## 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 portal support@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 <u>https://bit.ly/SOWA-PortalSupport</u>.





Olympics Washington Last updated 2/12/25

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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

Volunteer Opportunities
Discover other ways in which you can voluntee

without an intellectual disability associated with a community program who trains in a Special Olympics who competes at least once in a Special Olympics Game or competition at any level during the science of the special of the spe

Coach A

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evel: Work with Head Coach in running a Specia level: Work with Head Coach to ensure all athl J. Background check and additional training re

ied Partner (Community)

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•	My event jobs					
	Feb 08, 8:00 AM Athlete Portal Help Desk (All Day), NW/Cascade Basketball Regionals (MARYSVILLE) >					
	I want to					
ion	Review My Checklist (12/12) Sign up for an Event					
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Then you'll need to go to your Checklist and complete all the required items to be approved

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Checklist Items:	Source:			Status:	
General Volunteer Release	Head Coach (Community Unified), Head Coach (Traditional), Assistant Coach (Traditional), Chaperone, Program Coordinator, Games Management Team, Yoen 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 H Unified Ch Assistant G Champion Program C (Communi (Traditionu (Traditionu (Traditionu	ead Coach (Commu ampion Schools), J Coach (Community Schools), Chapero Joordinator, Head I ty Unified), Unified YUnified, Unified V), Head Coach al), Assistant Coach al)	nity, ictivity Unified ne, Joach I Partner	Completed	
Coach Code of Conduct.	Head Coac Head Coac Coach (Tra	ch (Community Uni ch (Traditional), As: iditional)	lied), istant	Completed	
Concussion Awareness Training	Head Coac Head Coac Coach (Tra	ch (Community Uni ch (Traditional), As: iditional)	lied), istant	Completed	
Group Lead Approval	Event Volu	unteer Group Lead		Completed	
Class A Release of Liability	Head Coac Head Coac Coach (Tra	ch (Community Uni ch (Traditional), As: ditional), Chapero	fied), listant he,	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 <u>https://bit.ly/SOWA-PortalSupport</u>





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