


2023 Polar Plunge Online Registration Instructions

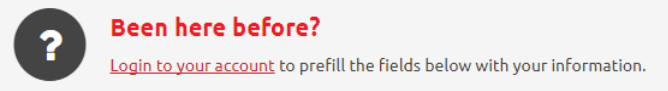


- Visit the official Polar Plunge website at www.plungeillinois.com. Cursor over "Register" in the navigation bar, and click on the Special Olympics Illinois Polar Plunge where you plan to BE COOL this Plunge Season. To find the Polar Plunge nearest you, click on "Find Your Plunge."
- You will be redirected to that region's Polar Plunge landing page. Here you will find a list of all traditional Polar Plunges being hosted by the region or an option to Create Your Own Plunge. For this example, we will use the Oak Brook Polar Plunge.
- Select the event you would like to register for and **click "Register"** under the event icon. 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.

CONTINUE TO NEXT STEP



Online Registration: Registration Type

- Participant Type should be preselected


Participant Type* **Traditional Polar Plunge**
Plunge at one of Special Olympics Illinois hosted events including our traditional plunge festivities and plunger experience.

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)
- After selecting your Team Type you will be prompted 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

Role* **Create a Team** [Change](#)

Team Type*

College Division
Compete against other Colleges and Universities across the state for the distinguished honor of our 2022 College Cup winner - Top fundraising College/University!

Cool School (K-12)
Teams associated with a school K-12, whether student or staff based.

Corporate 1-249 employees
Corporate teams with total employee numbers statewide of 249 or less

Corporate 250-500 employees
Corporate teams with statewide employee base more than 250 but less than 500

Corporate 500+ employees
Corporate teams with statewide employee base of 500 or more people

Public Safety
Teams consisting of law enforcement, fire departments, military and/or other public safety groups.

Regular Plunge Team
Families, friends, civic groups, etc.

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**

Role * Join a Team [Change](#)

Team * Find a Team to join

SEARCH

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. 2022 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.

+ Save & Add Another Participant

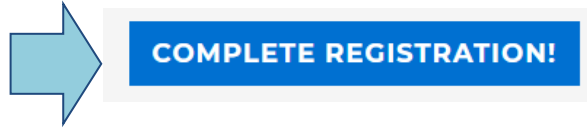
Participant * **Previous Participant**
Choose a participant that you've registered for a previous event.

Create a New Participant

First Name Last Name

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
- Once all details are confirmed, click “Complete Registration!”



Confirmation

- You will receive an email (from fundraising@donordrive.com) titled “Registration Complete!” 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