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 <u>https://portals.specialolympics.org</u>

- 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.



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

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ou will need to apply for the position ou're looking for	Review Mp Checklist (12/12) Sign up for an Event Apply for More Roles		
Volunteer Opportunities	roninge ny evito		
Discover other ways in which you can volunteer	🐼 Special Olympics My Checklist - Event Signup Do More Home -		
Coach A			
General and Event 🔺	Chaperone		
Team Support 🗸	Position: Chapterone Description: Electric with our abilities and staff to associal Source (Startist Observice Methioshow): Signature		
Chaperone weeks Work directly with our athletes and staff to execute Special Olympics Washington's signature events, competitions, and program. Support Head Cach in running a Special Olympics Washington (SOVA) sport program for athletes at the local level. Attend practices relathletes, assist with program registration, and support athletes at competitions. Background check and additional training required.	Unconjective with the encoder share the second s		
Program Coordinator Work directly with our athletes and staff to execute Special Olympics Washington's signature events, competitions, and programs. Support Head Cach in running a Special Olympics Washington (SOWA) sport program for athletes at the local level: Work with Head Cach to ensure all athlete/program registration is completed, and support athletes as needed. Background check and additional training required.	Banggemend Cavel Cavel Cave Announce I Landing Cave B Telenone, Valvier and C-senseral Wolnsheer Code of Conduct Center Distribution Telenone Notional Philates Notional Philates		
Unified Partner (Community) Execution A person without an intellectual disability associated with a community program who trains in a Special Olympics sport and who competers a Lesson cin a Special Olympics Came or competition at any level during the calendar	< Back		

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), Assis Coach (Traditional), Chaperone, Program Coordinator, Cames Management Team, Event Volut Lead, Event Volunteer Group Le Physician Equivalent Volunteer, Clinical Volunteer, Admin Volun	Ø. Ocmpleted ant nteer red, teer
Unified Partner Release and Code of Conduct	Unified Partner (Unified Champi Schools)	ion O 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), Acti Assistant Coach (Community, UI Champion Schools), Chaperoine, Program Coordinator, Iread Coa (Community), Head Coach (Traditional), Assistant Coach (Traditional)	¥. ⊕ Completed hity nified ch artner
Coach Code of Conduct	Head Coach (Community Unifier Head Coach (Traditional), Assist Coach (Traditional)	f), OCOMPleted
Concussion Awareness Training	Head Coach (Community Unified Head Coach (Traditional), Assist Coach (Traditional)	f), Completed
Group Lead Approval	Event Volunteer Group Lead	Completed
Class A Release of Liability	Head Coach (Community Unified Head Coach (Traditional), Assist Coach (Traditional), Chaperone,	f), OCompleted

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.

Welcome to the Volunteer Zone, Cynthia Per

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Feb 08, 8:00 AM Athlete Portal Help Desk (All Day), NW/Cascade Ba

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





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