

Managing Athlete Registration (On Their Behalf) - Program Coordinator or Coach

Existing Portal User

1. Return to the SOWA Registration Portal & bookmark portals.specialolympics.org
 - Click the **RED SIGN IN BUTTON** on on the Special Olympics Portal home page.
 - Use the same email you have used to participate in Special Olympics in the past.
2. Visit the Coach Zone and click on “My Participants” box to review participant statuses and support the completion of forms.
 - Note: Accessing “My Participants” is a permission that must be verified by the program point of contact on file with SOWA. Please reach out to them to verify.

New Portal User

1. Create a profile on the Registration Portal & bookmark portals.specialolympics.org
 - Click the **RED CREATE AN ACCOUNT BUTTON**
 - Enter your preferred email address.
 - Click **SEND VERIFICATION CODE BUTTON**
 - Visit your email inbox (email from “Microsoft on behalf of Special Olympics B2C Production”)
 - and copy the code.
 - Enter verification code into the box.
2. For your role, select “**I am registering as a Volunteer (event volunteer, coach, LETR)**” and follow the prompts by entering in your personal information (not your athletes).
3. If you haven’t already, complete your volunteer requirements:
 - Visit the Volunteer Zone available in the drop down tab in the top right corner
 - Click on the “Do More tab” and apply for your respective role.
 - Complete requirements and reach out to portalsupport@sowa.org to verify your Coach Zone access and permissions.

CONTACT

Please email PortalSupport@sowa.org



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Washington