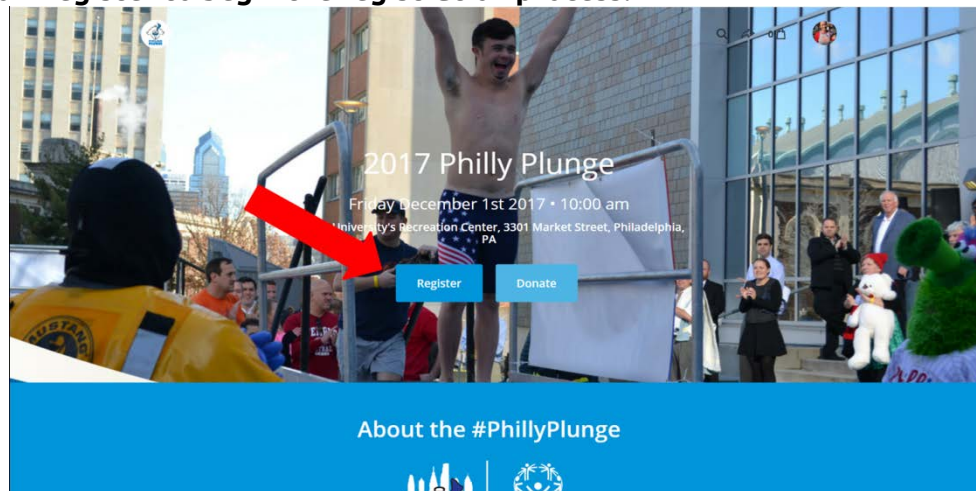
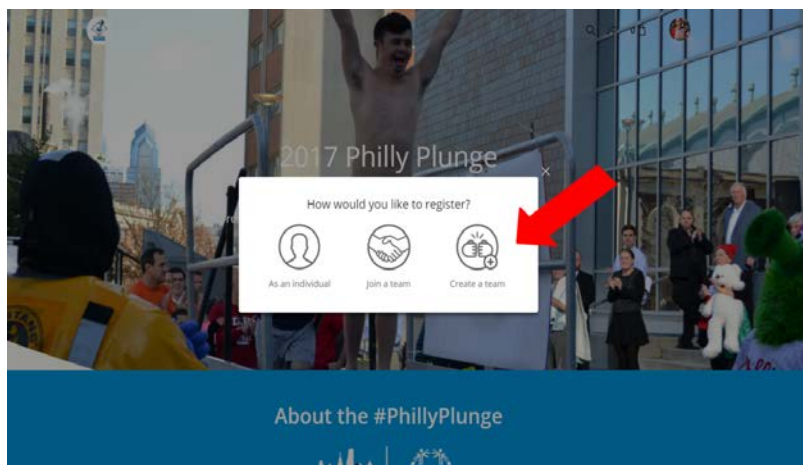


# Create A Team

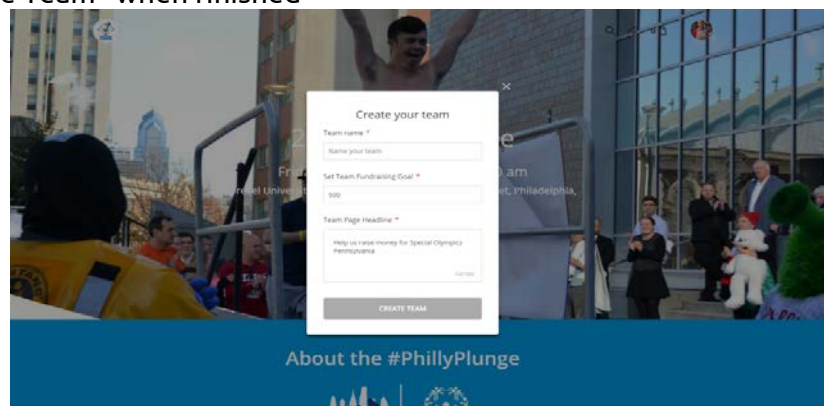
1. Click on Register to begin the registration process.



2. Select "Create a Team"



3. Fill out the required fields - team name, team goal, and page headline  
Click "Create Team" when finished



#### 4. Select your registration type

Registration Type	Price	Quantity
Cool Schools <small>This option is for High Schools participating between 10 am and 12 pm. Cool School participants have a fundraising minimum of \$25.</small>	\$0.00	0
Business Plunger <small>Business Plungers are asked to make a minimum donation of \$100 to participate. A \$25 payment is due at the time of registration. The Business Plunge takes place from...</small>	\$100.00	0
General Plunger <small>Plungers are asked to make a minimum donation of \$20 to participate. A \$25 payment is due at the time of registration. The General Plunge takes place from 6:00 pm...</small>	\$20.00	0
University Plunger <small>University Plungers are asked to make a minimum donation of \$25 to participate. The University Plunge takes...</small>	\$0.00	0

**Your Order**

Total \$0.00

Each selected registration will show up as an itemized cart product. If you would like to remove a registration from your cart, click on the *remove* link under the cart item. Clicking on *next* will automatically reserve the selected registration(s) while you continue to complete the checkout process.

\*Note: Each team member can have a different registration type.

**Your Order**

**SOPA Plungers!** ←  
2 attendees are joining this team.

**Business Plunger** \$100.00  
Attendee 1 [Remove](#)

**General Plunger** \$20.00  
Attendee 2 [Remove](#)

On the registration selection page, you should see your created team as an itemized cart product.

#### 5. Fill out attendee information.

**Complete Registrations**  
1 of 2

**General Plunger**

**Attendee 1**  
Provide the attendee's information

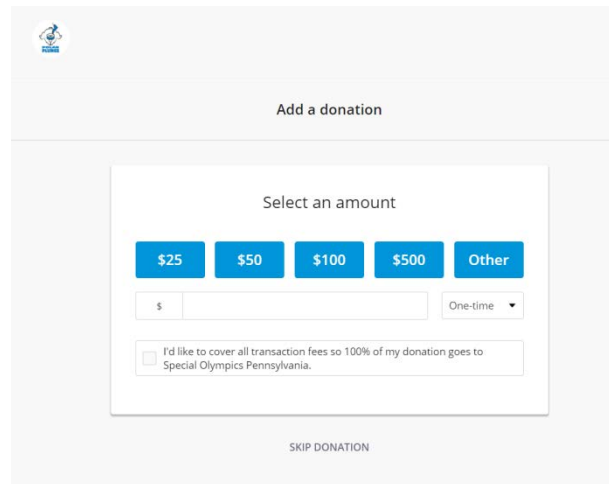
First name \*

Last name \*

Email \*

Birth Date

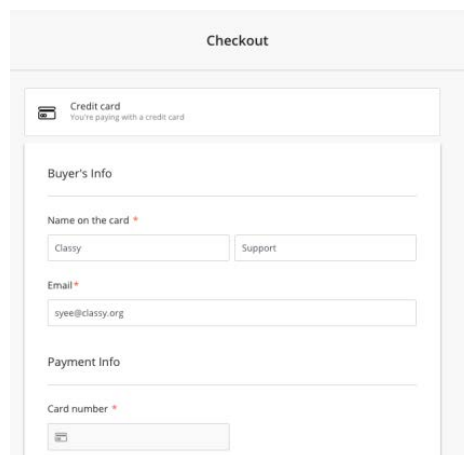
## 6. Optional: Add a donation to your registration



The screenshot shows a web form titled "Add a donation". At the top left is a small logo. The main heading is "Add a donation". Below this is a white box with the heading "Select an amount". Inside this box are five blue buttons labeled "\$25", "\$50", "\$100", "\$500", and "Other". Below the buttons is a text input field with a "\$" symbol on the left and a "One-time" dropdown menu on the right. At the bottom of the white box is a checkbox with the text "I'd like to cover all transaction fees so 100% of my donation goes to Special Olympics Pennsylvania." Below the white box is a link that says "SKIP DONATION".

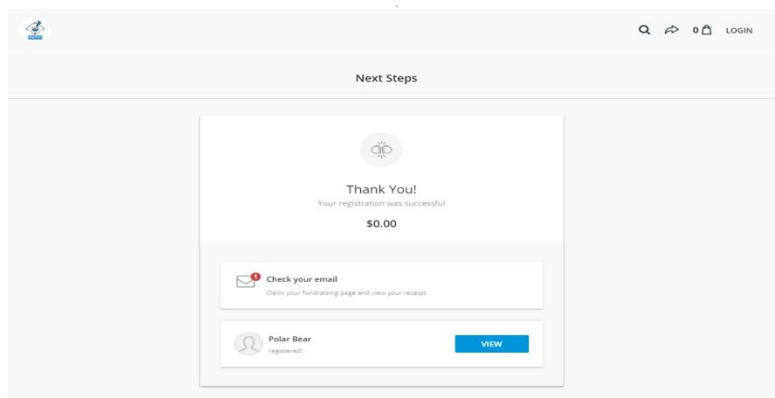
## 7. Complete Billing Information

Put in billing information, and click on "Register"



The screenshot shows a web form titled "Checkout". At the top left is a small logo. The main heading is "Checkout". Below this is a white box with a credit card icon and the text "Credit card" and "You're paying with a credit card". Below this is a section titled "Buyer's Info" with a horizontal line. Underneath are two input fields: "Name on the card \*" with "Classy" and "Support" entered, and "Email\*" with "syee@classy.org" entered. Below this is a section titled "Payment Info" with a horizontal line. Underneath is an input field for "Card number \*" with a credit card icon on the left.

## 8. Once the purchase is complete, you should land on a "Thank You" confirmation page with further instructions.



The screenshot shows a web page titled "Next Steps". At the top left is a small logo. At the top right are icons for search, share, and a shopping cart, followed by the text "LOGIN". The main heading is "Next Steps". Below this is a white box with a circular icon containing a person and the text "Thank You!" and "Your registration was successful" and "\$0.00". Below this is a section titled "Check your email" with an envelope icon and the text "Claim your fundraising page and view your receipt". Below this is a section titled "Polar Bear" with a person icon and the text "registered" and a blue "VIEW" button.

Click on "view" to check out the team and/or individual pages of the attendees you just registered.

9. **Claim your Account/Fundraising Page**

**If you did not have a Classy account prior to signing up for the Plunge**, you will get an email to "Claim Your Account" from Classy. Follow the prompts to update your account and set up your fundraising page. For help updating your personal fundraising page, click [here](#).

**If you had a Classy account prior to signing up for the plunge**, to manage and edit your fundraising page, please look for a "Claim Your Fundraising Page" email that contains the link to access your fundraising page dashboard. If you registered multiple individuals, each individual will need to check the email they were registered with to claim their page.

