

# How to Register On-line for Plungefest

## [www.sonc.org/celebritywinterfest](http://www.sonc.org/celebritywinterfest)



The on-line registration system is very user friendly and easy to use.

Registering on-line 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.sonc.org/celebritywinterfest](http://www.sonc.org/celebritywinterfest) scroll down to Plungefest and click on the Plungefest link.
- 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 three 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!)
- 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 personal web page whenever you want to check on your progress!
- Select Polar Bear or Chicken
- Select a t-shirt size (everyone who raises \$100 or more will receive a Polar Plunge Sweatshirt) and set your monetary goal.
- 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 web page, send emails and track your fundraising progress.
- On your web page, you will notice that there is already a template letter created. You can edit it, select a different one or personalize your own message that you wish to share.

### 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 credit to you and will show up in your total).