

ATHLETE REGISTRATION

County Management teams are the first and direct contact for assisting athletes and families in the registration process.

Athlete Registration Process

Athlete Eligibility for participation requires that all athletes complete The Athlete Registration and Health History.

To Register go to: <https://portals.specialolympics.org>

There are 4 steps to complete the Registration:

Create an Account

Athletes can create their own account OR

Other can create an account and then complete the remaining steps on behalf of the athlete

ADD NEW ATHLETE: Create Profile: Once account is created, Log into account Select MY participants then Add New Athlete and create an athlete profile

Complete Health History and Release form: Select Blue Underlined tab Under Health History – will say SAVED if not started or incomplete >Checklist Items> Select Health History > complete fields and submit

Sign E-Form: use email of Authorized signer, notify person if not self; Have them review and sign

Create an Account

Athletes can create their own account. If the Athlete is under the age of 18, not their own guardian or does not have their own unique email address, register as: Parent/Guardian/Circle of Care (Includes Case Manager and Facility Coordinator) of multiple Athletes

Go to: <https://portals.specialolympics.org>

Click the **RED CREATE AN ACCOUNT BUTTON** Enter your preferred email address.

Click **SEND VERIFICATION CODE BUTTON** and copy the code

Visit your email inbox (email from “Microsoft on behalf of Special Olympics B2C Production”).

Enter verification code into the box.

SELECT VERIFY CODE BUTTON e-mail address is now verified.

Create password and then Login

Caregiver/family member create their own account (Once Caregiver/family creates their account, they can add athletes to the registration system).

Enter information about yourself – (the account holder)

For your Role: Select “I want to be an Athlete” OR : “I am registering an Athlete (Parent, Circle of Care, Family Member) Follow the prompts, and enter in your personal information

REGION field = COUNTY Program

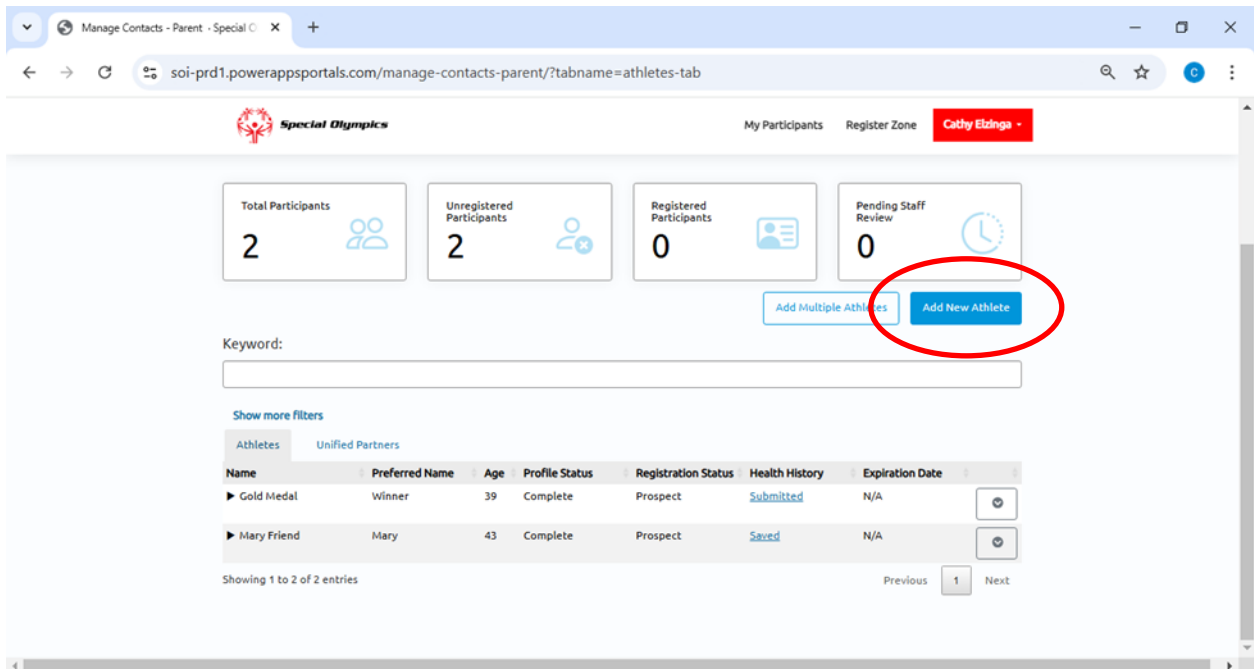
Follow the prompts, enter in YOUR OWN personal information, and enter the Register Zone. Athlete’s information will be required in the next step

Add New Athlete

Once all info is entered you will be taken to the Registration Zone > My Participants > ADD NEW ATHLETE Click on the My Participants tab > ADD NEW ATHLETE to add athlete and complete requirements on their behalf.

Enter Athlete Profile information

ATHLETE REGISTRATION



Complete Health History and Release form

(Follow the steps below. Then open email used in Final steps to REVIEW AND SIGN).

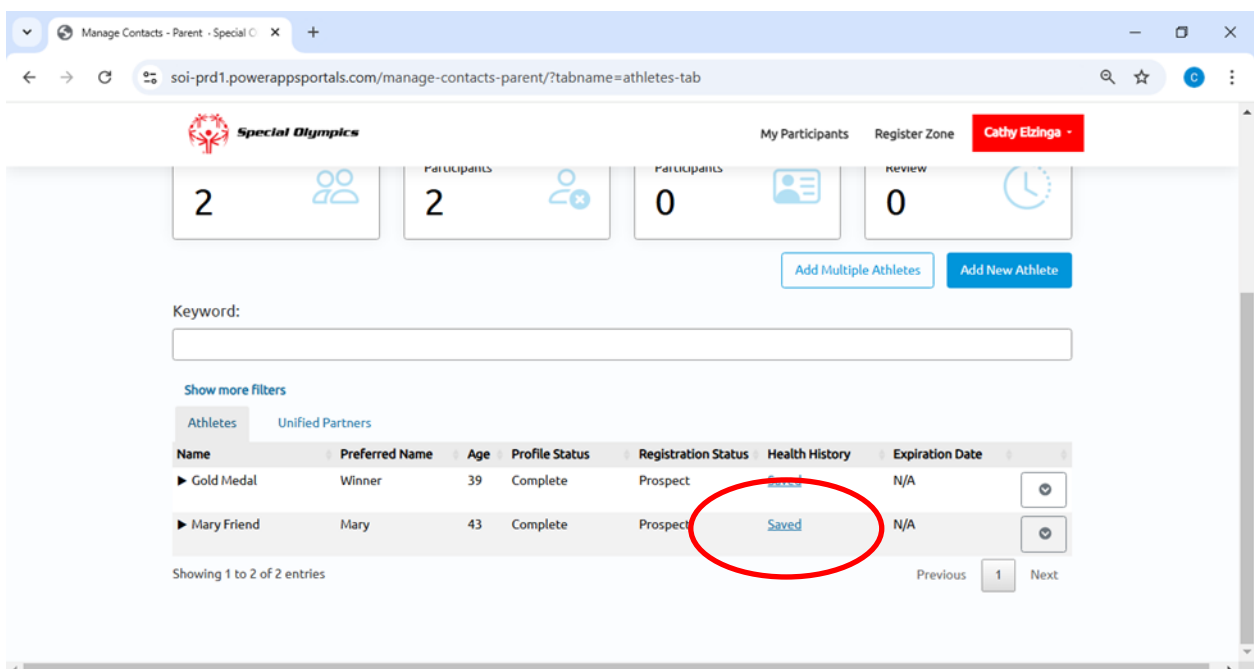
When completing on behalf of an athlete: names will appear in list form

SAVED indicates Not started or incomplete

SUBMITTED indicates complete, awaiting SOIN Review and Approval

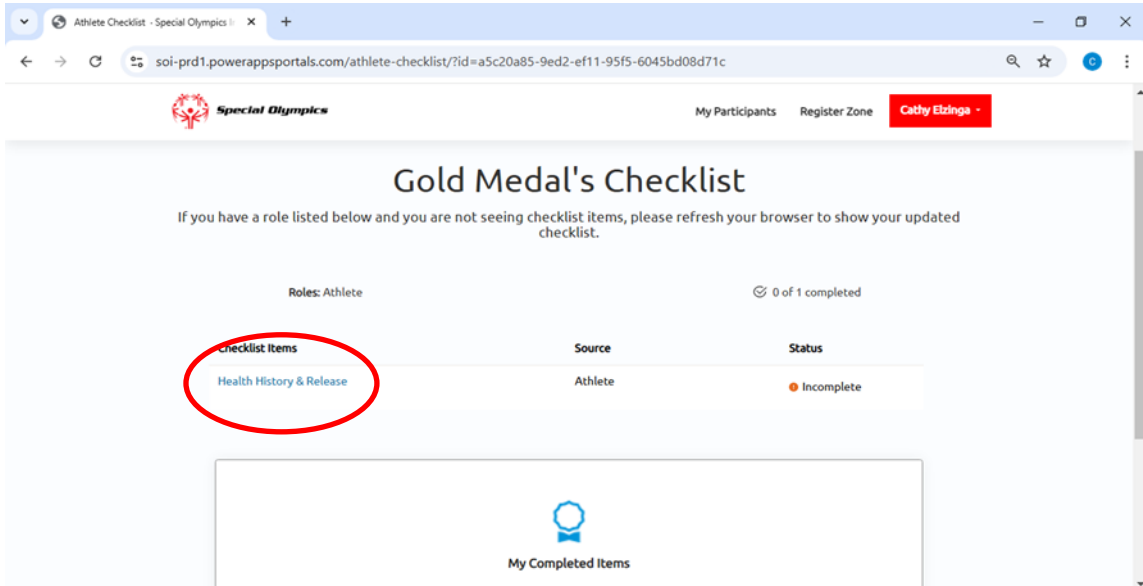
APPROVED indicates Athlete Health History and Release are complete and up-to date and athlete is eligible for participation.

Select Blue Highlight SAVED as pictured below



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Select Blue Highlight [Health History and Release](#):



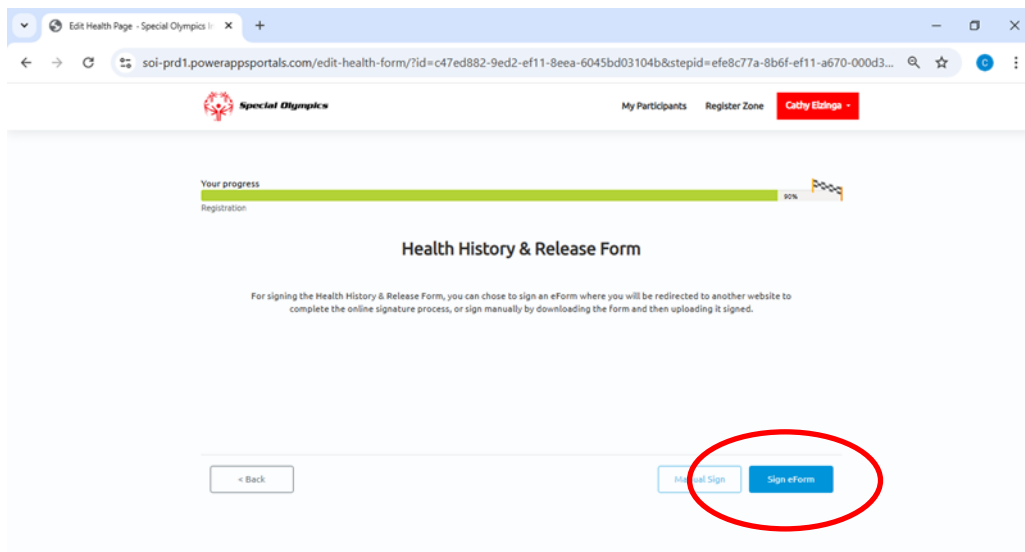
Complete Each Screen as prompted

When asked on each field, can Select: ADD __ (fill in the information) __ or scroll down to select SAVE AND CONTINUE

Required fields will be marked by an asterisk.
Upon Completion of each field, SAVE AND CONTINUE will appear.

When all fields are complete this screen will appear:

Sign E-Form



Select sign E-form and enter the email address of the person authorized to sign the history and release form. Notify authorized signer that email will be coming to them and will appear: (email from "Microsoft on behalf of Special Olympics B2C Production"). Instruct them to Open email and follow the prompts to review and sign. This will complete the registration process for Athlete Eligibility.