

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

## Overview

Every athlete that participates in Special Olympics sports must be registered into the Special Olympics Portal to ensure that the athlete completes the basic requirements including health history, current list of medication and electronically signed waivers.

## When to use this guide

- Your Athlete is under the age of 18, and not their own guardian
- Your Athlete does not have their own unique email address, or you will be using a shared email address
- You are the Parent/Guardian/Circle of Care (Includes Case Manager and Facility Coordinator) of multiple Athletes

## What you will need

- Your own personal and emergency contact information
- Information about your Athlete's medical condition, history, and current medications

## How to create a profile

Create a profile on the Registration Portal & bookmark

<https://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.

For your role, select **"I am registering an Athlete (Parent, Circle of Care, Family).**

Follow the prompts, enter in YOUR OWN personal information, and enter the Register Zone. Your Athlete's information will be required in Step 4.

Click on the My Athletes tab, add your athlete/dependent and complete requirements on their behalf.

You're almost done! Get connected to a Special Olympics team or program through our NEW Portal Support Intake form <https://bit.ly/SOWA-PortalSupport>.

## CONTACT



[Resource Page](#)



[Portal](#)



**Special  
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Visit our Portal Support page with questions at <https://bit.ly/SOWA-PortalSupport>