1. Indicate **how many registrations** for your order. Once that is completed, press “Add To Cart.”
2. Please fill out the correct contact information and press “Continue.” The address listed is where you t-shirt, as supplies last, will be mailed.
3. Please review your Shopping Cart. If it is correct, please click “Checkout.”
   ** If you would like to add additional items, such as a Polar Bear Hat or register more people, please click on “Continue Shopping” and add any additional items.**
4. Please indicate your email address and then click “Continue Unregistered.” A receipt and any other applicable event information will be sent to this email address.
5. If you are paying by **credit card**, please fill out the payment information and click “**Continue.**” If you are paying by **cash or check**, please type PLUNGE into the Promotional Code box and click “**Apply**” and “**Continue.**” Please make the check out to the Office of Civic Engagement with "Polar Bear Plunge" in the memo line. Drop off the registration form and payment in 119 Bertrand Library or mail to: Office of Civic Engagement, Bucknell University, 1 Dent Drive, Lewisburg PA 17837.

** Please note, if you apply the promotional code PLUNGE and also fill in your credit card information, the system **will not** charge your card. Only indicate the code if you are paying by cash or check. **
6. Please review your order. If it is correct, please click on “Submit Order.” A copy of your receipt will be sent to the email address indicated during the registration process.