



## Quick Guide: Volunteer Registration Portal

### CREATE / REGISTER A GROUP (2 or more persons)

The instructions below are for the following:

- You are a parent and wish to register your child(ren) to volunteer with you.\*
- \*Youth ages 11-13 are NOT able to create their own account and must be linked to the adult's profile that will be volunteering alongside them at the event.
- You have a group of 2 or more persons that would like to volunteer together.
- You are a household that shares the same email.

**Before registering, please designate an adult to be the Group Lead. They will need to register to become a Group Lead Volunteer prior to registering for an actual shift.**

- **Access the portal** at <https://portals.specialolympics.org/>
  - Create an account or Log in
  - **Note:** When you are creating your profile, your email activation code will be sent from "Microsoft on behalf of Special Olympics B2C Production." Please be sure to check your spam folder as well
- On your personal landing page/Volunteer Zone, click on "**Apply for More Roles**"
  - Click the General and Event drop down list
  - Select Event Volunteer Group Lead, click on the **blue circled arrow**
  - Read service description and "Apply to this Position"
- "Go to my Checklist"; Group Lead should show as Incomplete
  - Click on "Group Lead Approval"
  - Read your responsibilities (SOWA staff do not need to approve you as the lead), check box, Save
  - Confirm Group Lead Approval now shows as **green/complete**
- Click **Volunteer Zone** at the very top of page.
  - Select large "Manage my Groups" box
  - "**Create New Group**". Enter a name for your group, i.e. Greenwood Family or Girl Scout Troop #123. If your last name is fairly common, you may want to be a bit more specific (Sara Smith Family of Seattle). Enter brief description of group (work, family, church, etc.). X to close.
  - Click on blue "**Add Volunteer**". (If this is your first group, you will not be able to click on "Add Existing Group". When creating FUTURE groups, you will be able to select from your previous list without re-adding them to your new list.)
  - Enter all required fields. Note: you can choose to not enter DOB but know that some roles might have an age requirement.
  - You'll need to click on the group name each time to add a new volunteer.
- When group list is complete, click on **Event Signup** at very top of page.
  - If event list is long, use the Keyword or Sort By Function; click on your preferred event.
  - Check the box of the role/shift you and your group would like. Note if there are enough remaining spots available for the size of your group. "1/4" shows 1 volunteer has registered, 3 spots remain.
  - Click on box at the bottom outlined and text in blue "**Sign Up Group or Family**"
  - Select group from drop down menu.
  - Check the boxes of the volunteers you wish to register to volunteer with you. Submit.
  - To view your group's registration, click on Group Management at the top, click on group name. You'll see member names, event and role. Click on the role to see shift times. **\*\*NOTE: there is still a bug that shows the shift at UTC time (8 hours ahead). 8:00am start time will show as 4:00pm, which is incorrect.**