Polar Plunge Online Registration How-To Guide

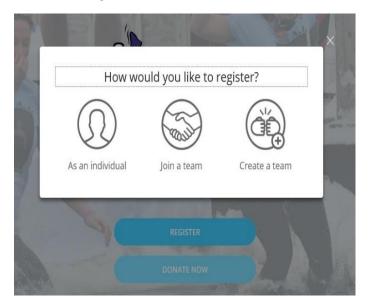
Online registration and fundraising for the Polar Plunge event is powered by Classy.org. We want the process to be as simple for you as possible so we've compiled a registration guide, plus answers to some of your frequently asked questions below.

Getting Started

In order to register, please visit **www.plungemi.com**. This page lists all 30 Polar Plunge locations across the state. Click on the link of the Polar Plunge you would like to participate in.



After you click "REGISTER" you will need to choose from 3 registration options – register as an individual, join an existing team, or create a new team that others will join with you. NOTE: If you have a team participating together, please know that we do still need each team member to register.



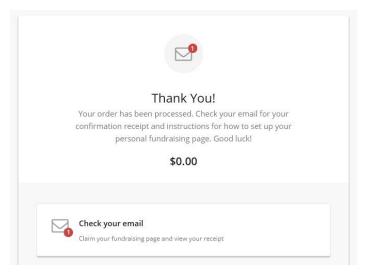
Once you select a registration type, you will be given a bit more information about your registration, and the website will take you through a quick and simple registration process. You'll answer a series of questions, providing us with important information that we need to collect from each of our Plungers.

Select registrations		
Plunger Registration Register to Plunge for freel Fundraise to Plunge into a swimming pool behind Old Town Distillery. Plungers must	\$0.00	
swimming boo remine Ora rown Disallery, Plangers intec- raise a minimum of \$75 to receive the 2020 Polar Plunge Show details	- 1 +	
Too Chicken to Plunge Are you Too Chicken to Plunge but still want to raise money for the cause? Registration includes the Too	\$20.00	
Chicken to Plunge T-shirt! Shirts can be picked up at Show details	- 0 +	
RESERVE	Total \$0.00	

The final step in the registration process is providing payment information – before you do so, the website will give you an opportunity to kick start your fundraising efforts by adding a donation on top of your registration fee. This is a great way to build momentum as you begin working toward your fundraising goal. NOTE: If you are not interested in this option, simply click the "SKIP" button and you will proceed to check out.

	Sele	ect an Amo	ount	
\$500	\$100	\$50	\$25	Other
USD	5			One-time 🔻
	o cover the fees as: n goes directly to S			ore of my

You will know that your registration has been successfully processed when you see the screen below. From this screen, you can go ahead and view and customize the fundraising page that has been automatically created for you.



If you prefer to edit your fundraising page at a later date, you will receive an email with the subject line "Claim or Activate Your Fundraising Page." There will be a link within the body of this email to manage your page. The other email you will receive from the website ("Your Order Confirmation...") simply confirms your registration and provides a receipt.

	Special Olympics Michigan	H Fox has joined your team!	10:01 AM
\checkmark	Special Olympics Michigan	Claim Your Fundraising Page	10:01 AM

When you go on to edit your fundraising page, you will see prompts to tailor your page. Use the tabs – Overview, Story, Donations, Emails, Details – to make any changes that you wish. You can add a photo, update your fundraising goal, edit the default messaging, etc. Once you are happy with your page, you can go ahead and send it out to friends and family. You can use Facebook and link buttons on the right-hand side. The Facebook icon will allow you to post directly to your account with those sites, while the link icon will provide you with a URL to copy and paste wherever you like – email, social media, etc.

FREQUENTLY ASKED QUESTIONS

We hope to answer all of your questions about navigating Classy.org in this guide, but additional tips can always be found at the online Classy Support Center.

- How do I manage our team page as a team captain?
 - You can easily become the best team captain ever by taking advantage of these tips. <u>https://support.classy.org/s/article/how-to-manage-your-team-as-a-team-captain</u>
 *Please note when creating your team page you still need to go in and register yourself as a participant
- How can I thank my donors?
 - Making sure your donors are recognized and appreciated is a very important part of the fundraising process Classy makes this easy for you with these options.
 https://support.classy.org/s/article/how-to-thank-your-donors-as-a-fundraiser
- How can I reset my password for my Classy account?
 - With so many online accounts, it is easy to lose track of your log-in information. Find step-by-step instructions to reset your password and access your Classy account here: <u>https://support.classy.org/s/article/how-to-reset-your-password</u>