

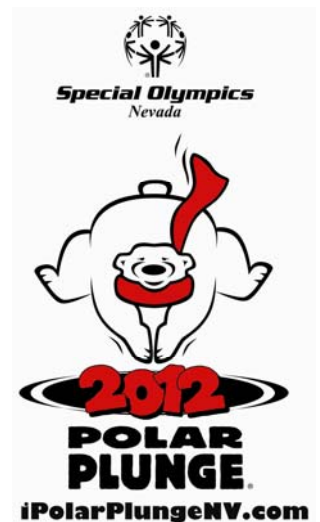
How to Register On-line www.iPolarPlungeNV.com

The on-line registration system is very user friendly and easy to use. Registering online allows you to:

- Set up a team webpage where you can invite family, friends and co-workers to join your team.
- Create your own personal fundraising page that can be emailed to family, friends and co-workers who can then donate to you on-line using a credit card.
- Track your donations

Follow these simple steps to register online today!

- Go to www.iPolarPlungeNV.com
- Select your plunge location and click on the link to go to the registration site.
- Select "Register Here"
- Read the Plunge waiver and select "I agree" (participants under the age of 18 must also print out and bring a hard copy of the waiver, signed by a parent or legal guardian)
- You will have four choices:
 1. Either **Start a Team** (you will be the team captain and will create your team name and monetary goal)
 2. **Join a Team** (you will have a drop down window which will list all the teams so you can select the team you want to join)
 3. **Join as an Individual** (but remember anyone can start a team!)
 4. **Register Multiple People** ((you can add people to a team you create, add people to an already existing or add people as individuals. They will get their own fundraising page)
- After making your selection, enter your name and your contact information.
- Set up a user name and password so that you can log back into your fundraising web page when ever you want to check on your progress!
- Select Plunger or Chicken
- Create your own personal website link which will take people directly to your donation page.
- Take your first step in fundraising to get things started by making a donation to your page (you will be asked for a credit card.)
- Complete the company matching information if that is an option for you.
- Indicate your fundraising goal. A minimum of \$125 has been suggested for you, but feel free to increase as high as you wish!
- Select your registration category from the drop down menu. If you are a Law Enforcement Agency, please list your agency. If you are part of the cool school challenge indicate your school.
- Select a sweatshirt size (everyone who raises \$125 or more will receive a Polar Plunge Sweatshirt)
- Indicate how you are associated with Special Olympics.
- To help us prepare for the post plunge parties, please let us know if you will be bringing guests (there will be nominal fees and you are not committed to the answer you give at this time)
- Indicate how you heard about the event.
- After entering all of your information, you will get a confirmation page which is also emailed.
- Select "Continue" to go to your fundraising headquarters where you can personalize your fundraising page, send emails and track your fundraising progress.
- On your web page, you will notice that there are already a few template letters created. You can edit it, select a different one or personalize your own message that you wish to share. If you change the letter or create your own, be sure you save it and give it a new name!
- Every time someone makes a donation on your fundraising page, you will receive an email letting you know who made the donation. They will receive an automated email acknowledging their donation. We encourage you to make it personal and follow up with a phone call or your own email thanking them for their support.



Registration Tips

- Set a reasonable goal (you can always increase it once you reach it)
- Don't limit your email appeals to family, friends and co-workers. Send to people you come in contact with such as clubs, organizations and business contacts. You'd be surprised how many people will donate if they are simply asked.
- Periodically send an email to those you have reached out to and let them know of your progress. It is a good way to gently remind people who meant to give but haven't that you are still soliciting donations.
- People who don't want to pay with a credit card have the option of printing out a donation form and mailing in their donation. (The amount will be credited to you and will show up in your total).

If you have any questions about registration, please free to contact Donna Romero at 925-944-8801 or donna@sonc.org