

# COOL SCHOOLS Guide to REGISTRATION:

## Your step by step guide!

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# REGISTER A PLUNGE TEAM:

**Step #1:** Go to [www.plungepa.org](http://www.plungepa.org)



Here, you will find our seven site locations, information on the pop, cool schools materials, and resources

**Step #2:** CLICK on the PLUNGE LOCATIONS tab



**Step #3:** Find the plunge site nearest your school and CLICK that option

*Example: If you are school in SE-PA, you will choose PHILADELPHIA. If you are unsure of the site nearest you, please email [acader@specialolympicspa.org](mailto:acader@specialolympicspa.org) and you'll be assisted*

*All plunge sites are set up the same way, so please follow the same instructions on whichever location you choose.*



**Step #4:** Click the REGISTER tab on the LEFT SIDE of the page



Clicking on this tab will take you to the event registration site where you will be able to create and register your team

**Step #5:** On this event registration website, click the REGISTER button

*The example is for Philadelphia's site, but all event sites are set up the same way, so please follow the same instructions on whichever location you choose.*



**Step #6:** On this event registration website, click the REGISTER button. This will show a pop up with three options. To CREATE A PLUNGE TEAM, click the 'Create a Team' icon



**Step #7:** Once you click to create a team, you'll see a page asking to create a team name, set a fundraising goal and create a headline for your team page. You can choose to leave the Goal and Headline defaults, or create your own. *We recommend creating a team name that includes your school name to make finding it easier for those looking to join*

Create your team

Team name \*

 16/100

Set Team Fundraising Goal \*

Team Page Headline \*

 53/255

CREATE TEAM

When you complete this page, click CREATE TEAM – at this point your team page is NOT complete. You must follow the remaining steps to complete the set up.

**Step #8:** To complete the team registration, you need to fill out the TEAM QUESTIONS information. Also, when creating a PLUNGE TEAM, please click PLUNGE on the tab that asks are you IN PERSON PLUNGE or POLAR POP.

Team Questions

Tell us a little more about yourself.

Zip \*

State \*

City \*

Address \*

Are you an IN PERSON PLUNGE team or a POLAR POP?

Please Select

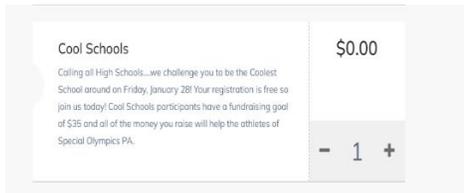
Are you an IN PERSON PLUNGE team or a POLAR POP Team \*

PLUNGE

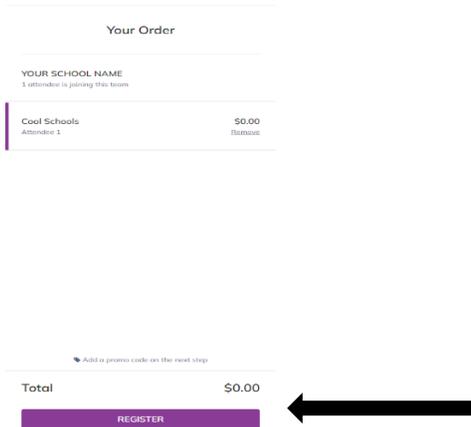
Once all required fields, noted with the red stars, are filled out, you will be able to click on the REGISTER button at the bottom. **CLICK THE REGISTER BUTTON.**

REGISTER

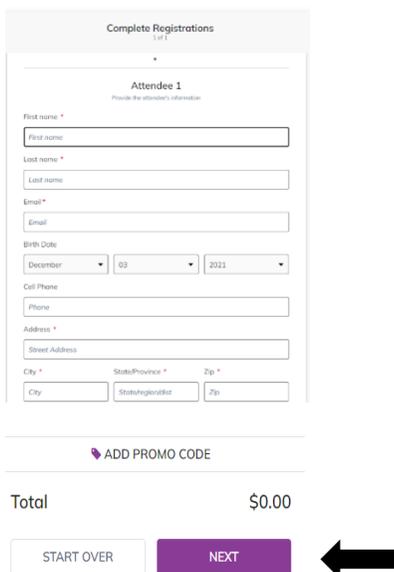
**Step #9:** You are now on the page to register yourself as a member of the team. You will also need to complete this to finish the TEAM REGISTRATION process. Please click the COOL SCHOOLS registration, which will also waive any registration fees.



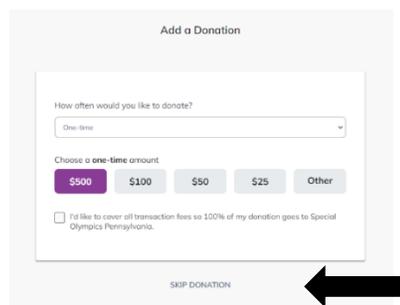
Once you click to register as a cool schools participant, you will see your registration on the right side of the page – you will see this image below. **Click the REGISTER button on the bottom.**



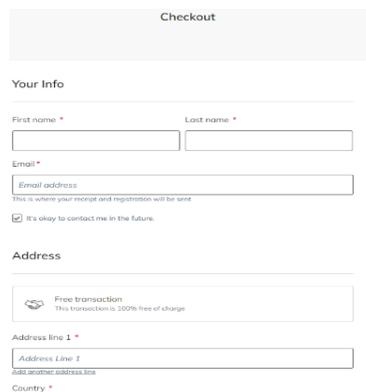
**Step #10:** At this point, you will be asked to complete your specific attendee registration (This is YOUR information). This page will include your information, emergency contacts for either plunge or pop, incentives and you will need to check the waiver review check box. Once you have completed all fields, click **NEXT**.



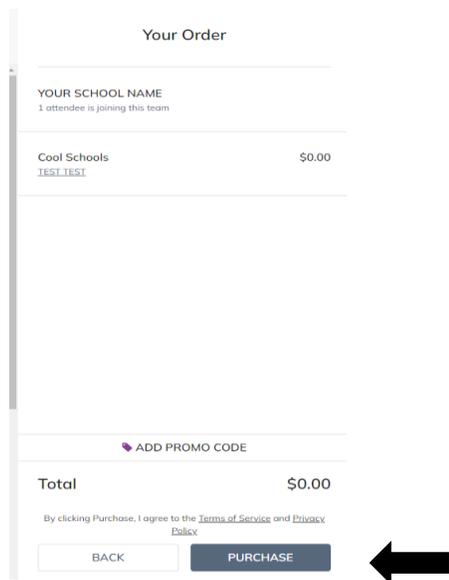
**Step #11:** You will be asked to ADD A DONATION. You are NOT required to do this. *If you choose to do so, please make that choice here.* If you choose not to add a donation at this time, please click on **SKIP DONATION**



**Step #12:** Finally, you will fill out BILLING INFORMATION. Even if you choose not to give, the system does require you to complete these fields. *If you choose not to add a donation, you will not be charged.*



Once you complete this, you can review your 'order'. Please confirm your name, you've chosen the COOL SCHOOLS registration, and that your total charge is correct. Once that is complete, click on **PURCHASE**.



**Your team is now registered – you can share with others at your school, family, friends and community.**

# JOIN A PLUNGE TEAM:

Please note: If you have already received a link to your school's team page from the team captain or someone at your school, please skip Steps 1-3.

Step #1: Go to [www.plungepa.org](http://www.plungepa.org)



Here, you will find our seven site locations, information on the pop, cool schools materials, and resources

If you already have your school's registration page link, you can skip these steps and go right to your school's registration page link.

Step #2: CLICK on the PLUNGE LOCATIONS tab



If you already have your school's registration page link, you can skip these steps and go right to your school's registration page link.

**Step #3:** Find the plunge site nearest your school and CLICK that option – You might need to ask the team captain from your school at which event site your team is registered

*Example: If you are school in SE-PA, you will choose PHILADELPHIA. If you are unsure of the site nearest you or need assistance in finding your team, please email [acader@specialolympicspa.org](mailto:acader@specialolympicspa.org) and you'll be assisted*

*All plunge sites are set up the same way, so please follow same instructions on whichever location you choose.*

**If you already have your school's registration page link, you can skip these steps and go right to your school's registration page link.**



**Step #4:** Click the REGISTER tab on the LEFT SIDE of the page



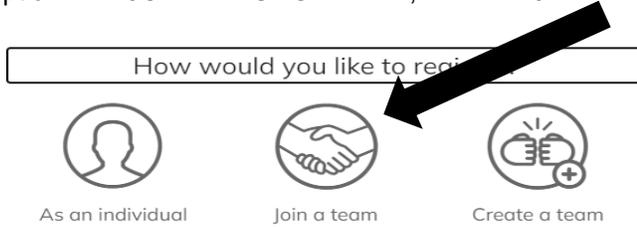
Clicking on this tab will take you to the event registration site where you will be able to find and join your school's fundraising team. **If you already have your school's registration page link, you can skip these steps and go right to your school's registration page link.**

**Step #5:** On this event registration website, click the REGISTER button

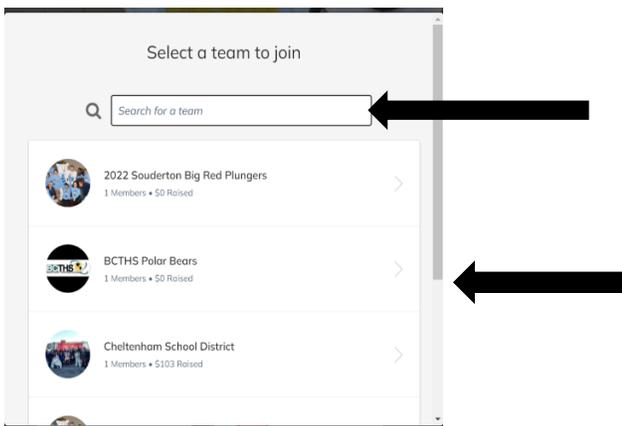
*The example is for Philadelphia's site, but all event sites are set up the same way, so please follow the same instructions on whichever location you choose.*



**Step #6:** On this event registration website, click the REGISTER button. This will show a pop up with three options. To JOIN A PLUNGE TEAM, click the 'Join a Team' icon



**Step #7:** You will now see a page called "SELECTION A TEAM TO JOIN". You can search for your school's team name either in the search box or by scrolling through the list of teams.



When you find your team name, please click on your team. You will immediately be taken to your registration page. This is where you will join the team. You will need to complete the remaining steps to join your school's fundraising team.

**Step #8:** You are now on the page to register yourself as a member of the team. You will also need to complete this to finish the TEAM REGISTRATION process. Please click the COOL SCHOOLS registration, which will also waive any registration fees.

**Cool Schools**

Calling all High Schools...we challenge you to be the Coolest School around on Friday, January 28! Your registration is free so join us today! Cool Schools participants have a fundraising goal of \$35 and all of the money you raise will help the athletes of Special Olympics PA.

**\$0.00**

- 1 +

Once you click to register as a cool schools participant, you will see your registration on the right side of the page – you will see this image below. **Click the REGISTER button on the bottom.**

**Your Order**

---

**YOUR SCHOOL NAME**  
1 attendee is joining this team

Cool Schools Attendee 1	\$0.00 Itemized
----------------------------	--------------------

Add a promo code on the next step

**Total**

**\$0.00**

REGISTER

**Step #9:** At this point, you will be asked to complete your specific attendee registration (This is YOUR information). This page will include your information, emergency contacts for either plunge or pop, incentives and you will need to check the waiver review check box. Once you have completed all fields, click **NEXT**.

**Complete Registrations**  
1 of 1

---

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

First name \*

Last name \*

Email \*

Birth Date

December

03

2021

Cell Phone

Address \*

Street Address

City \*      State/Province \*      Zip \*

City

State/Province/State

Zip

ADD PROMO CODE

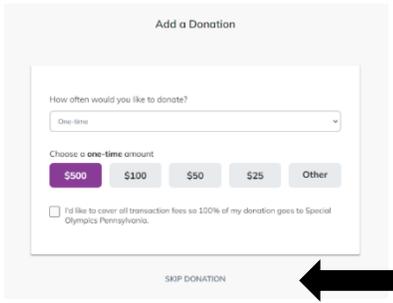
**Total**

**\$0.00**

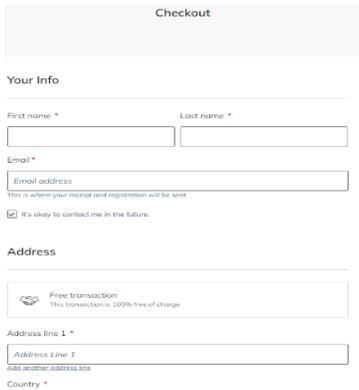
START OVER

NEXT

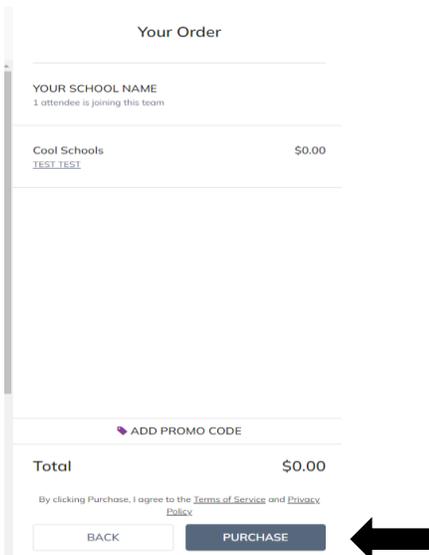
**Step #10:** You will be asked to ADD A DONATION. You are NOT required to do this. *If you choose to do so, please make that choice here.* If you choose not to add a donation at this time, please click on **SKIP DONATION**



**Step #11:** Finally, you will fill out BILLING INFORMATION. Even if you choose not to give, the system does require you to complete these fields. *If you choose not to add a donation, you will not be charged.*



Once you complete this, you can review your 'order'. Please confirm your name, you've chosen the COOL SCHOOLS registration, and that your total charge is correct. Once that is complete, click on **PURCHASE**.



You are now registered as part of your school's fundraising team – you can share your team page or your personal page with others at your school, family, friends and community.

# REGISTER A POLAR POP TEAM:

**Step #1:** Go to [www.plungepa.org](http://www.plungepa.org)



Here, you will find our seven site locations, information on the pop, cool schools materials, and resources

**Step #2:** Click on the VIRTUAL POLAR POP tab at the top



**Step #3:** Please carefully read the instructions on the Polar Pop page. This will provide information helpful to both signing up and to creating a Polar Pop at your school

**Don't Want To Take The Plunge But Still Make A Splash?**

We invite you to participate in our second annual *Polar Pop!* To do the Polar Pop on behalf of Special Olympics PA, please follow the steps below.

1. Choose the Polar Plunge site nearest to you. There are several Polar Plunges throughout the state from which to choose.
2. Visit to the registration page on that plunge site and register as a *Virtual Plunger: Take the Polar Pop*.
3. Complete the registration and start soliciting donations. If you are doing the Polar Pop on behalf of a local program, please list that program in the space provided during the registration process.
4. Share your Polar Pop pictures and videos using the hashtag associated your selected plunge (Ex: #ERIEPLUNGE, #WGPLUNGE, #PHILLYPLUNGE).

Please note that **registration** to do the POLAR POP closes on the day of the Polar Plunge event per location.



Scroll down the page to the section on PLUNGE Sites. For the Polar Pop, you will still register at the plunge site nearest to your school. **CLICK on the site nearest to your school to pull up the registration page for that event (See below).** **\*\*If your school is NOT near a plunge site OR you are uncertain which is closest to you, register for the Pop at the Pittsburgh Polar Plunge. \*\***

**Here are the deadlines to register on each plunge site:**

- **Erie:** Saturday, November 20, 2021
- **Beaver County:** Saturday, January 8, 2022
- **Capital Area:** Saturday, January 22, 2022
- **York (Merged with Capital Area):** Saturday, January 22, 2022
- **Philadelphia:** Saturday, January 29, 2022
- **Winter Games:** Saturday, February 5, 2022
- **Lehigh Valley:** Saturday, February 19, 2022
- **Pittsburgh:** Saturday, February 26, 2022

If you REGISTERED prior to the selected plunge's deadline, you are still able to fundraise on that page.

If you DO NOT REGISTER by the selected plunge's deadline, you are welcome to sign up to do the POLAR POP virtually at any of our open plunge sites.

*Example: If you are school in SE-PA, you will choose PHILADELPHIA. If you are unsure of the site nearest you, please email [acader@specialolympicspa.org](mailto:acader@specialolympicspa.org) and you'll be assisted*

*All plunge/pop sites are set up the same way, so please follow the same instructions on whichever location you choose.*

**Step #4:** On this event registration website, click the REGISTER button

*The example is for Philadelphia's site, but all event sites are set up the same way, so please follow the same instructions on whichever location you choose.*



**Step #5:** On this event registration website, click the REGISTER button. This will show a pop up with three options. To CREATE A PLUNGE TEAM, click the 'Create a Team' icon



**Step #6:** Once you click to create a team, you'll see a page asking to create a team name, set a fundraising goal and create a headline for your team page. You can choose to leave the Goal and Headline defaults, or create your own. *We recommend creating a team name that includes your school name to make finding it easier for those looking to join*

Create your team

Team name \*

 16/100

Set Team Fundraising Goal \*

Team Page Headline \*

 53/255

CREATE TEAM

When you complete this page, click CREATE TEAM – at this point your team page is NOT complete. You must follow the remaining steps to complete the set up

**Step #7:** To complete the team registration, you need to fill out the TEAM QUESTIONS information. Also, when creating a PLUNGE TEAM, please click POLAR POP on the tab that asks are you IN PERSON PLUNGE or POLAR POP.

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Tell us a little more about yourself.

Zip \*

State \*

City \*

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Are you an IN PERSON PLUNGE team or a POLAR POP?

Please Select

REGISTER

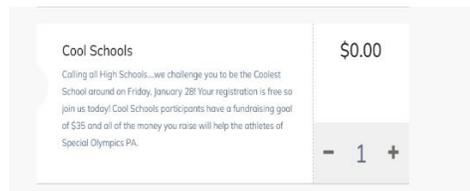
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POLAR POP

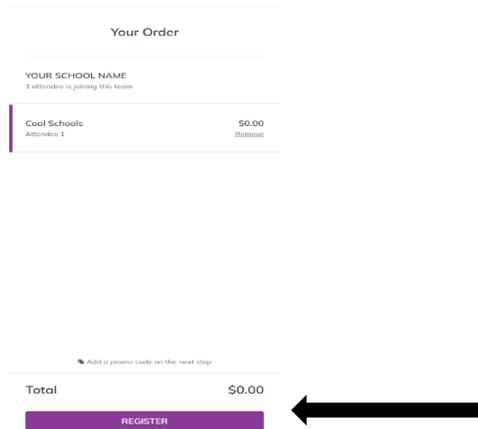
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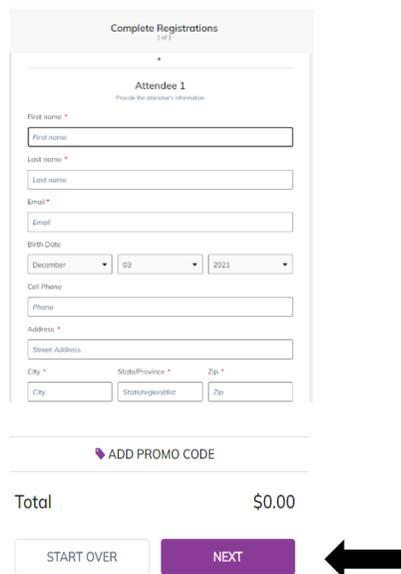
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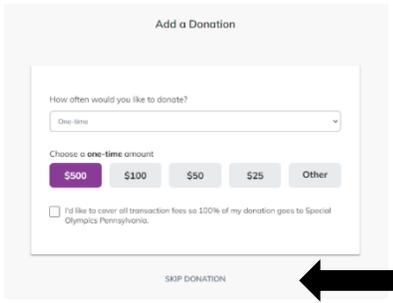
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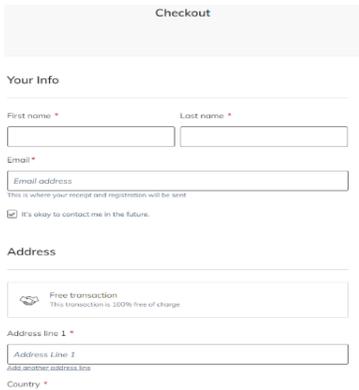
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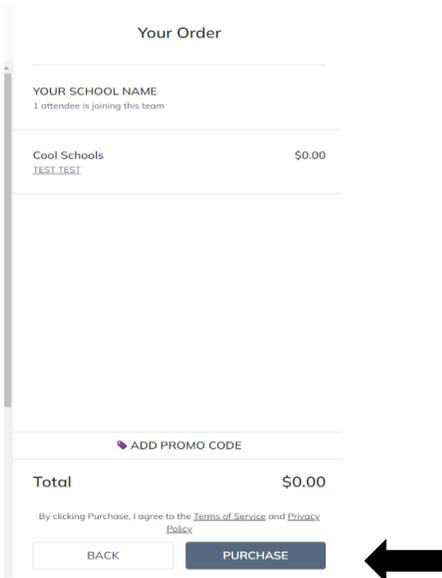
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**Step #3:** Please carefully read the instructions on the Polar Pop page. This will provide information helpful to both finding and joining your school's team page

A screenshot of a page on the Polar Plunge website titled "Don't Want To Take The Plunge But Still Make A Splash?". The page has a blue header with navigation links. The main text invites users to participate in the second annual Polar Pop by registering as a Virtual Plunger. It includes a numbered list of four steps: 1. Choose the Polar Plunge site nearest to you. 2. Visit to the registration page on that plunge site and register as a Virtual Plunger. 3. Complete the registration and start soliciting donations. 4. Share your Polar Pop pictures and videos using the hashtag associated with your selected plunge. To the right of the text is a small image of a person in a green shirt holding up a clear plastic bottle with a red cap, representing a 'pop'.

**Don't Want To Take The Plunge But Still Make A Splash?**

We invite you to participate in our second annual *Polar Pop!* To do the Polar Pop on behalf of Special Olympics PA, please follow the steps below.

1. Choose the Polar Plunge site nearest to you. There are several Polar Plunges throughout the state from which to choose.
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Please note that **registration** to do the POLAR POP closes on the day of the Polar Plunge event per location.

Scroll down the page to the section on PLUNGE Sites. For the Polar Pop, you will still register at the plunge site nearest to your school. **CLICK on the site nearest to your school to pull up the registration page for that event (See below). If you already have your school's registration page link, you can skip these steps and go right to your school's registration page link.**

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- Pittsburgh: Saturday, February 26, 2022

If you REGISTERED prior to the selected plunge's deadline, you are still able to fundraise on that page.

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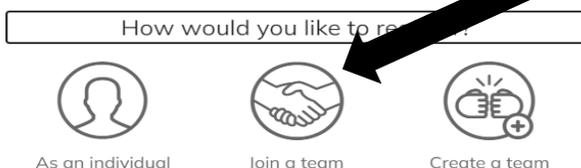
**If you already have your school's registration page link, you can skip these steps and go right to your school's registration page link.**

**Step #5:** On this event registration website, click the REGISTER button

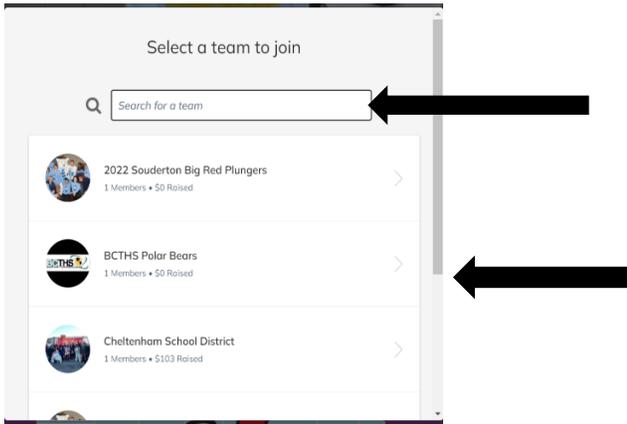
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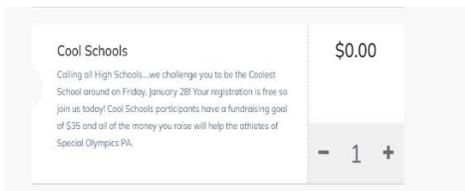


**Step #7:** You will now see a page called “SELECTION A TEAM TO JOIN”. You can search for your school’s team name either in the search box or by scrolling through the list of teams.

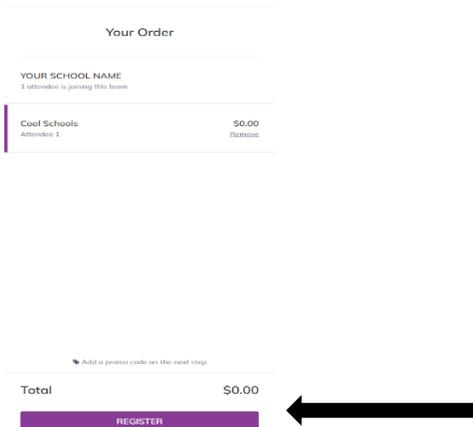


When you find your team name, please click on your team. You will immediately be taken to your registration page. This is where you will join the team. You will need to complete the remaining steps to join your school’s fundraising team.

**Step #8:** You are now on the page to register yourself as a member of the team. You will also need to complete this to finish the TEAM REGISTRATION process. Please click the COOL SCHOOLS registration, which will also waive any registration fees.



Once you click to register as a cool schools participant, you will see your registration on the right side of the page – you will see this image below. **Click the REGISTER button on the bottom.**



**Step #9:** At this point, you will be asked to complete your specific attendee registration (This is YOUR information). This page will include your information, emergency contacts for either plunge or pop, incentives and you will need to check the waiver review check box. Once you have completed all fields, click **NEXT**.

Complete Registrations  
1 of 2

Attendee 1  
Provide the attendee's information

First name \*  
First name

Last name \*  
Last name

Email \*  
Email

Birth Date  
December 03 2021

Cell Phone  
Phone

Address \*  
Street Address  
City \* State/Province \* Zip \*  
City State/Province Zip

ADD PROMO CODE

Total \$0.00

START OVER NEXT

**Step #10:** You will be asked to ADD A DONATION. You are NOT required to do this. *If you choose to do so, please make that choice here.* If you choose not to add a donation at this time, please click on **SKIP DONATION**

Add a Donation

How often would you like to donate?  
One-time

Choose a one-time amount  
\$500 \$100 \$50 \$25 Other

I'd like to cover all transaction fees so 100% of my donation goes to Special Olympics Pennsylvania.

SKIP DONATION

**Step #11:** Finally, you will fill out BILLING INFORMATION. Even if you choose not to give, the system does require you to complete these fields. *If you choose not to add a donation, you will not be charged.*

Checkout

Your Info

First name \* Last name \*  
Email \*  
Email address  
This is where your receipt and registration will be sent  
 It's okay to contact me in the future.

Address

Free transaction  
This transaction is 100% free of charge

Address line 1 \*  
Address line 2  
Add another address line  
Country \*

Once you complete this, you can review your 'order'. Please confirm your name, you've chosen the COOL SCHOOLS registration, and that your total charge is correct. Once that is complete, click on **PURCHASE**.

Your Order

---

YOUR SCHOOL NAME  
1 attendee is joining this team

---

Cool Schools <a href="#">TEST TEST</a>	\$0.00
---	--------

---

ADD PROMO CODE

---

Total \$0.00

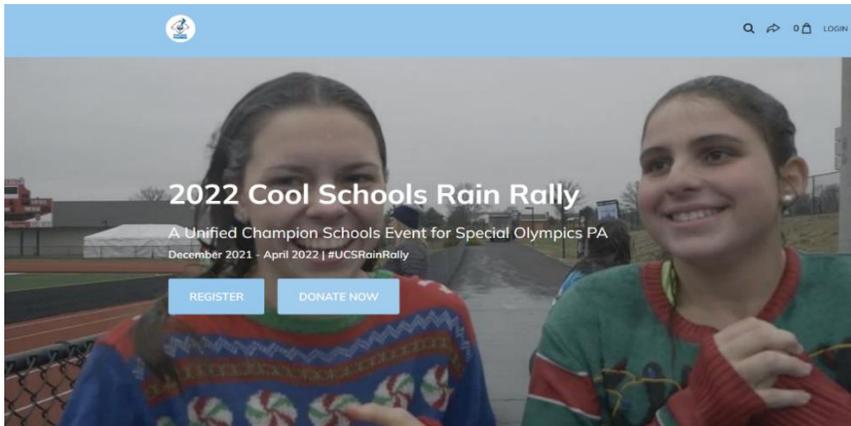
By clicking Purchase, I agree to the [Terms of Service](#) and [Privacy Policy](#)



**You are now registered as part of your school's fundraising team – you can share your team page or your personal page with others at your school, family, friends and community.**

# CREATE A RAIN RALLY TEAM:

**Step #1:** Go to <https://give.specialolympicspa.org/RAINRALLY>

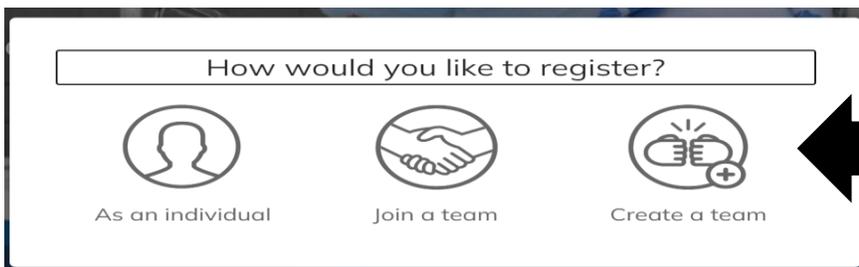


This is the 2022 Cool Schools Rain Rally main registration site. On here, you can register, join a team, send your pages to others, and see fundraising updates in real time.

**Step #2:** Click on REGISTER to begin registering your COOL SCHOOLS RAIN RALLY team



**Step #3:** To set up a Rain Rally team, click on CREATE A TEAM under 'how would you like to register'



**Step #4:** Click the + button to select a registration – your registration fee is \$0. Once you have added your registration by clicking on the + button, click the blue REGISTER button on the bottom right.

The screenshot shows a web interface for selecting registrations. On the left, under 'Select registrations', there is a card for 'Cool Schools Rain Rally Participant' with a price of \$0.00 and a quantity of 1. On the right, under 'Your Order', the same item is listed with a price of \$0.00. A blue 'REGISTER' button is located at the bottom right of the 'Your Order' section, with a large black arrow pointing to it.

**Step #5:** At this point, you will be asked to complete your specific attendee registration (This is YOUR information). This page will include your information, emergency contacts for either plunge or pop, incentives and you will need to check the waiver review check box. Once you have completed all fields, click **NEXT**.

The screenshot shows a 'Complete Registrations' form for 'Cool Schools Showers Participant'. The form is titled 'Attendee 1' and asks for the attendee's information. Fields include: First name, Last name, Email, Birth Date (Month, Day, Year), Cell Phone, and Address. At the bottom, the total is \$0.00. A blue 'NEXT' button is located at the bottom right, with a large black arrow pointing to it.

**Step #6:** You will be asked to ADD A DONATION. You are NOT required to do this. *If you choose to do so, please make that choice here.* If you choose not to add a donation at this time, please click on **SKIP DONATION**

How often would you like to donate?  
One-time

Choose a one-time amount  
\$500 \$100 \$50 \$25 Other

I'd like to cover all transaction fees so 100% of my donation goes to Special Olympics Pennsylvania.

SKIP DONATION

**Step #7:** Finally, you will fill out BILLING INFORMATION. Even if you choose not to give, the system does require you to complete these fields. *If you choose not to add a donation, you will not be charged.*

Checkout

Your Info

First name \* Last name \*

Email \*

It's okay to contact me in the future.

Address

Free transaction  
This transaction is 100% free of charge.

Address line 1 \*

Address line 2  
[Add another address line](#)

Country \*

Once you complete this, you can review your 'order'. Please confirm your information and that your total charge is correct. Once that is complete, click on **PURCHASE**.

Total \$0.00

By clicking Purchase, I agree to the [Terms of Service](#) and [Privacy Policy](#).

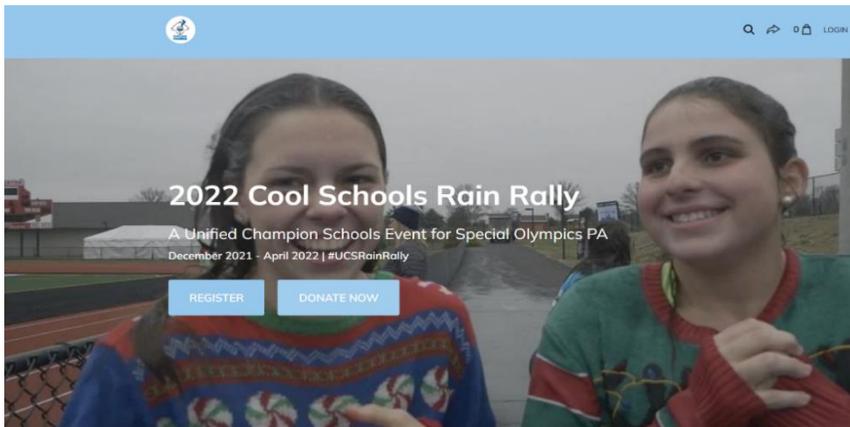
BACK PURCHASE

**Your team is now registered – you can share with others at your school, family, friends and community.**

# JOIN A RAIN RALLY TEAM:

**Please note: If you have already received a link to your school's team page from the team captain or someone at your school, please skip Steps 1-3.**

**Step #1:** Go to <https://give.specialolympicspa.org/RAINRALLY>

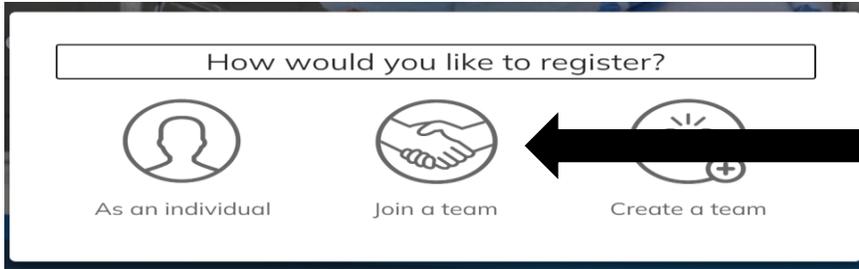


This is the 2022 Cool Schools Rain Rally main registration site. On here, you can register, join a team, send your pages to others, and see fundraising updates in real time.

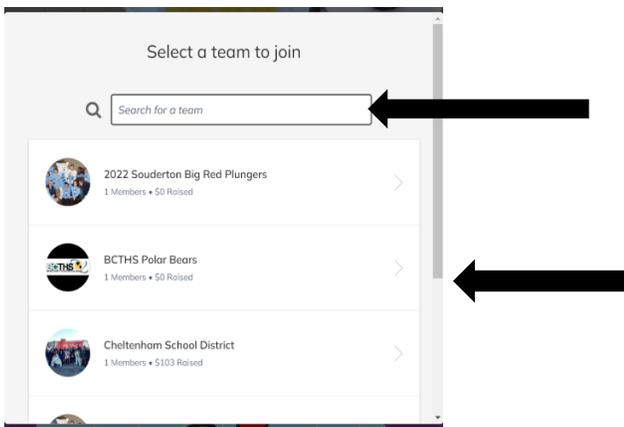
**Step #2:** Click on REGISTER to begin registering your COOL SCHOOLS RAIN RALLY team



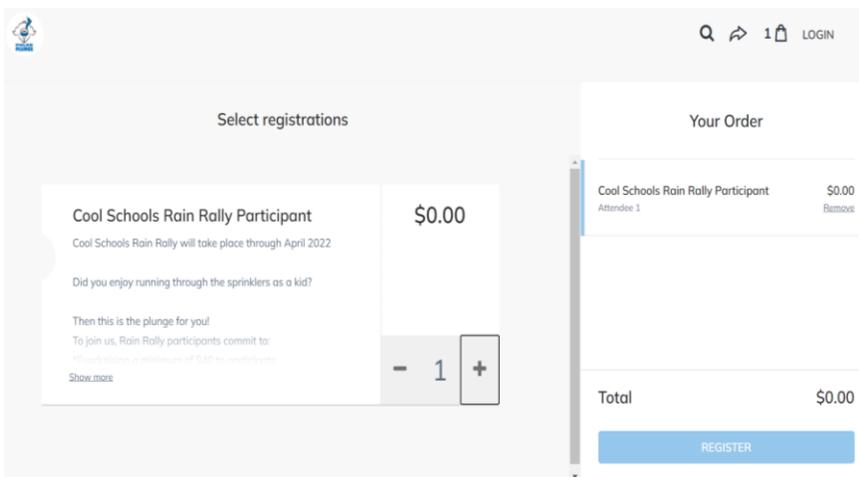
**Step #3:** To set up a Rain Rally team, click on JOIN A TEAM under 'how would you like to register'



**Step #4:** You will now see a page called "SELECTION A TEAM TO JOIN". You can search for your school's team name either in the search box or by scrolling through the list of teams.



**Step #5:** Click the + button to select a registration – your registration fee is \$0. Once you have added your registration by clicking on the + button, click the blue REGISTER button on the bottom right.



**Step #6:** At this point, you will be asked to complete your specific attendee registration (This is YOUR information). This page will include your information, emergency contacts for either plunge or pop, incentives and you will need to check the waiver review check box. Once you have completed all fields, click **NEXT**.

Complete Registrations  
1 of 1

Cool Schools Showers Participant

Attendee 1  
Provide the attendee's information

First name \*

Last name \*

Email \*

Birth Date

December 03 2021

Cell Phone \*

Address \*

Total \$0.00

START OVER

NEXT



**Step #7:** You will be asked to ADD A DONATION. You are NOT required to do this. *If you choose to do so, please make that choice here.* If you choose not to add a donation at this time, please click on **SKIP DONATION**

Add a Donation

How often would you like to donate?

One-time

Choose a one-time amount

\$500 \$100 \$50 \$25 Other

I'd like to cover all transaction fees so 100% of my donation goes to Special Olympics Pennsylvania.

SKIP DONATION



**Step #8:** Finally, you will fill out BILLING INFORMATION. Even if you choose not to give, the system does require you to complete these fields. ***If you choose not to add a donation, you will not be charged.***

Checkout

Your Info

First name \*      Last name \*

Email \*

Address

Free transaction  
This transaction is 100% free of charge

Address line 1 \*

Country \*

Once you complete this, you can review your 'order'. Please confirm your information and that your total charge is correct. Once that is complete, click on **PURCHASE**.

Total      \$0.00

By clicking Purchase, I agree to the [Terms of Service](#) and [Privacy Policy](#).

BACK      PURCHASE



**You are now registered as part of your school's fundraising team – you can share your team page or your personal page with others at your school, family, friends and community.**