


# 2021 Polar Plunge Online Registration Instructions

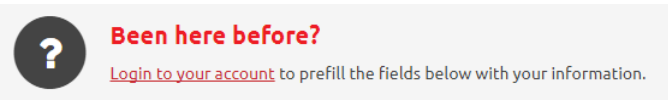


- Visit the official Polar Plunge website at [www.plungeillinois.com](http://www.plungeillinois.com). Scroll to the bottom of the page and click on the Polar Plunge event/location where you would like to participate. For this example, we will use the Oak Brook Polar Plunge.
- You will be directed to 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 select

Name\*

Email Address\*

Create Password\*  [Show](#)

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



## Online Registration: Registration Type

- Select your Participant type – Polar Plunger or At Home Plunger. For locations hosting a Donut Dash, you have the option to register as a Polar Plunger, Polar Plunger & Dasher, Dasher, At Home Plunger, At Home Plunger & Dasher or At Home Dasher.


Participant Type\* Polar Plunger

Role\*

Individual

Join a Team

Create a Team



### Registration Type - Role

- If you will NOT be participating as part of a team, select “Individual” as your role and click [CONTINUE TO NEXT STEP](#)
- Proceed to Registration Details

### Registration Type- Role - Creating a Team

- 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:
  - **College Division:** For teams that would like to compete for the statewide Collegiate Cup award (top fundraising College/University)
  - **Cool School (K-12):** For schools (K-12) competing in the Cool School program
  - **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.
  - **Public Safety:** For teams featuring law enforcement, fire fighters, EMTs, paramedics, DNR, DOC and military personnel
  - **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

Cool School (K-12)

Corporate 1-249 employees

Corporate 250-500 employees

Corporate 500+ employees

Public Safety

Regular Plunge Team

- 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 3

## Joining a Team – Team Members

As a team member, joining your team is easy!

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

## Registration Details

- Enter your Registration Details
- Polar Plunge participants must have a fundraising goal of at least \$100.
- Once entered, click **CONTINUE TO NEXT STEP**

## Save & Add Another Participant

- You are able to add another participant to your registration by clicking **+ Save & Add Another Participant**
- Here you are given two options:
  - Previous Participant – choose this option if you are registering someone that you managed their account previously (i.e. 2020 Polar Plunge)
  - 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 plunger's Registration Details.
- 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.

## Complete Registration

- During the final 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
- If your participant type requires a registration fee (In-Person Plunger Guaranteed their Sweatshirt Day of or Dasher), you will need make use a credit/debit card to make that payment at this time.
- Once all details are confirmed, click “Complete Registration!”



**COMPLETE REGISTRATION!**

 **PAY WITH CREDIT CARD**



## Confirmation

- You will receive an email (from [fundraising@donordrive.com](mailto:fundraising@donordrive.com)) titled “Thank you for registering for 2021 Polar Plunge!” to confirm your registration

## Personalize Your Fundraising Experience

- At this time, you will be prompted to Customize Your Page. Upload a profile photo, personalize your fundraising page to include why you have chosen to Be Bold and Get Cold for Special Olympics Illinois! You can include photos, videos or streams from YouTube or Twitch.
- Share your Polar Plunge Fundraising page on your social media pages. When sharing on external pages, please do not add Donate Now buttons. All online donations should be made through your Donor Drive page in order to count towards your Plunge efforts.
- Add a milestone towards your fundraising goal! Milestones allow you to create min-goals to inspire donors.
  - Example: A Plunger Goal is \$500. Suggested Milestones could be:
    - \$100 – Help me be an official Polar Plunger!
    - \$250 – I'm ½ way there to my goal!
    - \$500 – I reached my goal! Thank you Everyone

**CUSTOMIZE YOUR PAGE**

- We know how creative our Plungers are when fundraising for the athletes of Special Olympics IL! Now you can share those “incentives” via your Donor Drive fundraising page. Set up donation incentives on your fundraising page to encourage donors and reward them for their support.

### Incentives



**\$50** 5 Left

*Donate \$50 to my plunge page and receive a holiday...*

- Navigate to different areas within your account by utilizing the options displayed within the header

Your Page

Team Page

Dashboard

Donations

Messages

Resources

- If you have any additional questions on the registration process, please contact [your local Plunge Director](#) or the Special Olympics Illinois State Headquarters at 1-800-394-0562 or [polarplunge@soill.org](mailto:polarplunge@soill.org)