

# Utilising your Virtual Polar Plunge personal fundraising page

## How to: Personalize your page & Send emails through your personal page

Log in here: <https://plunge4specialolympics.crowdfunder.ca/2420>

2022 VIRTUAL POLAR PLUNGE  
In support of Special Olympics British Columbia

**POLAR PLUNGE**  
FOR SPECIAL OLYMPICS BRITISH COLUMBIA

DONATE REGISTER \$40 RAISED \$150,000 GOAL

Looking for your personal fundraising page? [Take me there](#)

Get ready to laugh, splash, and support a great cause with the Polar Plunge for Special Olympics BC!  
Polar Plunge for Special Olympics BC events are staged in partnership with the Law Enforcement Torch Run for Special Olympics BC. The Polar Plunge is a proud LETR tradition, and every year thousands of people get bold and cold at events around the world.  
[Register](#) for the Virtual Polar Plunge today and [#Plunge4SOBC!](#)

**Sign in with the email address used during the registration**

**SIGN IN**

Email

Password

[Reset password](#)

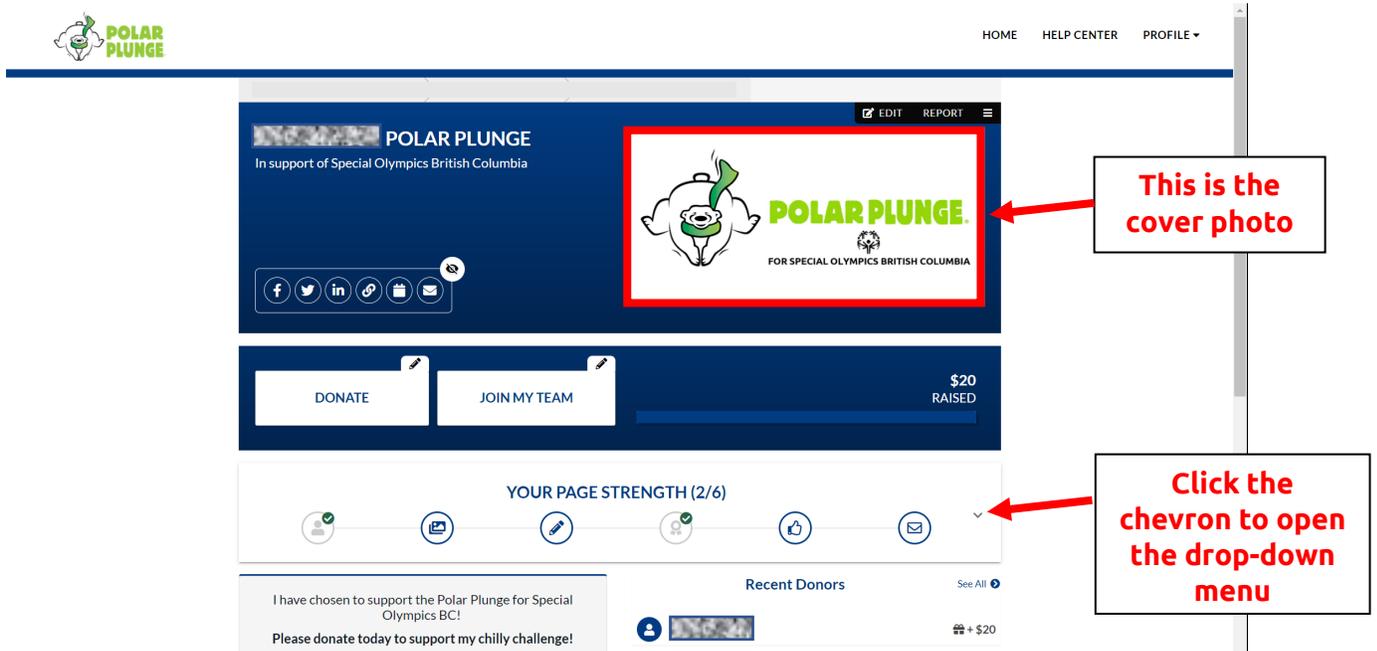
**SIGN IN** **CANCEL**

Don't have an account? [Sign Up](#)

**Your password must first be created through the link in the email that was sent to you upon completing registration**

## Personalizing your page:

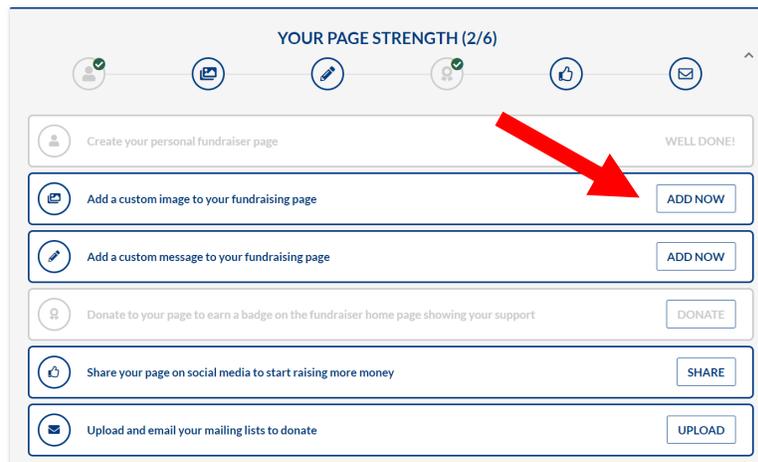
### 1) How to change your cover photo:



The screenshot shows a fundraising page for Polar Plunge. At the top left is the Polar Plunge logo. At the top right are navigation links: HOME, HELP CENTER, and PROFILE. The main header area features the Polar Plunge logo and the text "POLAR PLUNGE In support of Special Olympics British Columbia". Below this is a row of social media icons (Facebook, Twitter, LinkedIn, etc.). A red box highlights the current cover photo, which is the Polar Plunge logo. A red arrow points from a text box on the right to this box, with the text "This is the cover photo". Below the header is a "DONATE" button and a "JOIN MY TEAM" button. To the right of these buttons is a progress bar showing "\$20 RAISED". Below the progress bar is a "YOUR PAGE STRENGTH (2/6)" section with six icons representing different tasks. A red arrow points from a text box on the right to the chevron icon at the end of this section, with the text "Click the chevron to open the drop-down menu". Below this section is a "Recent Donors" section with a "See All" link and a "Please donate today to support my chilly challenge!" message.

This drop-down menu will appear.

Click "ADD NOW" beside "Add custom image to your fundraising page"



The screenshot shows the drop-down menu for the "YOUR PAGE STRENGTH (2/6)" section. It contains six items, each with an icon and a button:

- Create your personal fundraiser page (WELL DONE!)
- Add a custom image to your fundraising page (ADD NOW)
- Add a custom message to your fundraising page (ADD NOW)
- Donate to your page to earn a badge on the fundraiser home page showing your support (DONATE)
- Share your page on social media to start raising more money (SHARE)
- Upload and email your mailing lists to donate (UPLOAD)

A red arrow points from the text above to the "ADD NOW" button next to "Add a custom image to your fundraising page".

Untick the "Use fundraiser's image and video" button

**EDIT PAGE**

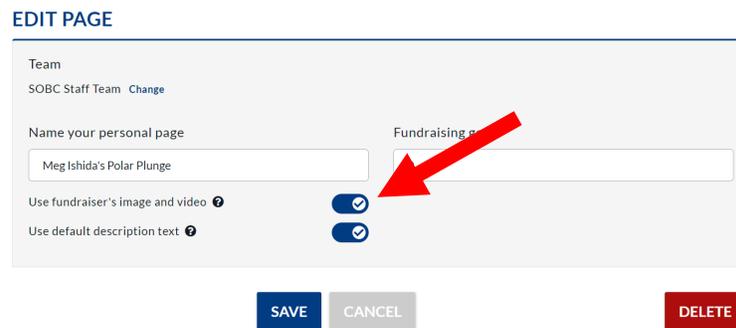
Team  
SOBC Staff Team [Change](#)

Name your personal page  Fundraising goal

Use fundraiser's image and video  [?](#)

Use default description text  [?](#)

[SAVE](#) [CANCEL](#) [DELETE](#)



Upload your image from your computer:

**EDIT PAGE**

Team  
 [Change](#)

Name your personal page  Fundraising goal

Use fundraiser's image and video  [?](#)

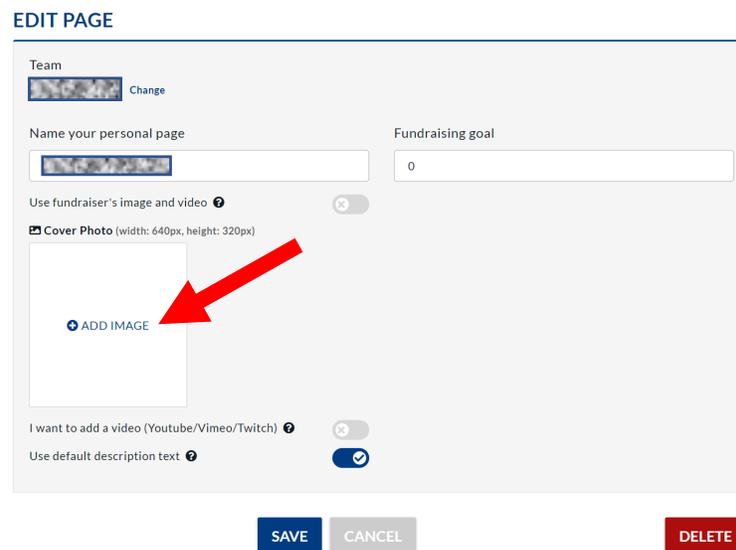
**Cover Photo** (width: 640px, height: 320px)

[+](#) [ADD IMAGE](#)

I want to add a video (Youtube/Vimeo/Twitch)  [?](#)

Use default description text  [?](#)

[SAVE](#) [CANCEL](#) [DELETE](#)



## EDIT PAGE

Team  [Change](#)

Name your personal page

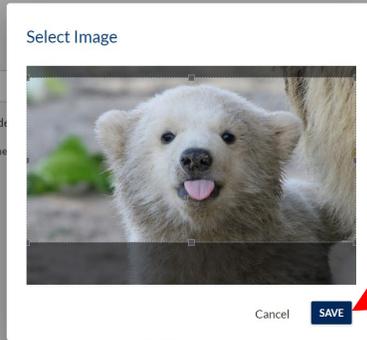
Use fundraiser's image and video

**Cover Photo** (width: 640px, height: 320px)

 [ADD IMAGE](#)

I want to add a video (Youtube/Vimeo/Twitch)

Use default description text



**SAVE**

CANCEL

**DELETE**

## EDIT PAGE

Team  [Change](#)

Name your personal page

Fundraising goal

Use fundraiser's image and video

**Cover Photo** (width: 640px, height: 320px)

 [+](#)

I want to add a video (Youtube/Vimeo/Twitch)

Use default description text

**SAVE**

CANCEL

**DELETE**

 **POLAR PLUNGE**  
In support of Special Olympics British Columbia

[EDIT](#) [REPORT](#)





**DONATE** **JOIN MY TEAM** **\$20 RAISED**

**Your new photo!**

## Personalizing your page (cont'd):

### 2) How to edit the message on your fundraising page

**POLAR PLUNGE**  
In support of Special Olympics British Columbia

**POLAR PLUNGE.**  
FOR SPECIAL OLYMPICS BRITISH COLUMBIA

**DONATE** **JOIN MY TEAM** **\$20 RAISED**

**YOUR PAGE STRENGTH (2/6)**

**I have chosen to support the Polar Plunge for Special Olympics BC!**  
**Please donate today to support my chilly challenge!**  
Special Olympics BC is committed to enriching the lives of individuals with intellectual disabilities and, in turn, the lives of their family members, friends and everyone they've touched. Special Olympics BC provides high-quality year-round sport programs and competitions that help people with intellectual disabilities celebrate personal achievement and gain confidence, skills, and friendships.  
The pandemic has a long-lasting, far-reaching impact that Special Olympics BC will be working to overcome for many years. More than ever, we need your support to help rebuild the programs and the community that is critical for instilling confidence in our athletes, opening hearts and minds to inclusion, and breaking down barriers.  
Thank you!

**Recent Donors** [See All](#)  
\$20

**You can customize this message to include a personal touch!**

### Suggestions:

Write about how you will be completing the Plunge. (Are you taking an icy shower? Are you doing a snow angel? Are you running through a sprinkler or hose?)

Write about why you are Plunging. (Why is Special Olympics important to you personally? Why have you chosen to support this event?)

Write about your history with supporting this event. (How many years have you done the Plunge?)

Click the chevron to open the drop-down menu

Click "ADD NOW" beside "Add a custom message to your fundraising page"

Untick the "Use default description text" button

Edit the text box as you see fit:

### EDIT PAGE

Team  
Change

Name your personal page Fundraising goal

Use fundraiser's image and video

Use default description text

About

I have chosen to support the Polar Plunge for Special Olympics BC!

Please donate today to support my chilly challenge!

Special Olympics BC is committed to enriching the lives of individuals with intellectual disabilities and, in turn, the lives of their family members, friends and everyone they've touched. Special Olympics BC provides high-quality year-round sport programs and competitions that help people with intellectual disabilities celebrate personal achievement and gain confidence, skills, and friendships.

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Thank you!

Change font size

Change text alignment

Add hyperlinks

Add emojis

Add photos

Change font colour

Bold or Italicize

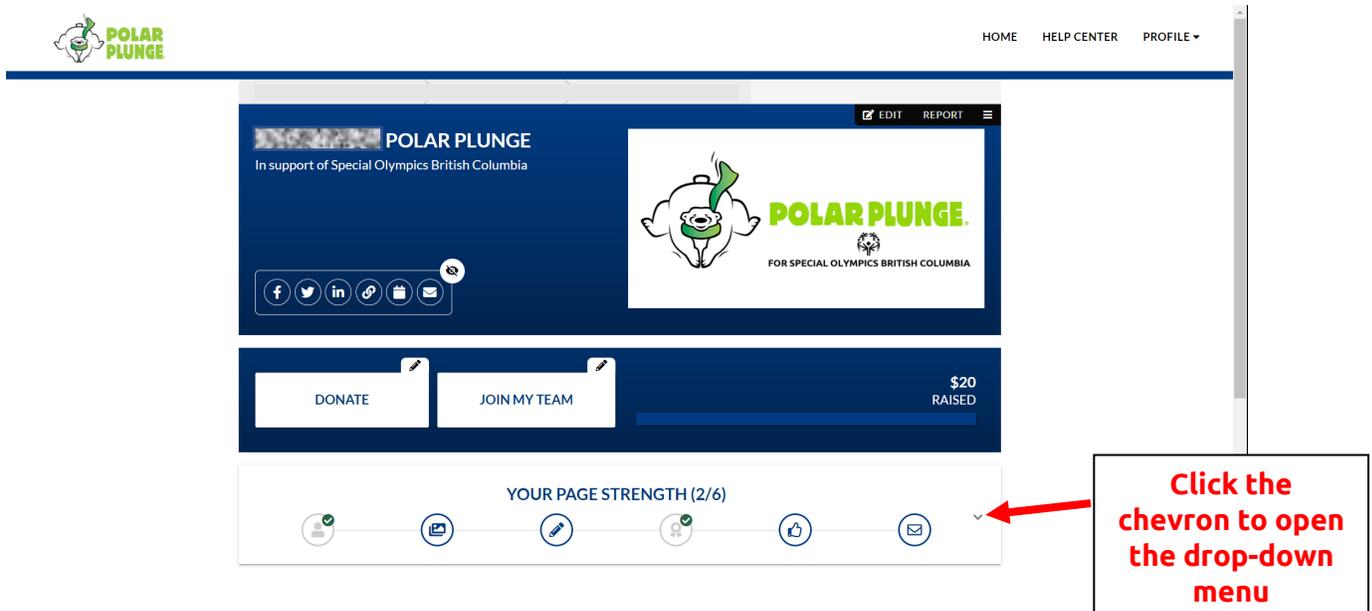
Change font style

SAVE CANCEL DELETE

Remember to hit SAVE

## Sending Emails:

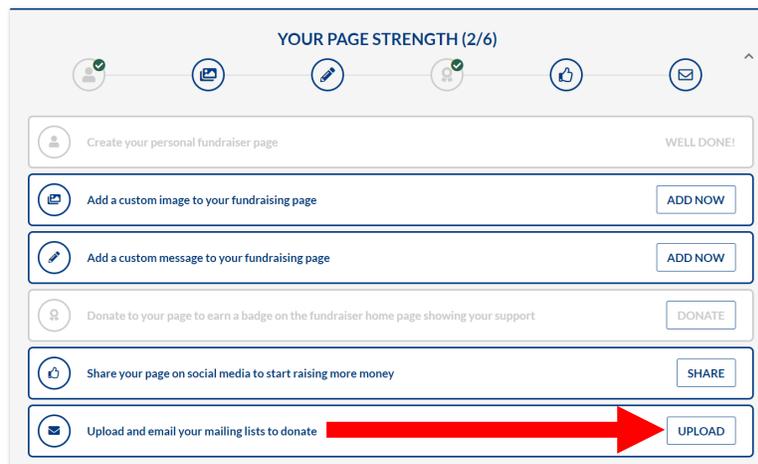
You can use your personal fundraising page to send emails to recruit participants, solicit donations, thank donors, etc.



The screenshot shows the top portion of a Polar Plunge fundraising page. At the top left is the Polar Plunge logo. To the right are navigation links: HOME, HELP CENTER, and PROFILE. Below this is a dark blue header with the Polar Plunge logo and the text "In support of Special Olympics British Columbia". A "DONATE" button and a "JOIN MY TEAM" button are visible, along with a progress bar showing "\$20 RAISED". Below the header is a "YOUR PAGE STRENGTH (2/6)" progress bar with six icons representing different tasks. A red arrow points to a small chevron icon at the end of the progress bar. A red callout box with the text "Click the chevron to open the drop-down menu" is positioned to the right of the chevron.

This drop-down menu will appear.

Click "UPLOAD" beside "Upload and email your mailing lists to donate"

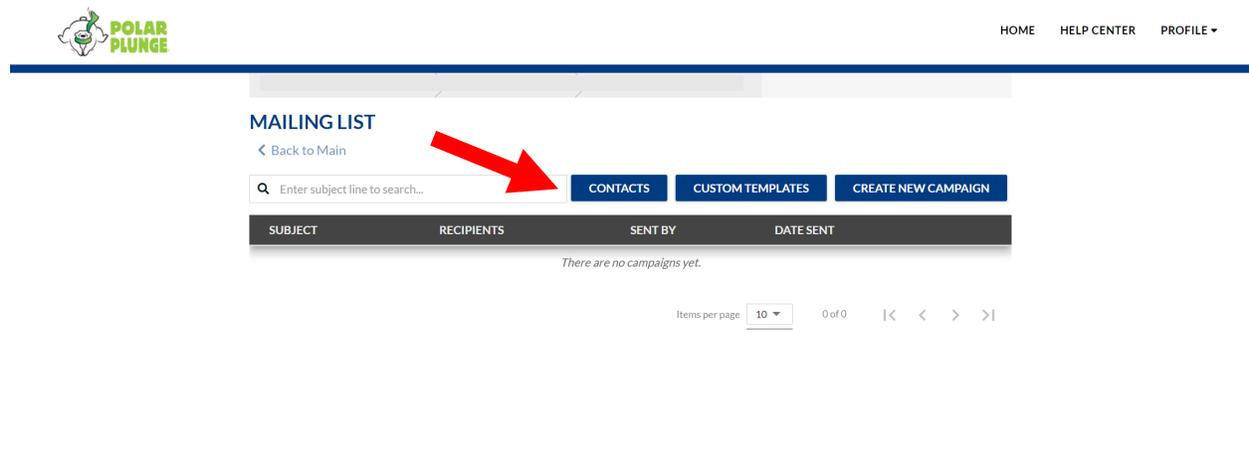


The screenshot shows the drop-down menu that appears when the chevron icon is clicked. The menu is titled "YOUR PAGE STRENGTH (2/6)" and contains six items, each with an icon, a description, and a button:

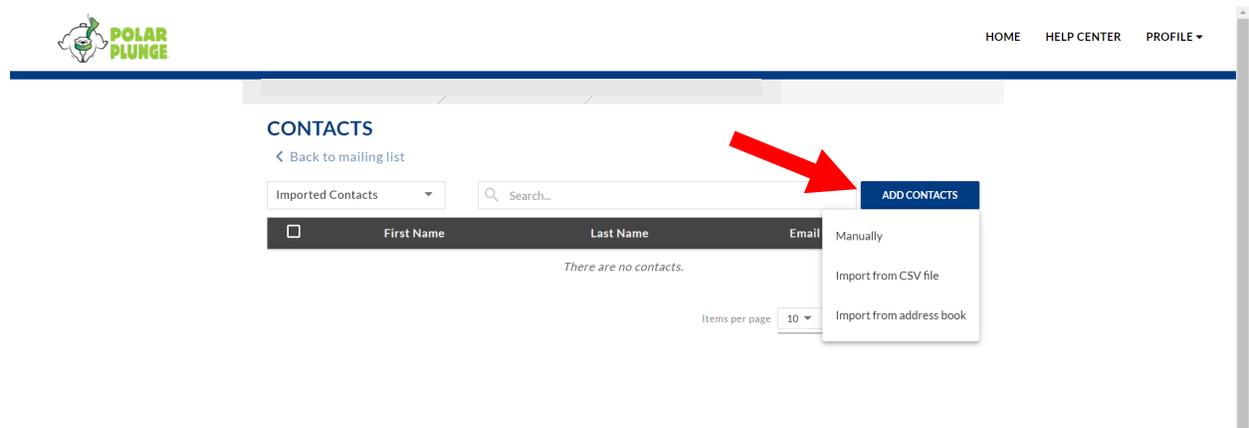
- Create your personal fundraiser page (WELL DONE!)
- Add a custom image to your fundraising page (ADD NOW)
- Add a custom message to your fundraising page (ADD NOW)
- Donate to your page to earn a badge on the fundraiser home page showing your support (DONATE)
- Share your page on social media to start raising more money (SHARE)
- Upload and email your mailing lists to donate (UPLOAD)

A red arrow points to the "UPLOAD" button for the "Upload and email your mailing lists to donate" item.

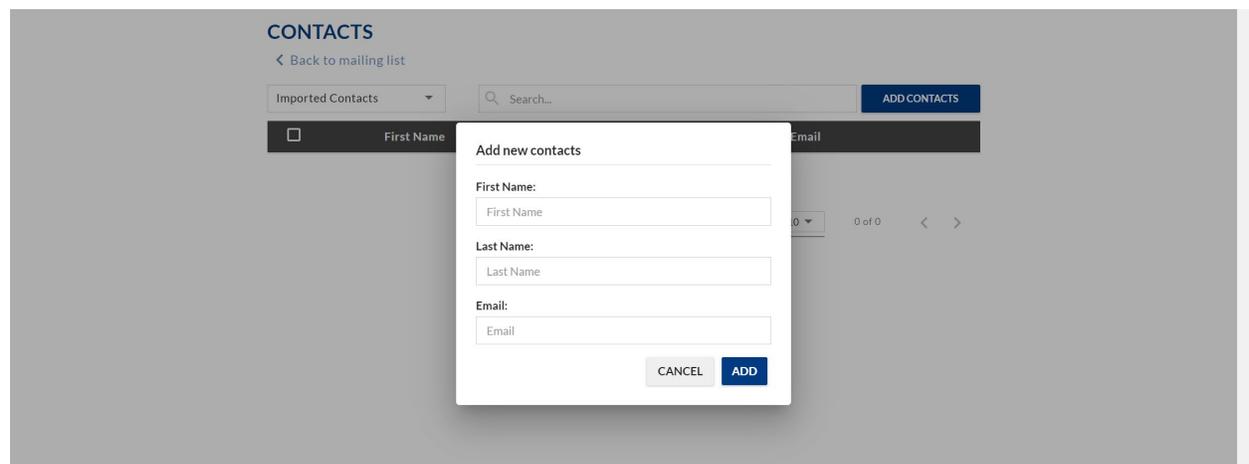
## Review and add your contacts:



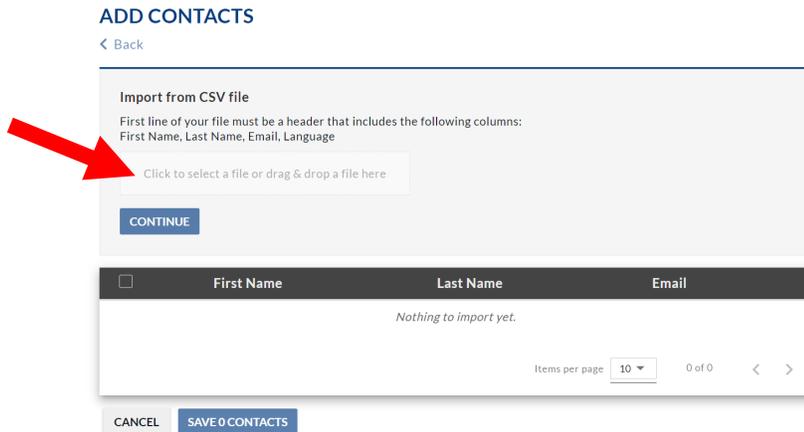
## Add contacts manually, by importing a CSV (Excel) file, or from an address book



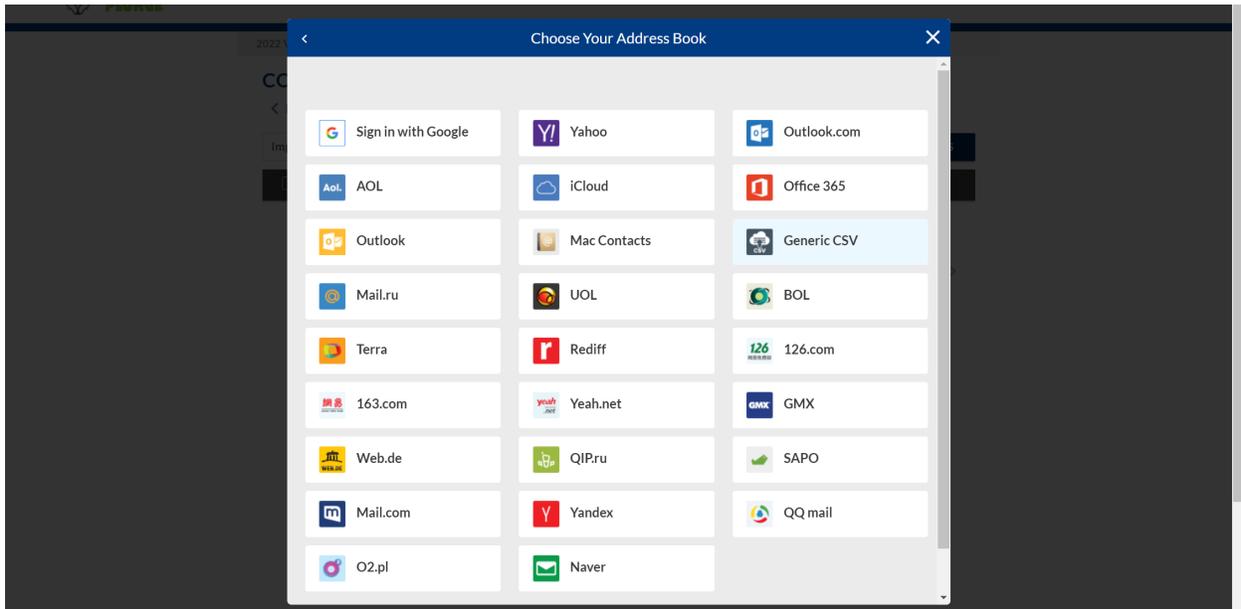
## Manual method: Type in a first name, last name, and email address. Save by clicking "ADD"



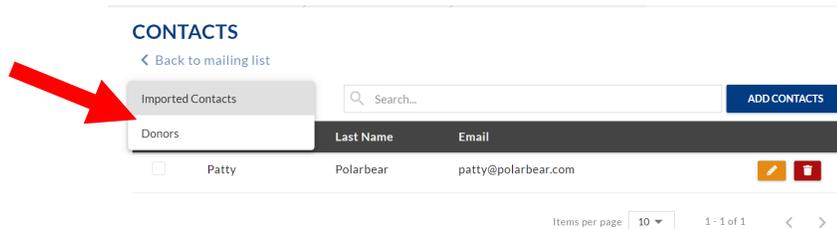
CSV file method: Upload a contact list that has been saved as a CSV file



Using an online address book:



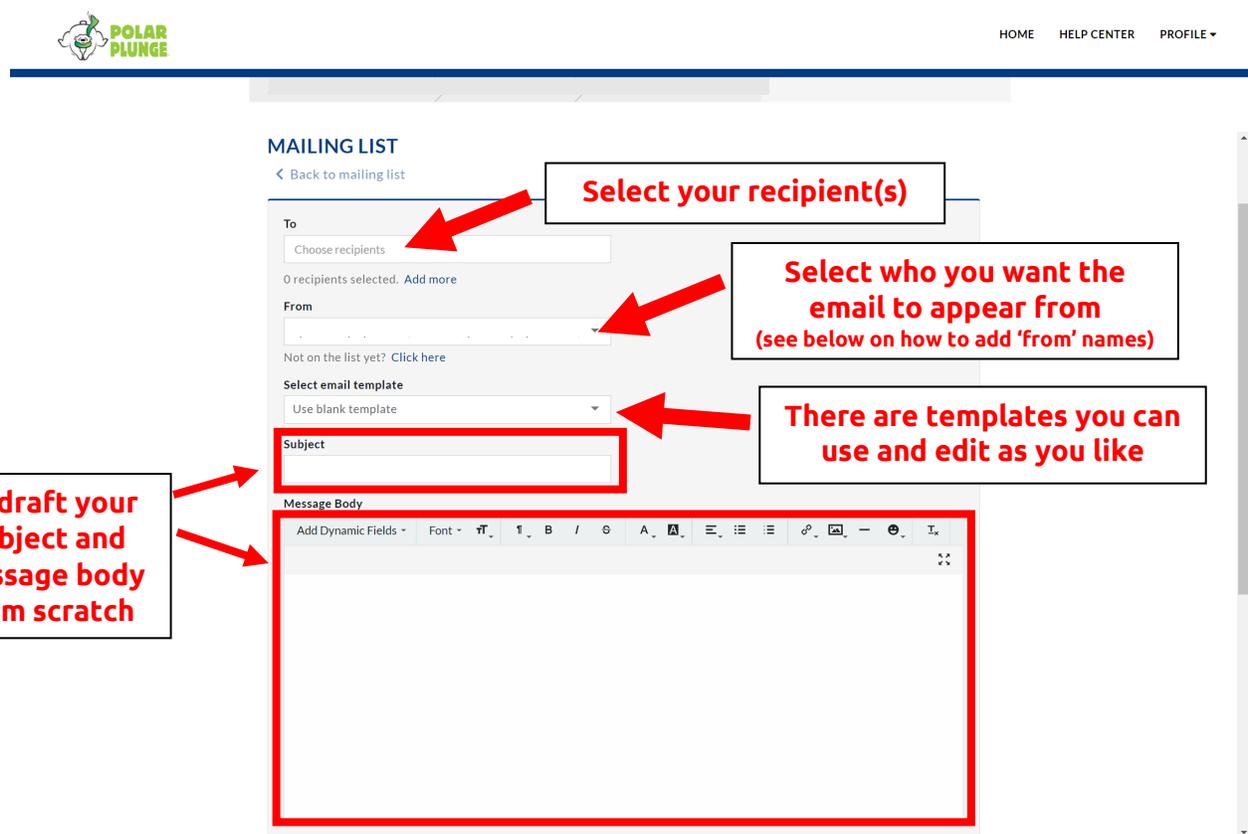
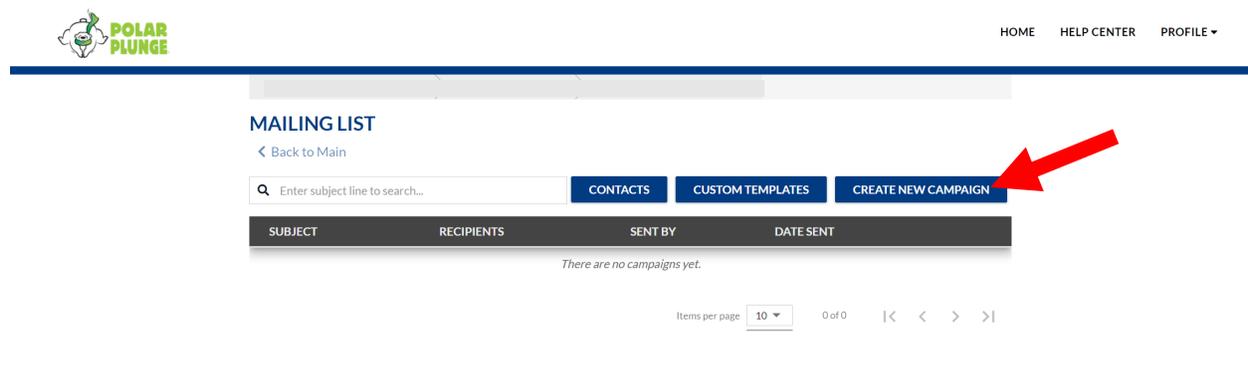
Use the dropdown menu to see your contacts:



Imported contacts are those you added to your contact list.

Donors are those that made a donation to your personal fundraising page.

To send emails to people on your contacts list, go to your Mailing List and hit 'Create new Campaign':



### Choosing recipient(s):

**Remember, there are two contacts list: your imported contacts list and donors list**

The screenshot shows the 'MAILING LIST' interface with a modal titled 'Add recipients'. The modal has two tabs: 'Imported Contacts' and 'Donors'. The 'Donors' tab is selected, showing a table with columns for 'LAST NAME', 'EMAIL', and 'STATUS'. A single donor is listed: Patty Polarbear with email patty@polarbear.com and status 'Subscribed'. There are 'ADD CONTACTS' and 'ADD 0 RECIPIENTS' buttons.

### Adding your 'from' name:

(This is the name that will appear as the sender)

**MAILING LIST**

< Back to mailing list

To: Choose recipients

0 recipients selected. [Add more](#)

From:

Not on the list yet? [Click here](#)

Select email template: Use blank template

**Click "Not on the list yet? Click here"**

### Add your name and email address:

**MAILING LIST**

< Back to mailing list

**ADD SENDER**

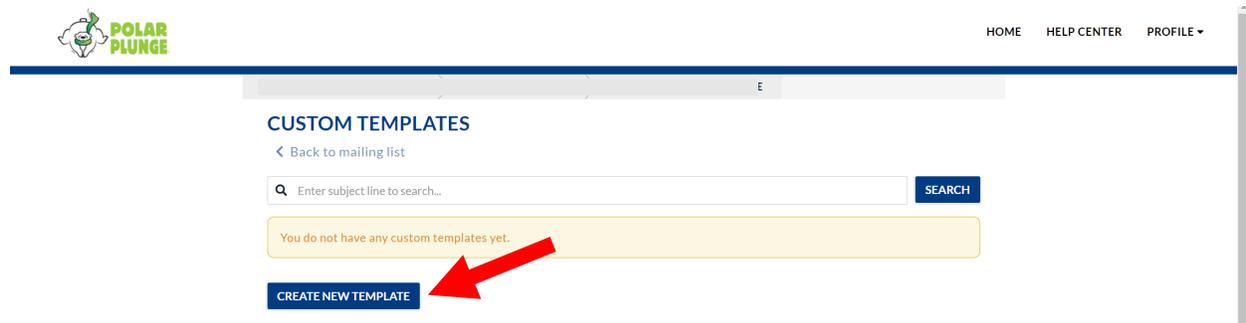
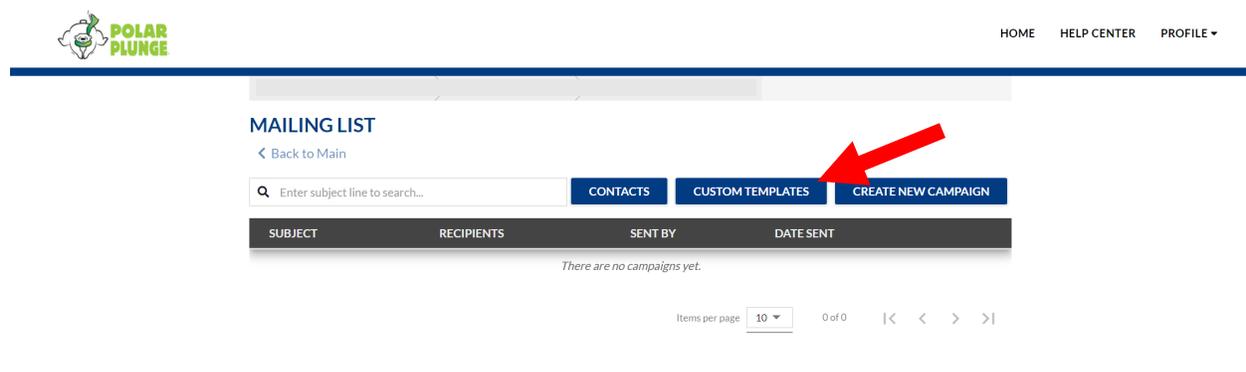
Name:

Email:

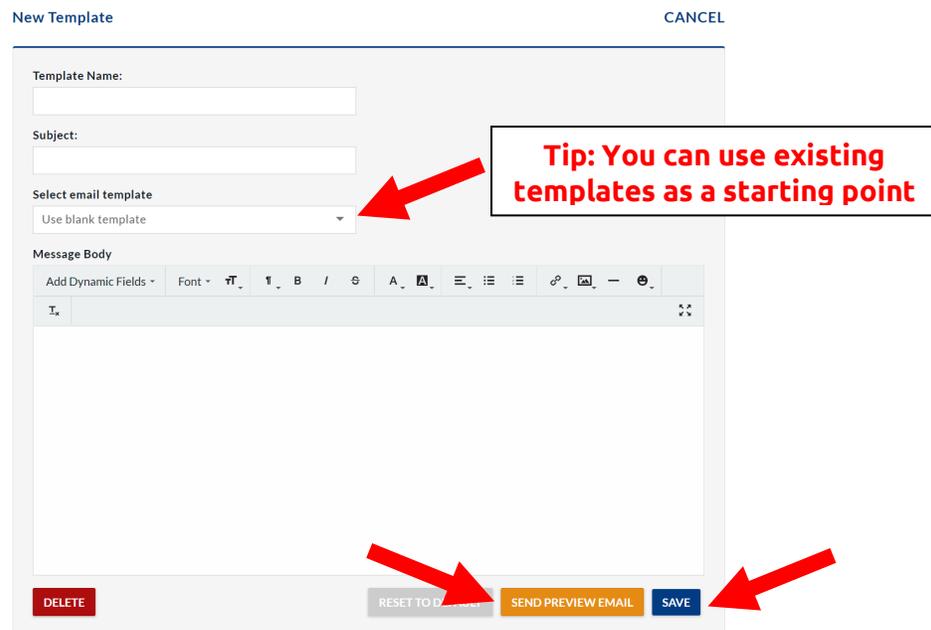
Set as default:

**ADD** **CANCEL**

You can create your own template, to make sending multiple/duplicate emails easier:



Draft your template. Send yourself a preview email and hit "Save"



Once you save a template, it will appear in your Custom Templates list.