

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

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 manage your Athlete's health, but also have another role (Program Coordinator, Event Volunteer, etc) with Special Olympics Washington

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 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 as a Volunteer (event volunteer, coach, LETR)"** and follow the prompts by entering in your personal information (not your athletes).

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.

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>.



**Special
Olympics**
Washington

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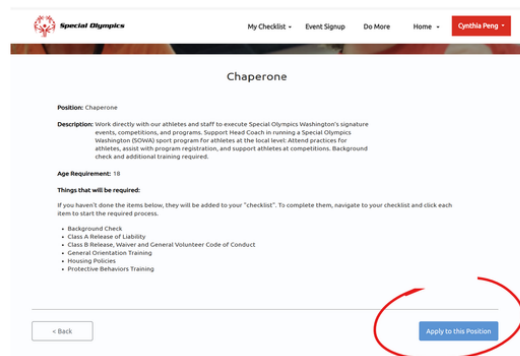
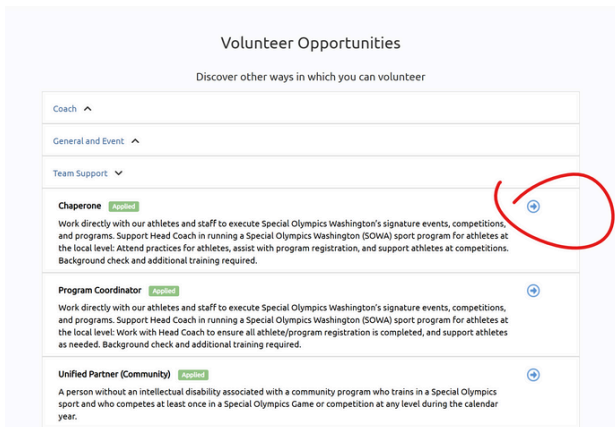
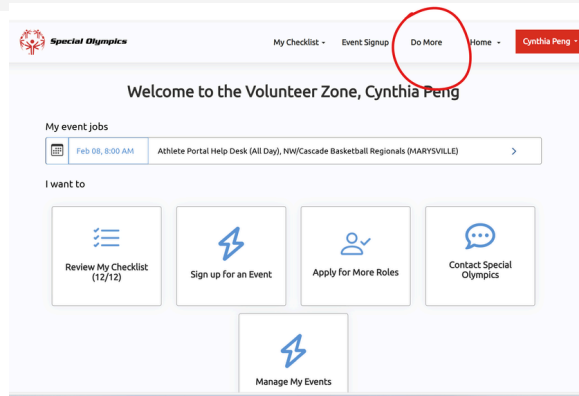
[Portal](#)

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

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Once you've logged into the portal (<https://portals.specialolympics.org>), click on **Do More**.

You will need to **apply for the position** you're looking for



Then you'll need to go to your **Checklist and complete all the required items** to be approved

Checklist Item	Source	Status
General Volunteer Release	Head Coach (Community Unified), Head Coach (Traditional), Assistant Coach (Traditional), Chaperone, Program Coordinator, Games Management Team, Event Volunteer Lead, Event Volunteer Group Lead, Physician Equivalent Volunteer, Clinical Volunteer, Admin Volunteer	Completed
Unified Partner Release and Code of Conduct	Unified Partner (Unified Champion Schools)	Incomplete
Clinical Director Approval	Clinical Director	Completed
Physician Equivalent Volunteer (Self-Certified)	Physician Equivalent Volunteer	Completed
Clinical Volunteer (Self-Certified)	Clinical Volunteer	Completed
Housing Policies	Activity Head Coach (Community, Unified Champion Schools), Unified Assistant Coach (Community, Unified Champion Schools), Chaperone, Program Coordinator, Head Coach (Community Unified), Unified Partner (Community), Head Coach (Traditional), Assistant Coach (Traditional)	Completed
Coach Code of Conduct	Head Coach (Community Unified), Head Coach (Traditional), Assistant Coach (Traditional)	Completed
Concussion Awareness Training	Head Coach (Community Unified), Head Coach (Traditional), Assistant Coach (Traditional)	Completed
Group Lead Approval	Event Volunteer Group Lead	Completed
Class A Release of Liability	Head Coach (Community Unified), Head Coach (Traditional), Assistant Coach (Traditional), Chaperone, Program Coordinator, Games	Completed

Please note that the background check is a 2-step process and will take a couple days to process. All other forms are a quick click and submit.

If your profile does not display the "DO MORE" button, please have them send us a request directly to <https://bit.ly/SOWA-PortalSupport>

CONTACT



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