

Managing Athlete Registration (On Their Behalf) - Parent or Guardian

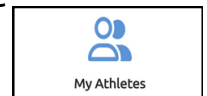
Existing Portal User

- 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.** Click on the My Athletes tab, verify your athlete/dependent and all requirements on their behalf are complete.
- 3.** Let your Coach or Program Coordinator know that your athletes' paperwork is complete.



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 an Athlete (Parent, Circle of Care, Family).**
- 3.** Follow the prompts, enter in YOUR OWN personal information, and enter the Register Zone. Your Athlete's information will be required in Step 4.
- 4.** Click on the My Athletes tab, add your athlete/dependent and complete requirements on their behalf.
- 5.** Reach out to portalsupport@sowa.org so we can connect your athlete with a program.



CONTACT

Please email PortalSupport@sowa.org



[Resource Page](#)



[Portal](#)