

## 2026 Winter Season Registration Process

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### Winter Season Overview:

Overview of Winter Season Registration and Coach Zone.

Most importantly, **everyone must be clear through 03/01/2026.**

There is no auditing period leading up to competition, if someone gets scratched, they will not be able to complete their forms to compete.

### View My Participants/Role & Clearance Status

How to navigate through My Participants, check role statuses, checklists, and expiration dates your participants.

### Add Participants to Coach Zone

How to add participants to your My Participants and My Teams

### Access/Manage “My Teams”

How to manage My Teams in your Coach Zone. Update/Build your roster for Winter Participation.

### Managing Excel file (you will download)

Basic instructions on how to export your Teams list to Excel to sort, filter and manage.

**You will need to download this as your final list of participants by 11/23/25 as your roster will be locked and not visible until you get your competition roster from SOWA.**

### Resources/One-Pager Guides

Where you will find links to PDF guides for you and your participants to reference

CONTACT



# Winter Season Overview

## Basketball & Cheerleading Dates

### Now-11/23

- Communicate to your volunteers (coaches, chaperones, unified partners) that they need to login and confirm that their checklist items have an expiration date after 3/2/26 or they will be scratched and unable to participate. They need to apply for their role to get a checklist.
- Communicate to athletes and their parent/guardian/caregivers will want to login, confirm their profile details are up-to-dates & check athlete health history form is approved through 3/1/26
- Program Coordinators/Head Coaches will update My Teams  
*Coaches will not have visibility into the Coach Zone and My Teams unless requested by main program contacts.*
- Add participants who are not in My Teams and select their role
- Confirm participants are clear in My Participants
- Add existing participants with “Add Participant” option (see [slide](#) with instructions)
- Export To Excel from your My Teams (sport specific) to have access to your list of participants once you have finalized your list of participants or by 11/23.

### 11/24 (Monday before Thanksgiving)

- Your “My Teams” for Winter season will be locked and no additional changes can be made. That is your final list of participants for Winter Season/Sport. No names will be added after 11/23/25 unless there is a support request received by 11/23/25.

Office Hours, Registration Trainings and direct Portal Support are available at [Portal Support Intake](#)

*Once available, please review the registration training video before reaching out for support as many of your questions could be answered in the video.*

**By 11/23/25 - every participant will need to confirm their checklist items expire AFTER March 2, 2026.**  
**If forms expire before 3/2/26 and are not renewed, they will get scratched and will not be able to compete in Winter Season**



# Winter Season Overview

## 11/24-12/19

- SOWA Staff will review participants for clearance based on their membership role in your My Teams.  
*(This includes reviewing forms & support requests submitted by 11/23/25)*
- SOWA Staff will send Competition Rosters back to programs with participants who are clear to participate  
*(Expect competition rosters to be returned to you the week of 12/15, possibly the week of 1/5 for later competition dates)*
- Clearances will be checked and those not clear will not be included on your roster.  
*People & Roles who are not clear will be listed in the email with your competition roster.  
There is no longer an auditing period for participants to get cleared for competition after you have received your roster.*

### Please note: Due to the Holiday Break

Those with competitions the weekends of 1/17/26 & 1/24/26 (excluding UCS) – **completed competition rosters will be due Monday, 1/5/26.**

Programs will add Events, Teams, Scores to Excel roster and submit to Smartsheets.

- **Submitting your updated roster by the deadline is essential for timely reporting by SOWA.**
- **Any corrections to roster submissions will have short turnaround time.**

Most competition rosters will be sent back to programs the week of 12/15. Additional information and roster deadlines will be included.

Office Hours, Registration Trainings and direct Portal Support are available at [Portal Support Intake](#)

*Any forms or support requests submitted after 11/23/25 may not be processed in time to access or clear participants for Winter Season*

**By 11/23/25 - every participant will need to confirm their checklist items expire AFTER March 2, 2026.**

**If forms expire before 3/2/26 and are not renewed, they will get scratched and will not be able to compete in Winter Season**



# Updates to Guide/Things to Consider

***Please do not create new profiles for users experiencing issues. Direct them to [Portal Support](#) to submit a support request or attend Office Hours.***

**Athletes Health History & Release form that expire before March 2, 2026 (3/2/26) must be renewed by 11/23/25.**

If the Health History form expires after 3/2/2026 and you are unsure if it needs to be renewed, please reach out to Portal Support.

**If any participant checklist items expire before 3/2/26 and are not renewed, they will get scratched and will not be able to compete in Fall Season**

## **Confirming Clearances for Participation** *(In My Participants)*

View Athlete Health History expiration dates through  
My Participants and My Teams.

*From My Participants, you can export your athlete list to an Excel  
file.*

View expiration dates for your Volunteers, Coaches and Unified  
Partners by clicking into their checklist.

If you do not see a participant in your My Participants list, you can  
add an existing profile using the new Lookup feature or submit a  
Portal Support Intake request with their name, role & DOB.

### **[Link to Invite Participants guide](#)**

If you use this tool, you will want to tell the person to login and  
accept your invitation.

You must confirm you invited the correct participant after they  
accept the invite by checking their profile and confirming the  
information matches your participant.

### **Health History Forms that expire in 2027 are recommended to be renewed.**

There are two reasons we are recommending these forms to be renewed.

**#1:** Health History forms need to be renewed annually to confirm we have  
the most updated information for athletes. This includes confirming their  
profile details before renewing their form to ensure information is  
accurate and up-to-date.

**#2:** Some of the health history forms do not have a downloadable file that  
allows you to access the form offline. Renewing the form will provide that  
downloadable option for you.

*There are some forms that expire in 2026 that qualify for this renewal  
request. If they do not have a downloadable file in their Health History  
form, they should renew.*

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For Available Office Hours and Support Requests- [Portal Support Intake](#)



# Updates to Guide/Things to Consider

*Please do not create new profiles for users experiencing issues. Have them reach out to Portal Support or attend Office Hours.*

Information provided on how to manage Coach Zone, My Participants, and My Teams are for all sports.

The dates and deadlines are specific to Basketball & Cheerleading.

Non-competing sports have deadlines in January 2026 and will be specified in their Welcome email.

- If you have new participants, they will need to let you know when their profile is created so you can add them to your Coach Zone & My Team.
- If you see a participant role showing as Pending/Expired and they say they see their role as Active, please ask them to show you their checklist. This likely means there is a duplicate profile and will need to be merged by us. You or they can submit a support request for this.
- Please do not change email addresses in athlete profiles, submit a support request asking our staff to do this. Some email addresses are claimed by profiles and changing those through the Coach Zone can affect ability to sign-in.
- Parents/Guardians/Caregivers need to:
  1. Create a profile for themselves with their own information
  2. Submit a support request to link their athlete or unified partner to their Register Zone.
- This will avoid duplicate profiles and allow parents to have their own profile to become chaperones or volunteer in the future.
- If they have new athletes/unified partners who have never participated with SOWA, they can “Register New Participant” and create their profile and complete their forms.

**By 11/23/25 - every participant will need to confirm their checklist items expire AFTER March 2, 2026.**

**If forms expire before 3/2/26 and are not renewed, they will get scratched and will not be able to compete in Winter Season**

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# Updates to Guide/Things to Consider

*Please do not create new profiles for users experiencing issues. Have them reach out to [Portal Support](#) or attend [Office Hours](#).*

Information provided on how to manage Coach Zone, My Participants, and My Teams are for all sports.

The dates and deadlines are specific to Basketball & Cheerleading.

Non-competing sports have deadlines in January 2026 and will be specified in their Welcome email.

Please review & share [Common Mistakes](#) with Health History forms to ensure they are submitted correctly for quicker approval time.

## **Common Mistakes**

- Athletes under the age of 18 have signed the form, their parent/guardian needs to.
- Guardians sign on athlete field, not guardian field
- Emergency Contact is not listed on downloadable form

If the Emergency Care Refusal (ECR) question is answered 'Yes', another checklist item will populate to be completed. If they answered 'Yes' in error, they can submit a support request to ask us to reset the HH form so they can correct their answer & sign the form again. We can remove the ECR form from their checklist.

**By 11/23/25 - every participant will need to confirm their checklist items expire AFTER March 2, 2026.**

**If forms expire before 3/2/26 and are not renewed, they will get scratched and will not be able to compete in Winter Season**

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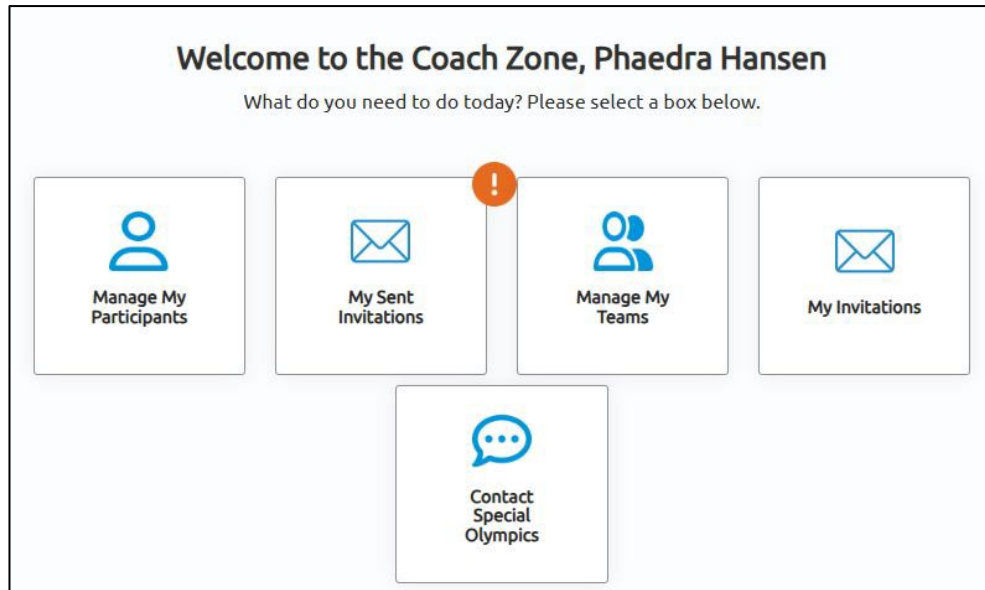


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For Available Office Hours and Support Requests- [Portal Support Intake](#)



# Coach Zone Overview



## **Manage My Participants:**

- View your athletes, unified partners and volunteers.
- Look up & add existing accounts
- View participant roles
  - Click arrow to left of name to view roles.
    - Active = Clear to Participate
    - Pending = Checklist item needs completing
- Create new athlete or unified partner account

*You should only create a new account if they are over 18 and will not be managing their own account, or they do not have a caregiver who will be managing their account on their behalf*

## **Manage My Teams** is where you will be able to:

- View your program's teams.
- Add or remove participants from overall or sport specific team
- Create your own team for personal organization.

## **My Sent Invitations:**

View participants you have invited to have access.

## **My Invitations:**

Future feature, other participants can request you to access their profile

**By 11/23/25 - every participant will need to confirm their checklist items expire AFTER March 2, 2026.**  
**If forms expire before 3/2/26 and are not renewed, they will get scratched and will not be able to compete in Winter Season**





# Confirming Clearances for Participation

(In My Participants)

## Sorting your list of Athletes

Sort Athletes by all columns (Recommend by Name or Expiration Date)

If you do not see a participant in your My Participants list, you can add an existing profile clicking “Add Participant”.

You can add athletes, unified partners and volunteers (coaches/chaperones)

If the athlete is not found using “Add Participant”, instead of creating a new profile with “Register New Participant”, have the athlete or their parent/guardian/caregiver create their profile. They will need to tell you their profile is created so you can use “Add Participant” to add them to your Coach Zone.

For Parent/Guardians/Caregivers who are managing athletes, they need to:

1. Create their own profile first with their own information
2. Create athlete/unified partner profile or reach out to support to link to parent/guardian/caregiver managing on athlete’s behalf, caregivers should link existing profiles for access.

This can help avoid duplicate profiles and inaccurate clearance statuses in your Coach Zone.

*We are currently updating the guide for parents/guardians/caregivers, please refer them to Portal Support or join Office Hours for additional help.*

Athletes		Coaches/Volunteers		Unified Partners	
Name	Preferred Name	Age	Profile Status	Health History	Expiration Date
▶ Jon Barshaw	Jon	38	Complete	<a href="#">Approved</a>	Dec 21, 2025
▶ Jon Snow	Test	37	Complete	<a href="#">Submitted</a>	Jan 29, 2026
▶ Jonathan Cronin	Jonathan Cronin	36	Complete	<a href="#">Approved</a>	Apr 24, 2026
▶ Jonathan Martinson	Jon Martinson	66	Complete	<a href="#">Approved</a>	Oct 17, 2026
▶ Jonathan Robbins	Jon	37	Complete	<a href="#">Approved</a>	Sep 17, 2027

[My Sent Invitations](#)

[Register New Participant](#)

[Add Participant](#)

### [Link to Invite Participants guide](#)

If you use this tool, please tell the person you are sending an invitation to that they need to login and accept your invite. You must confirm you invited the correct participant after they accept the invite by checking their profile and confirming the information matches your participant.

See [this slide](#) for additional instructions

**By 11/23/25 - every participant will need to confirm their checklist items expire AFTER March 2, 2026.**

**If forms expire before 3/2/26 and are not renewed, they will get scratched and will not be able to compete in Winter Season**

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# Confirming Clearances for Participation

(In My Participants)

## Athlete Clearance

You can see their Health History form Status and expiration date.  
*Confirm additional details by checking Athlete Checklist with dropdown to the right of athlete name.*

### Health History

- **Approved** = Health History is approved, see expiration date
- **Additional Forms Needed/Awaiting Signature** = Action is needed
  - Emergency Care Refusal Form should be in Checklist
  - Form needs to be signed (eSign or manual)
- **Incomplete/Not Started** = Needs to be completed

### Things to Note:

- Can search for athletes with Keyword
- Use “Show More Filters” to filter by:  
*Health History Form status, expiration date, and role status*
- Profile status refers to their profile details, not role clearance  
*(name, address, phone number, ER contact, etc...)*
- Click drop-down arrow to left of name to view the role and role status  
*Should see Athlete Role and Pending, Active or Expired*

Keyword:

Health History  Expiration From  Expiration To  Qualification Status

[Show less filters](#) [Export To Excel](#)

[Athletes](#) [Coaches/Volunteers](#) [Unified Partners](#)

Name	Preferred Name	Age	Profile Status	Health History	Expiration Date	
▶ Jon Barshaw	Jon	38	Complete	<a href="#">Approved</a>	Dec 21, 2025	<input type="button" value="v"/>
▼ Jon Snow	Test	37	Complete	<a href="#">Submitted</a>	Jan 29, 2026	<input type="button" value="v"/>

Role	Role Status
Athlete	Pending

Athlete Health History Forms that expire in 2027 or do not have a downloadable file should be renewed.

Click into Approved Health History to view & download form to access offline.  
Please reach out to Portal Support Intake if there are any discrepancies or confusion about athlete roles, health history form & expiration date.

Please review & share [Common Mistakes](#) with Health History forms to ensure they are submitted correctly for quicker approval time.

**By 11/23/25 - every participant will need to confirm their checklist items expire AFTER March 2, 2026.**  
**If forms expire before 3/2/26 and are not renewed, they will get scratched and will not be able to compete in Winter Season**

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For Available Office Hours and Support Requests- [Portal Support Intake](#)



# Confirming Clearances for Participation

(In My Participants)

## Coaches/Volunteers/Unified Partners Clearance

### Sorting your list of participants

Search or Sort Coaches/Volunteers and Unified Partners by Name

If you do not see a participant in your My Participants list, you can add an existing profile clicking “Add Participant”.

You can add athletes, unified partners and volunteers (coaches/chaperones) Volunteers must have applied for a role beyond the default volunteer role to be visible in your Coach Zone.

Athletes			
Coaches/Volunteers			
Unified Partners			
Name	Preferred Name	Age	Profile Status
▼ Evelyn All Woodhurst	Evelyn Woodhurst	57	Complete
Role		Role Status	
Assistant Coach (Traditional)		Pending	
Admin Volunteer		Active	

- Click the drop-down arrow to the left of their name to show the roles they have applied for.
  - If you do not see the role they are participating as, they need to login and apply for the role.
- Click the drop-down to the right of their name to view their checklist, form status & expiration dates.
  - They will be scratched if they do not have the role & checklist items completed in their profile.

Profile Status refers to their profile details – it is not related to their role or clearance for participation.

**By 11/23/25 - every participant will need to confirm their checklist items expire AFTER March 2, 2026.**

**If forms expire before 3/2/26 and are not renewed, they will get scratched and will not be able to compete in Winter Season**

My Sent Invitations

Register New Participant

Add Participant

### [Link to Invite Participants guide](#)

If you use this tool, please tell the person you are sending an invitation to that they need to login and accept your invite.

You must confirm you invited the correct participant after they accept the invite by checking their profile and confirming the information matches your participant.

You should not be creating profiles for your volunteers/unified partners.

See [this slide](#) for additional instructions

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# Confirming Clearances for Participation

(In My Participants)

## Adding Existing Profiles to your Coach Zone

If you do not see a participant in your My Participants list, you can add an existing profile clicking “Add Participant”

My Sent Invitations

Register New Participant

Add Participant

**Team\*** - click magnify icon to search/select the team you want to add the participant to

**Invitee\*** - click magnify icon to search/select the name you want to add.

*Search by email address, full name, or last name.*

You may see multiple results. Could be athletes and/or parent/guardians. Profiles with alternate email address are likely athletes with someone receiving emails on their behalf. If you see multiple profiles for the same person, you can submit a support request to have us clean up/add to coach zone.

**Select the role of the participant you are adding\*** -

**Member** – Athletes & Unified Partners

*(once in your team, if someone shows as both, please reach out to Portal Support to correct. They can only be one or the other)*

**Lead** – Coaches

*(unless they have existing or requested permissions, they will not have access to Coach Zone/My Teams)*

**Chaperone** – Chaperones

*(no visibility or access to Coach Zone/My Teams)*

**Admin** – Coordinators & Head Coaches

*(May want to check with Portal Support before adding this role)*

*Admin are main points of contact, likely included in Intent to Participate/already listed as Admin*

Team Invitation

Instructions:

1. Click the magnifying glass icon to begin search.
2. Search Invitee by First Name, Last Name or Email.
3. The system will identify matches that have active portal accounts.
4. Click "submit" when you are ready to invite the participant to your team.
5. Participants or their Parents/Guardians will receive an email invitation that they can accept in their own portal accounts.
6. You can view the list of your sent invitations by clicking "My Sent Invitations" from your My Participants page.

If you do not find a match in the system, you can click "Register New Participant" to create a new profile for them and manage their checklist items to complete their registration.

Team \*

Invitee \*

Select the role of the participant you are adding \*

Member

Lookup records

phansen

Choose one record and click Select to continue

Full Name	First Name	Last Name	Email	Alternate Email Address
Amira athlete mom Lions test	Amira athlete mom	Lions test	phansen+82@sowa.org	
Chandler Bing	Chandler	Bing	phansen@sowa.org	
Chandler Bing Test	Chandler	Bing Test	phansen+99@sowa.org	

Select Cancel Remove value

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# Manage My Teams

HINT: MAKE SURE YOUR SCREEN IS IN FULL SCREEN MODE.

“My Teams/Delegations” You will see your program name and sport specific teams.

**You will need to use the teams SOWA has created.**

***Once you click into Team, loading may be slow....***

**Example:**

Edmonds Independents Program is the overall team.

Edmonds Independents Program-Basketball is the sport specific team that will be used to build the basketball roster for winter season.

- **Name (First-Last)**
- **Role**
  - Admin (approved points of contact who can manage athletes & teams)
  - Athlete/Unified Partner
  - Lead (Coach)
  - Chaperone
  - Blank – *click drop down to update their role to Member, Lead or Chaperone*
- **Role Status**
  - Active – checklist items for that role are complete
  - Pending – checklist items for that role are incomplete
  - N/A – typically for Admin, may want to confirm in My Participants they have the role they are supposed to
- **Profile Status**
  - Complete (Profile details are complete) or Incomplete (Profile is missing details)

My Teams/Delegations				
<input type="text" value="edmonds"/> <input type="button" value="Q"/>				
Group Name ↑	Description	Number Of Members	Region	Sport
Edmonds Independents Program	Edmonds Independents is part of the Cascade Area of the Northwest Region as a Community program. This program group should contain Class A Program Leadership that support the program across multiple sports.	93	Cascade Area	Local Program
Edmonds Independents Program-Athletics	The Edmonds Independents Athletics Team is a part of the Cascade Area of the Northwest Region as a Community program. This team is the official location to track participation in this sport.	66	Cascade Area	Athletics/Track and Field
Edmonds Independents Program-Basketball	The Edmonds Independents Basketball Team is a part of the Cascade Area of the Northwest Region as a Community program. This team is the official location to track participation in this sport.	96	Cascade Area	Basketball

### Manage Team: Edmonds Independents Program-Bowling

Description: The Edmonds Independents Bowling Team is a part of the Cascade Area of the Northwest Region as a Community program. This team is the official location to track participation in this sport.

Parent Group: Edmonds Independents Program

Region: Cascade Area

Sport: Bowling

Name	Role	Role Status	Profile Status	Health History & Release Status	Expiration Date	Actions
Amira Admin Test Lions	Admin	N/A	Complete	N/A	N/A	<input type="button" value="Q"/>



# Manage My Teams

In the Sport Specific Team, confirm your team's participants.

To **ADD** a participant  
(they are in your participants list but not in this sport)

Region: Cascade Area  
Sport: Basketball

[Add New Participant](#) [Export To Excel](#)

Search

Name	Role	Role Status	Profile Status	Health History & Release Status	Expiration Date	Actions
Deanna Neher	Chaperone	N/A	Complete	N/A	N/A	

Names are listed by first name, A-Z

Omnia Partner

Sansa Stark

April Ludgate

Leslie Knope

Andrew Dwyer

2 Next

Search

Group Name ↑ Description Number Of Members Region Sport

there are no records to display.

< Back [Add New Participant](#) [Create New Team](#)

**Add New Participant**

Choose a Participant \*

Select the role of the participant you are adding \*

Select

Member

Lead

Admin

Chaperone

## Select Name & Role

**Member** – Athletes & Unified Partners *(if someone shows as both, please reach out to Portal Support to correct. They can only be one or the other)*

**Lead** – Coaches *(unless they have existing or requested permissions, they will not have access to Coach Zone/My Teams)*

**Chaperone** – Chaperone *(no visibility or access to Coach Zone/My Teams)*

**Admin** – Coordinators & Head Coach *(May want to check with Portal Support before adding this role)*

Admin are main points of contact, likely included in Intent to Participate/already listed as Admin.

If someone is in your Participants list but you did not add them to your My Team by 11/23/25, they will not be able to be added after that date.

If you do not see the name in the drop-down, they likely need to be added to your Participants list.










# Manage My Teams

**In the Sport Specific Team, construct and confirm your team's participants.**

Remove names who are not participating to help us build your competition roster accurately.  
Update role for those without role or wrong role.

Name	Role	Role Status	Profile Status	Health History & Release Status	Expiration Date	Actions
Deanna Neher	Chaperone	N/A	Complete	N/A	N/A	
Evan Primm	Unified Partner	Active	Complete	N/A		
Glenn Adams	-	N/A	Complete	N/A		
Jay Neher	-	N/A	Complete	N/A		
John Scanlon	-	N/A	Complete	N/A		

[Remove](#)  
[Edit Profile](#)  
[Update Role](#)

## Role Options

**Member** – Athletes & Unified Partners *(if someone shows as both, please reach out to Portal Support to correct. They can only be one or the other)*

**Lead** – Coaches *(unless they have existing or requested permissions, they will not have access to Coach Zone/My Teams)*

**Chaperone** – Chaperone *(no visibility or access to Coach Zone/My Teams)*

**Admin** – Coordinators & Head Coach *(May want to check with Portal Support before adding this role)*

Admin are main points of contact, likely included in Intent to Participate/already listed as Admin.





# Using Export Excel from My Teams

Export To Excel in My Team to manage your roster with an Excel file

If you are familiar with managing Excel documents, you can export, sort and filter as you prefer.  
If you are not familiar with Excel, do you have a program volunteer or parent who can assist you with this task?  
If you would like support managing the Excel export file, please export and attach it to Portal Support submission and let us know any details in how we can help you with the data.

**You must Export to Excel once you are finished building/updating your My Team OR by 11/23/25.  
We will be locking your Winter Sport teams and you will lose visibility until we return your competition roster to you.**

Region: Cascade Area  
Sport: Basketball

Add New Participant

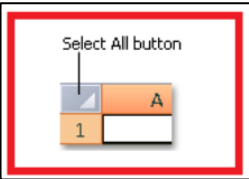
Export To Excel

Search

Q

Name	Role	Role Status	Profile Status	Health History & Release Status	Expiration Date	Actions
Deanna Neher	Chaperone	N/A	Complete	N/A	N/A	<div>⌵</div>

In the sport specific My Team, click Export to Excel.  
Open. Menu – Data – Sort/Filter  
Recommended columns to sort – Role, Name, Expiration Date



	A	B	C	D	E	F	G	H	
1	Name	Preferred Name	Age	Role	Registration Status	Profile Status	Health History and Release Status	Expiration Date	Roles
2									
3									

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# Resources/One Pagers

**Portal Resources:** <https://specialolympicswashington.org/portal-resources/>

**Available Office Hours & Portal Support Intake Form:** <https://bit.ly/SOWA-PortalSupport>

**Health History Form: Common Mistakes:** <https://bit.ly/4jJRS2J>

**Registration Portal:** <https://bit.ly/SOWA-Reg> for competition roster and intent to participate submissions

**Invite Participate to Coach Zone:** [Click here](#) (if your invitees have not accepted invite, you can submit support request and we can add to your Coach Zone)

**Registration Guide for Parent/Guardian/Caregiver/Group Home Staff (someone who is going to manage an athlete's profile on the athlete's behalf:** <https://bit.ly/3FTBRZq>

We recommend confirming with Portal Support if your athlete has an existing profile *before* creating a new profile them.

- If there is an existing profile, we can link it to the parent/caregiver profile. If a new account is created, it could end up being a duplicate profile and show inaccurate credential results.
- If the athlete has never participated with SOWA before, you can click "Register New Participant" and complete the information for the athlete. You will then be able to complete the checklist items required for athlete.

**The following guides are currently being updated but may still provide useful information**

**Understanding Participation Status:** <https://bit.ly/41IliHu>

**Apply for Volunteer Role (Unified Partner, Coaches, Chaperones):** <https://bit.ly/3FDJH9v>

**Class A Volunteers:** <https://bit.ly/3DTwusG>

**Registration Guide for Managing on Behalf of an Athlete (Coach/PC):** <https://bit.ly/41IliHu>

Please keep in mind that if you are updating the athlete health history, you are liable for all information.

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