and 25 characters in length. Spaces are not permitted.

Online Registration: Step 1 of 3

- During Step 1, If not pre-selected, you will want to select your Participant type. For locations hosting a Donut Dash, you have the option to register for the Polar Plunge only, Polar Plunge & Donut Dasher or Donut Dasher only.

Participant Type* Polar Plunger

Role* Individual

Join a Team

Create a Team

Polar Plunger - Individual Participant

- If you will NOT be participating as part of a team, select “Individual” as your role and click

CONTINUE TO NEXT STEP

- Proceed to Step 2 of 5

Polar Plunger - Creating a Team – Team Captains

- If you are the team captain, you are responsible for creating your team. Select “Create a Team”
- When creating a team you will be prompted to select a “Team Type.” To clarify, there are five different team types available:
 - o **College Division:** For teams that would like to compete for the statewide Collegiate Cup award (top fundraising College/University)
 - o **Cool School (K-12):** For schools (K-12) competing in the Cool School program
 - o **Corporate:** For teams that would like to compete for the statewide Corporate Challenge award (top fundraising company). There are options for this team type based off of the size of your company.
 - o **Public Safety:** For teams featuring law enforcement, fire fighters, EMTs, paramedics, DNR, DOC and military personnel

Participant Type* Polar Plunger

Role* Create a Team [Change](#)

Team Type* College Division

Cool School (K-12)

Corporate 1-249 employees

Corporate 250-500 employees

Corporate 500+ employees

Public Safety

Regular Plunge Team

- o **Regular Plunge Team:** The most common team type, this covers groups not affiliated with a college, school or public safety agency (examples includes friends and family, companies, civic and fraternal groups)

Participant Type * Polar Plunger

Role * Create a Team [Change](#)

Team Type * College Division [Change](#)

Team Name * Test Team

Team Fundraising Goal * \$ 1000.00

- After selecting your Team Type you will be promoted to create a Team Name and enter your team Fundraising Goal
- Once entered, click **CONTINUE TO NEXT STEP** and proceed to Step 2 of 5


Joining a Team – Team Members

As a team member, joining your team is easy!



- Select “Join a Team”
- Click Search and use search for your team name.
- Once you have selected your team, click **CONTINUE TO NEXT STEP**

Role * Join a Team [Change](#)

Team * 
Find a Team to join
SEARCH



Online Registration: Step 2 of 3

- During Step 2, you will enter your Registration Details
- Polar Plunge participants must have a fundraising goal of at least \$100. 00
- Once entered, click **CONTINUE TO NEXT STEP**

Save & Add Another Participant

- You are able to add another participant to your registration by clicking
- Here you are given two options:
 - o Previous Participant – choose this option if you are registering someone that you managed their account previously (i.e. 2017 Polar Plunge)
 - o Create a New Participant – select this option if you are registering someone for the first time
- If you select “Create a New Participant” you will need to follow the steps to enter this plungers Registration Details.

+ Save & Add Another Participant

Participant * **Previous Participant**
Choose a participant that you've registered for a previous event.

Create a New Participant
✓
First Name Last Name

- For individuals who will manage their own page, you will need a unique email address for this plunger. If you will manage their account please select:

I will manage this participant's fundraising page and receive email about their fundraising progress.

Online Registration: Step 3 of 3

- During the last step of registration, you will be asked to review the details entered
- If you need to edit any information, select "Make Changes" for the appropriate section
- Once confirmed, click "Complete Registration!"



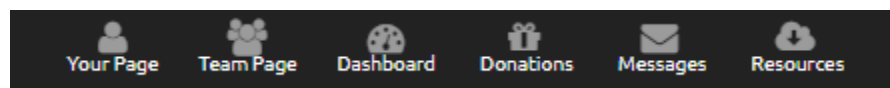
Please review your details and complete your registration below.

COMPLETE REGISTRATION!

[Cancel](#)

Online Registration: Confirmation

- You will receive an email (from fundraising@donordrive.com) titled "Thank you for registering!" to confirm your registration
- At this time you may also share your registration through social media, register another participant or personalize your fundraising page – all options are displayed on the right-hand toolbar
- Navigate to different areas within your account by utilizing the options displayed within the header



- If you have any additional questions on the registration process, please contact your local event coordinator or the Special Olympics Illinois State Headquarters at 1-800-394-0562 or polarplunge@soill.org