

Creating A Portal Profile: Circle of Care

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 of multiple Athletes and want to manage all athletes under a single email

What you will need

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

How to create a profile

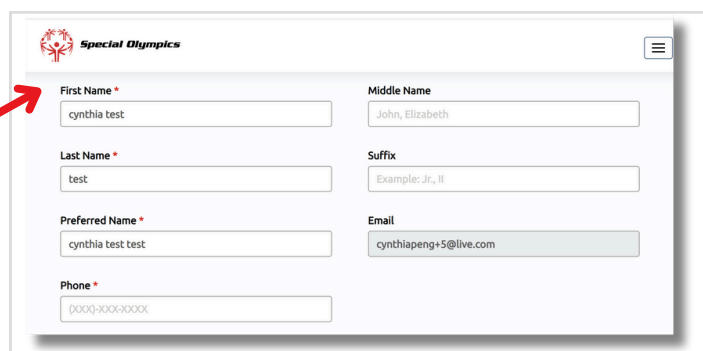
Create a profile on the Registration Portal & bookmark <https://portals.specialolympics.org>

- Click the **RED CREATE AN ACCOUNT BUTTON**
- What is your role: select "Parent/Guardian/Family"
- Enter your preferred email address
- Click **SEND VERIFICATION CODE BUTTON** (you have 5 minutes to use the code)
- Check your email inbox (email from "Microsoft on behalf of Special Olympics B2C Production")
and copy the code.
- Enter verification code into the box.

Follow the prompts, enter in the **Circle of Care** personal information. You will register your Athlete **after** your profile is created.

Fill out all questions with an asterisk *

The next page will walk you through the steps of creating an account for your Athlete(s).



The screenshot shows a registration form for Special Olympics. The form has the following fields:

First Name *	Middle Name
<input type="text" value="cynthia test"/>	<input type="text" value="John, Elizabeth"/>
Last Name *	Suffix
<input type="text" value="test"/>	<input type="text" value="Example: Jr., II"/>
Preferred Name *	Email
<input type="text" value="cynthia test test"/>	<input type="text" value="cynthiapeng+5@live.com"/>
Phone *	
<input type="text" value="(000)000-0000"/>	

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**Special
Olympics**
Washington

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

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Adding an Athlete

Click on **My Participants** and then click on the **Add New Athlete** button.

Fill out all your Athlete's information. All boxes with an asterisk * are required fields.

NOTE: Please ensure all information is accurate because it will be used for the Athlete Health History & Release form that will be e-signed. Changes cannot be made to these sections at that point.

If your Adult Athlete requires a guardian to sign their medical form please check this box.

After you click Submit you will return to the My Participants screen and see your Athlete's name.

You can continue to add additional Athletes that you will be managing at this point, if necessary.

Once all your Athlete profiles are created...you are ready to **Create your Athlete's Health History form** (<https://bit.ly/3DDpOix>).

The screenshot shows a 'Contact' form with the following fields and options:

- First Name ***: Penelope
- Last Name ***: Test
- Preferred Name**: Penny Test
- Suffix**: (empty)
- Gender ***: Female, Male, Other Gender Identity
- Date of Birth ***: 09/04/2017
- Person Type ***: Athlete, Unified Partner, DOB Not Known
- Phone ***: (843)-985-9438
- Location**: (empty)
- Street 1 Address ***: (empty)
- Do you receive email on behalf of this person?**: No, Yes
- Is your athlete over 18 and/or lacks legal capacity to sign documents?**: (highlighted with a red circle and arrow)



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