

Registration for Volunteers Supporting Local Programs (Assistant Coaches, Unified Partners Chaperones)

Overview

Every Volunteer in all roles in Special Olympics sports must be registered into the Special Olympics Portal to ensure the basic requirements for each role is administered and completed (at times on an annual basis).

When to use this guide

- If you plan on Volunteering **in any capacity** with Special Olympics Athletes or at a Special Olympics Event/Practice/Competition
- If you are a current volunteer, but looking to engage more with Special Olympics in Events, Coaching, Team Support, and/or Health and Fitness

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.

If you already have a profile, return to the SOWA Registration Portal

<https://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.
- Visit the Volunteer Zone and click on “My Checklist” box to review the roles you have applied for and the requirements you may still need to complete to ensure you are all set to volunteer!

For your role, select “**I am registering as a Volunteer (event volunteer, coach, LETR)**” and follow the prompts by entering in your personal information.

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 associated with your role.

You’re almost done! The next page will walk you through applying for volunteer roles.



**Special
Olympics**
Washington

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[Portal](#)

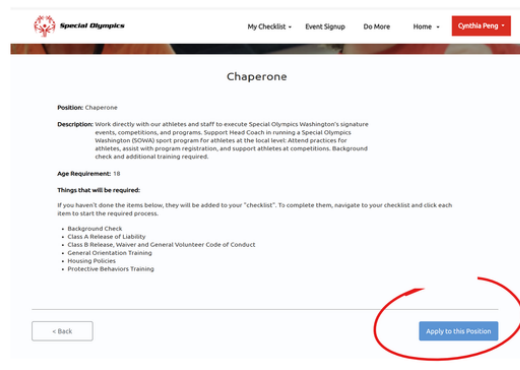
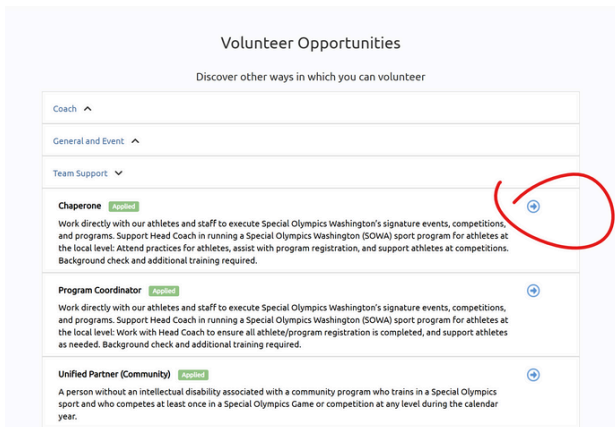
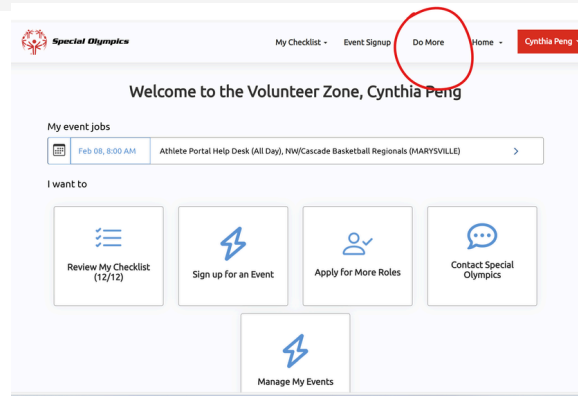
CONTACT

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>

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