

CREATING A TEAM AS A TEAM CAPTAIN



When you form your own team, you are the team captain and have an important role. You will be responsible for:

- Recruiting coworkers, friends, and family members to join your team.
- Encouraging your team members to add a picture and description on their personal page.
- Building team morale by getting full involvement from all participants.
- Appointing a “Co-captain” to help with communication and team duties as necessary.
- Larger companies can appoint several captains to organize several teams. All those teams can participate in the same event benefiting the same cause. However, your team does NOT have to be associated with a company.

NOTE: If you participated in a previous team fundraising event and want to form the same team, try to keep everything the same (team name, members, etc.) Consistency can bring back the same donors and increase your goals year over year.

STEPS TO CREATING A TEAM:

1. Go to www.plungeks.org, go to the Locations page and click on the city in which you wish to participate.
2. Click on the Register link if you are Plunging and/or Plunging and Strutting and the Strut Only link if you are only participating in the Run/Walk. You will be taken to the online registration page.
3. Click on Register and enter the number of participants you are registering in the Polar Plunge® category that applies to you. Are you creating a “Cool School” team? Or is your company putting together a team? Or are you creating a SOKS Local Program team? Then click on the green Register button at the bottom.
4. Create (or log in to) your own FirstGiving account.
5. Complete the online registration form, agree to our waiver by clicking the box and hit the green button Next.
6. Scroll down to the bottom of the page to add the names of your team members. Create your team. Remember, keep your team name simple and straightforward so your teammates are able to find and join your team! Your team name can include your business’ or organization’s name.
7. Hit the “Next” button to create your personal page. Feel free to add your own photo and share you own story about why you are plunging. You can also start off your fundraising by making a personal donation. When finished, click on next and review/edit your information. When complete hit Submit.
8. The final page will show a link to your personal Polar Plunge page and a confirmation of your registration. You will also receive an email. Keep this information handy and share it through your social media!
9. Update your team’s fundraising page. To do this, simply log into your firstgiving.com account. Select the tab “Your Fundraising”. In the bottom left corner, you will find your team’s fundraising page. Feel free to add a team photo and let people know why your team is the coolest of them all!

