

Plunge Guide – Utilize Your Personal Pages

This guide is designed to help registered Plungers at any level of expertise use their personal pages.

Good luck!

Logging In and Accessing Your Pages –

Visit the Plunge website and select Log In from the menu on the left. This will take you to your personal page. From here, you can access the capabilities your personal plunge pages have to offer.

You can access all of the tools and features of your personal page with the top navigation tabs.

Top navigational tabs

My HQ My Webpage Email Reports Tools Community Gadgets Logout

Welcome, Emily Testerman!
Your Participant ID: 344790254

New to your Headquarters?
Start here!

Your Personal Page link:
<http://plunge2012.kintera.org/emilyann>

My To Do List

- Build/Edit my Webpage
- Send Emails to Friends and Family
- Enter Offline Donations
- Edit my Profile
- Edit my Login/Password
- Check the Message Board
- See Important Dates

Fundraising Statistics

- My Fundraising Goal: **\$50.00**
Change My Goal
- Money Raised to Date: **\$0.00**
View My Reports

100%
50%
25%

Last Five Days

Total for Range: \$0

No Donations Available

Email Statistics

- Emails Sent: **1**
Send More Emails
- Visits to My Pages: **0**
- Number of Donations: **0**
- Number of Registrations: **0**

Team Statistics

Go Team Adcieo!

- Team Members: **4**
- Team Fundraising Goal: **\$1,000.00**
- Team Raised to Date: **\$0.00**

Are you a team captain?
Send an email to your team

MY HQ acts as the home tab. Here you can track your fundraising progress, view the link to your personal page, send emails and edit your personal page.



Fundraising statistics - Here you have the option to increase your fundraising goal and run reports on donations.

On the email statistics table, you can quickly view email analytics, including how many have been sent, and how many clicks/donations you have received from the emails.



My Webpage

On the **My Webpage** tab you can customize your personal page. Give it your own style and make it grab the attention of your family and friends.



Edit your Personal Page

Header Text:

Line 1:
Welcome to the Donation Page of

Line 2:
Emily Testerman

Here you can edit what you want others to see when they enter your page. Add your own welcome message!

Do you want a Video or Image? Image ▾

Webpage image
You may use the default image or [select](#) an image from the library or [upload](#) your own.

Choose a theme
Customize your page with fun backgrounds.

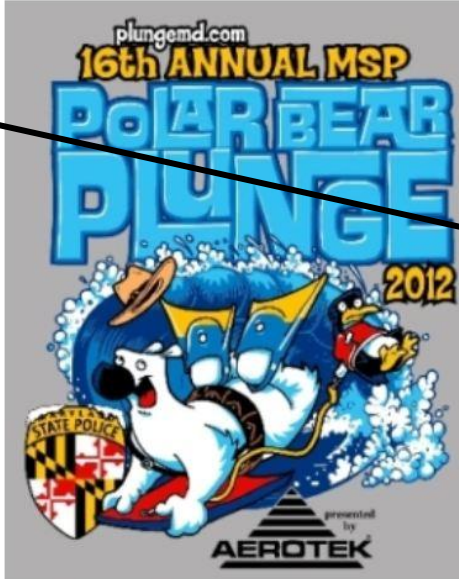
Standard ▾

Preview webpage
View your page as others will see it!

Preview

Finish webpage
To complete your webpage or to save changes, click Submit.

Submit Cancel



Here you select what image you want to appear when others are directed to your page. You may select a provided image, or upload your own.

Caption under image:
Join me in my efforts to support Special Olyr

Edit the text:
Be a fan of fun - please support me as I take part in the coolest event around and help Special Olympics - Maryland.

Here you can edit what the text blurb says below your image.

Select from a list of cool themes we have for you!

My HQ | **My Webpage** | Email | Reports | Tools | Community | Gadgets

Edit Personal Page | View Personal Page | Logout

Import or select an image below





Import your image here:
(You may upload up to 2 images.)

Images must be .jpg or .gif files.
Recommendation:
300x234 pixels
Maximum size:
50KB

If you upload two images, they will appear side-by-side on your personal page.

[Click here to return](#)

Standard Image Library

-  PBP2012
-  Plungers in water
-  Plungers running In!
-  Plunge bear

First | Previous | Next | Last

If you decide to select your own picture, click browse to locate the file on your computer. Then, click submit!

Once you're finished personalizing, preview what your page will look like by clicking "View Personal Page" at the top, or clicking the "Preview" button on the edit page.

Welcome to the Donation Page of Emily Testerman

My Team Page

**Thank you for your
involvement!**

Enter Donation Amount Here:

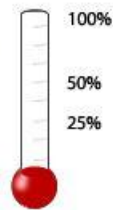
*Currency shown: US Dollar

\$

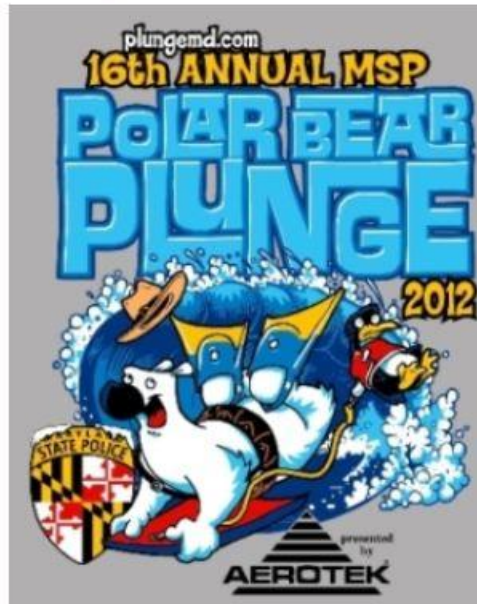
I want to enter the donation in my own name; pre-fill the entry form for me.

Continue

My Fundraising Goal: **\$50.00**
Money Raised to Date: **\$0.00**



If you are unable to donate online, please print out a donation form.



Join me in my efforts to support Special Olympics - Maryland!

Be a fan of fun - please support me as I take part in the coolest event around and help Special Olympics - Maryland.

Finish webpage

To complete your webpage or to save changes, click Submit.

Submit

Cancel

Voila! If you like the page, be sure to click submit. Don't worry, you can always go back in and edit at any time.

Email

Email: you can start email campaigns to get friends and family to help add to your donations and build your teams!

Emily Testerman's Email Center

Compose your email here and send it off to your current/potential donors. Create your own email message or select a template.

Compose Email Message

To send an email, use your address book to select existing addresses or create a new one.

From: Emily Testerman **Sender Email:** emily.testerman@adcio.com

* Required Information

[? Explain](#) [ADDRESS BOOK](#)

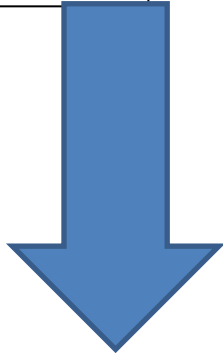
Greeting*	Recipient Email*
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

You can send this email to up to 30 people! **Total recipients:** 5

The Greetings Tab is your place to say "Dear Mom," or simply, "Hey Dude!" as the start of your email.

To make it so you don't have to re-type email address every time, add email address individually or by group. That way, next time, you can simply check off their box and add them to your recipient list.

Here's your place to add your email recipient's email address(es). Add up to 30! You can change the amount of rows available by clicking the dropdown box and selecting the correct amount.



After selecting your recipients, you can create the body of the email.

Since you'll be sending more than one email, this option allows you to name each email specifically, so you can come back and use it, or make changes to it later. You can save up to six private templates.

Template: Donor Solicitation Email Template (c) [Save As ...](#)
(c)common template (p)private template

***Subject:** Rare Breed of Regional Polar Bears In Needing of Funding

Highlighted Message: [What's this?](#)
(Your personal donation page link will be appended to the bottom of your email)

***Body:** On January 28, 2012, the 16th annual MSP Polar Bear Plunge will bring together thousands of chill-seekers from all over to "bear" the wintry waters of the Chesapeake Bay. The adrenaline junkies and warm-hearted souls alike need not only the courage, but also the funds, in order to be a part of this exhilarating experience. This special breed of Maryland polar bears needs your help!

Since 1997, nearly 70,000 people have braved the bitter waters of the bay in support of Special Olympics Maryland, raising a collective \$19 million. Last year, the Plunge raised over \$3 million in funds in support of Maryland's children and adults with intellectual disabilities. The only way to top that

[Preview Email](#) [Send Email](#)

The subject is what your recipient will see in their email browser as the subject line.

The highlighted message will be bolded information displayed at the top of your email – make it motivational!

Here is where you type your message. We have a default in for you, but feel free to make it your own!

When you are finished typing your body, click "Preview Email" to open a window which will display the message your recipients will see. If you like it, click "Send Email." And off they go!

If you'd like to import your own email address book from a web browser, it's easy! From the top menu select "Address Book Import."

My HQ | My Webpage | **Email** | Reports | Tools | Community | Gadgets

Send Email | Address Book Import | Email History Log | Facebook | Twitter | Logout

Address Book Import

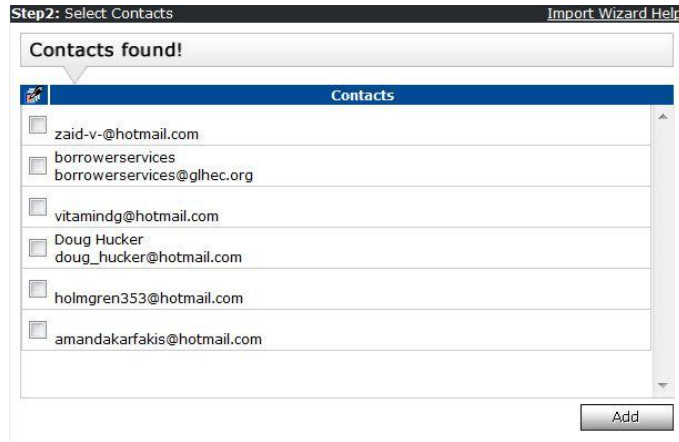
Step 1: Select the E-mail Service | Import Wizard Help

Where do you keep your contacts?

- Gmail
- Windows Live Hotmail
- YAHOO!
- Comma Separated Value (.csv)

If you're using Outlook on your computer for email, you may want to export your contacts to a CSV file. Open Outlook, find your contact list, and select the **Save As...** or **Export...** menu option, usually from the **File** menu. Follow the direction to save the file in a **Comma Separated Value (CSV)** format. Then, click here to export your Outlook contacts from the CSV.

All you have to do is enter which address book you'd like to import, enter your password information to sign in. Once successfully logged in, click "OK" to allow your page to access the addresses. You then see the below screen, allowing you to select and add any emails from this list you'd like. Easy! Those contacts are now in your address book.



If you'd like to see the history of emails sent, click "Email History Log" on the navigation.

Email History Log

Use this email log to check who you have sent email to and how they have responded. To re-send emails to individuals, check the box next to their names and click the link at the bottom.

Click [Update Log](#) to view the most recent email log information.

Addressee ▲	Email Address	Date Sent	No. of Visits	Date Registered (PST)	First Donated (PST)	Amount
Hello	iamsupahfly@gmail.com	11/08/2011	0			

[Send email to this person](#)

You'll see a list of the statistics for each email you've sent.



Emily Testerman's Email Center

From the **Email** tab, you can also connect your personal page to **Facebook** and **Twitter**.



Update your Facebook Status

Communicating with your friends and family in Facebook to reach your fundraising goal is easy!

- Click the 'Connect with Facebook' button and login
- Allow permission for the event to update your Facebook status
- Fill out the textbox and click the 'Update your Status' button

[Connect with Facebook](#)

Once you enter your log-ins for Facebook or Twitter, you can share your personal page with your friends and drive traffic to your page!

Reports

Reports: you can check in and see how close you are to reaching your fundraising goal.



Emily Testerman's Donation Statistics

This is where you can check your donation status. View your total and watch as contributions come in and you get closer and closer to your goal! To send out email messages to your Donors, check the individual boxes for each recipient and complete the 'Compose Email Message' section.

Goal	
Fundraising Goal	\$50.00
Amount needed towards goal	\$50.00
Progress Towards Your Goal	
Confirmed Amount Raised	\$0.00
Online Amount - online processing(ie. credit cards)	\$0.00
Offline Amount - (checks, cash, charge and inkind)	\$0.00
Current Balance	\$0.00
<small>Your registration fee, if applicable, has been included in the current balance figure. Check with the organization to determine if the registration fee is counted towards the receipt of fundraising prizes.</small>	
Team	
Team Name:	Adcieo

If you'd like, you can access a printable version, or export your list of donations to an excel spreadsheet to have your report offline.

Showing 1-1 of 1 record (1 page), 20 records per page.

Prev 1 Next

- Export XLS
- Choose Columns
- Printable

Send	ID	First Name	Last Name	Company	Amount	Outstanding Amount	Payment Status	Payment Date	Desc	Check Number
	131111983	Emily	Testerman	Adcieo	\$0.00	\$0.00	Paid	11/08/2011		

Tools

The **Tools** tab features handy capabilities allowing you easy access to forms and edit functions.



Your pledge entry history is displayed. "Pending" donations refer to donations that have not been cleared by the organization. As soon as they are confirmed, those donations are marked as received and can be viewed in your donation report.

To enter new donations, click the "Enter Pledge" button. To view the details of donations that are still pending, click the "View Pending" next to the date the donations were entered.

Enter Pledge

Pledge Entry History

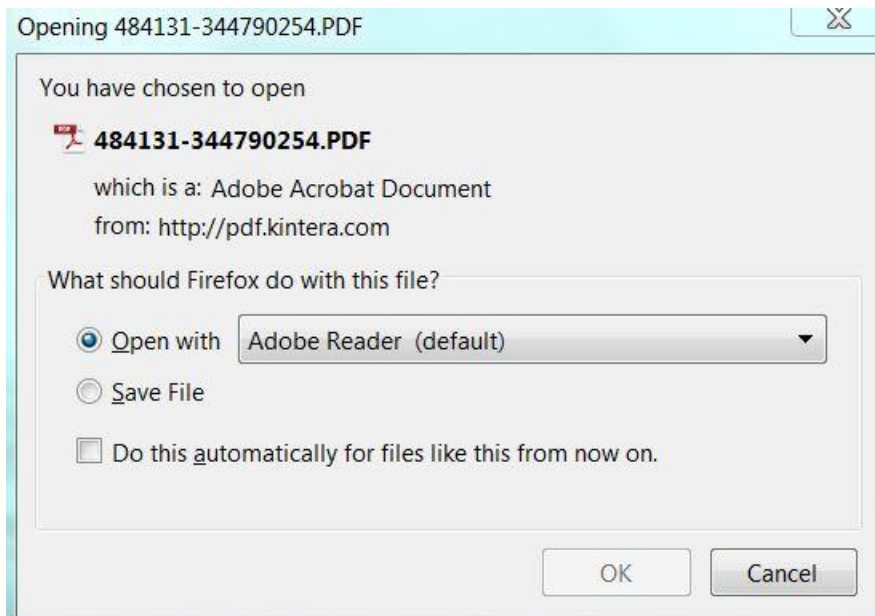
Event ID#: 484131 **Event Name:** The 16th Annual MSP Polar Bear Plunge
Name: Emily Testerman **Participant ID#:** 344790254

No pledge entry history

This page you are greeted with allows you to manually enter a pledge you have received in paper/person form, and a list of all of those you have manually entered so far.

Donation Entry	
Donor Information	
Title:*	-- please make a selection --
First Name:*	<input type="text"/>
Last Name:*	<input type="text"/>
Email:	<input type="text"/>
Address Line 1:*	<input type="text"/>
Address Line 2:	<input type="text"/>
City:*	<input type="text"/>
State:*	Maryland
ZIP/Postal Code:*	<input type="text"/>
Phone:	<input type="text"/>
Birth Date:	<input type="text"/> (MM/DD/YYYY)
Donation	
Payment Type:*	CHECK
Check Number:*	<input type="text"/>
Donation Amount:*	\$ <input type="text"/>
Matching Gift	
Will this donation be potentially matched? If you know the following information regarding the matching gift, please complete.	
Company Name:	<input type="text"/>
Matching Gift Amount:	\$ <input type="text"/>

From the “Print Donation Form” option, you can print out donation forms to hand to your family and friends if they prefer to donate that way. Once clicked, your computer will ask you to open or save the file. Using Adobe Acrobat, open the file. Click OK. From there you can print out as many copies as you like.



The next option on the Tools tab is "Edit Profile." By clicking here, you can edit the form you initially filled out when registering for the Plunge. This comes in handy if you change your mind about a shirt, move, or want to change your fundraising goal or plunge time!

Edit Profile

You can update your profile information here. Just fill out the fields below.

Please fill out the fields below:

User Profile	
Title:*	Ms. ▾
First Name:*	Emily
Middle Initial:	A
Last Name:*	Testerman
Company Name:	Adcieo
Email:*	emily.testerman@adci
Address Line 1:*	3500 Boston Street
Address Line 2:	Suite 315
City:*	Baltimore
State:*	Maryland ▾
ZIP/Postal Code:*	21224
Phone:	
Birth Date:*	8/21/1988 (MM/DD/YYYY)
Gender:*	<input checked="" type="radio"/> Female <input type="radio"/> Male
School:	
Additional Information	
How did you hear about the 2012 MSP Plunge?:*	SOMD Website ▾
Select Your 2012 Plunge Time:*	<input type="radio"/> 1 PM <input checked="" type="radio"/> 3 PM <input type="radio"/> Pee Wee Plunge (11 AM) <input type="radio"/> Family Plunge (11 AM)
Would you like more information about vendor or sponsor opportunities?:	<input checked="" type="radio"/> No <input type="radio"/> Yes

T-shirt Size	
Size:*	Small ▾
Event Information	
Show Money Raised to Date on Personal/Team Page:	<input checked="" type="checkbox"/>
Fundraising Goal:*	\$ 50
You are a member of the Team: (None)	
To join another Team, click here .	
I want to start my own team and become a Team Captain	
Email Notifications	
<input checked="" type="checkbox"/> Notify me by email when somebody donates to me.	

Update

Just click update and you're done.

Additionally, from the **Tools** tab, you can choose “Edit Login.” If you want to change your password or username to something more easily remembered, this is the place to do it. Click Update when you’re finished.

My HQ | **My Webpage** | **Email** | **Reports** | **Tools** | **Community** | **Gadgets**
Pledge Entry | Print Donation Form | Edit Profile | Edit Login | Logout

Edit Login

To modify your login, please make changes to the fields below.

Modify Login:	
*Username	<input type="text" value="emilyann821"/>
*Password	<input type="password"/>
*Verify Password	<input type="password"/>
*Security Question	What is your mother's maiden name ▼
*Security Answer	<input type="text" value="trammell"/>

Update

Community

Within the **Community** tab, you can see what other Plungers are up to. One of the features is a bulletin board, where you can see what other people are talking or asking about. This is a great feature to see if someone answers a question, or to post an idea you might have. Just click “Post Message.”

[My HQ](#) | [My Webpage](#) | [Email](#) | [Reports](#) | [Tools](#) | [Community](#) | [Gadgets](#)
Bulletin Board | Important Dates | Logout

Bulletin Board

[Post Message](#)

[Previous](#) [Page 1](#) [2](#) [3](#) [4](#) [Next](#)

Topics	# of Replies	Author	Date
Donation Flyer	1	nitebatman	11/15/2011
HI!!	1	tirzajo	11/09/2011
honor roll	0	Jeff Manley	11/01/2011
honor roll	0	Jeff Manley	11/01/2011
Gadgets	0	Jeff Manley	11/01/2011

By At

[Reply](#) |  [Print](#)

The “Important Dates” function will fill once the date nears, so check back often!

Gadgets

Finally, the **Gadgets** tab is for those of you with websites in which you'd like to promote your personal page and drive donations!



Add these Gadgets to your Community Page



Honor Roll:

Copy the code below to your community page to display your honor roll.

Plunger Honor Roll ▾

Embed: `<embed src="http://plunge2012.k`



Thermometer:

Copy the code below to your community page to display your thermometer.

Plunger Thermometer ▾

Embed: `<embed src="http://plunge2012.k`

To place either of these cool gadgets on your website, simply copy the Embed code, and then paste it where you would like it to appear on your website. Also, the gadgets are clickable, and will direct people to your personal page.

Happy Plunging!
