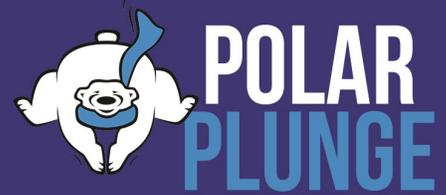


Step-by-Step Guide to Registering for the Polar Plunge - AGENCY POLAR PLUNGE TEAMS -



1. Go to PlungeWI.org/locations to select your location for the 2020 Polar Plunge
2. When you arrive to the next page, click **“Register Now”**
3. You will then be prompted to select how you would like to participate. If you are creating a new team as the Team Captain, select **“Create a Team”**. If you are joining a team that has already been created, select **“Join a Team”**.

Instructions for Creating a Team

1. Once you select “Create a Team” you will be prompted to either Log-in or Create an Account. In this instance, you will **CREATE AN ACCOUNT**. Enter your email address and name. Complete your account set-up by clicking **SIGN UP**.
2. Next, enter your team name as **Agency X-XX**. This will ensure your agency receives the 25% rebate for all donations raised online.
3. Determine your team’s fundraising goal.
4. You can also change your team fundraising photo (i.e. Agency team photo) or leave it as Chilly Bear.
5. From there, you will be prompted to answer a team question. Please select **“Agency”** from the dropdown menu.
6. Congratulations, your team has been created! Next, follow the steps to Join your Team.

Create your team

Team name *
Agency X-XX 11/1

Set Team Fundraising Goal *
500

Team Page Headline *
We are raising money for the athletes of Special Olympics Wisconsin| 68/255

CREATE TEAM

Instructions for Joining a Team

1. If you are the person that created the team (Team Captain), you will not be prompted to make another account. If you are not, please follow instructions above in “Instructions for Creating a Team—Step 1”.
2. Once you select **“Join a Team”**, search for your team by Team Name (Agency X-XX) or by alphabetical listing.
3. Next, set your fundraising goal and change your fundraising page headline. Click NEXT. You may then change your fundraising profile photo or leave it as Chilly Bear.
4. Finally, complete the last of the questions including **“How will you be Participating in the Polar Plunge”**. Teams can be made up of various participation types:

- * Polar Plungers – the traditional way to take the Plunge
- * Too Chicken to Plunge – avoiding the water but still having fun
- * Super Plungers – Plunge up to 5 TIMES on Plunge Day!

Join a team

Please search by Team Captain or the Team name to find a team to join.

Team Search by team name

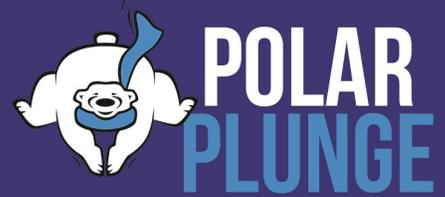
Belmont Braves 6-03
Angie Klein
21% raised 1 members

Columbia Correctional Institution
Ted Anderson
0% raised 0 members

Columbus High School Unified Champions 6-44
Jahleth Henderson
0% raised 0 members

1 2 3

Step-by-Step Guide to Registering for the Polar Plunge - AGENCY POLAR PLUNGE TEAMS -



5. When you are done, click **FINISH**. You have now completed your registration process.

Now it's time to let members of your agency, local supporters, your family and friends know that you are taking the Plunge to support Special Olympics Wisconsin! Share the link to your fundraising page on social media, email and in other communications and start watching the donations come in— and know that every dollar supports an athlete.

REMEMBER!

All funds raised online will
be eligible for the
- **25%** -
Agency Rebate!



Step-by-Step Guide to Registering for the Polar Plunge - AGENCY VIRTUAL PLUNGE TEAMS -



1. Go to PlungeWI.org/virtual to register for the Virtual Polar Plunge, exclusive only to SOWI agencies!
2. When you arrive to the next page, click **“Register Now”**
3. You will then be prompted to select how you would like to participate. If you are creating a new team as the Team Captain, select **“Create a Team”**. If you are joining a team that has already been created, select **“Join a Team”**.

Instructions for Creating a Team

1. Enter your team name as **Agency X-XX**. This will ensure your agency receives the 25% rebate for all donations raised online.
2. Determine your team’s fundraising goal.
3. Next, pay the \$25 registration fee required only for the Virtual Polar Plunge. The \$25 registration fee will go towards your team’s goal.
4. Complete your personal information and check out.
5. Congratulations, your team has been created! Check your email for your confirmation receipt and instructions for how to set up your personal fundraising page.

The screenshot shows a web form titled "Create your team". It has four input fields: "Team name" with a red asterisk, "Agency X-XX" with a character count of 11/11 and a checkmark, "Set Team Fundraising Goal" with a red asterisk, and "Team Page Headline" with a red asterisk. The headline text is "We are raising money for the athletes of Special Olympics Wisconsin!". A character count of 68/255 is visible at the bottom right of the headline field. A blue button labeled "CREATE TEAM" is at the bottom of the form.

Instructions for Joining a Team

1. Select **“Join a Team”**, search for your team by Team Name (Agency X-XX) or by alphabetical listing.
2. Set your fundraising goal and change your fundraising page headline. Click NEXT. You may then change your fundraising profile photo or leave it as Chilly Bear.
3. Next, complete your personal information and pay the \$25 registration fee required only for the Virtual Polar Plunge. The \$25 registration fee will go towards your team’s goal.
4. When you are done, click **FINISH**. You have now completed your registration process!

The screenshot shows a "Join a team" search interface. It includes a search bar with a dropdown menu set to "Team" and a placeholder "Search by team name". Below the search bar is a list of teams. The first team is "Belmont Braves 6-03" with a photo of three people, a progress bar showing 21% raised, and 1 member. The second team is "Columbia Correctional Institution" with a photo of a person, a progress bar showing 0% raised, and 0 members. The third team is "Columbus High School Unified Champions 6-44" with a photo of a person, a progress bar showing 0% raised, and 0 members. At the bottom, there are navigation buttons for "1", "2", "3", and arrows.

Now it’s time to let members of your agency, local supporters, your family and friends know that you are taking the Plunge to support Special Olympics Wisconsin! Share the link to your fundraising page on social media, email and in other communications and start watching the donations come in— and know that every dollar supports an athlete.

REMEMBER! All funds raised online will be eligible for the 25% Agency Rebate!