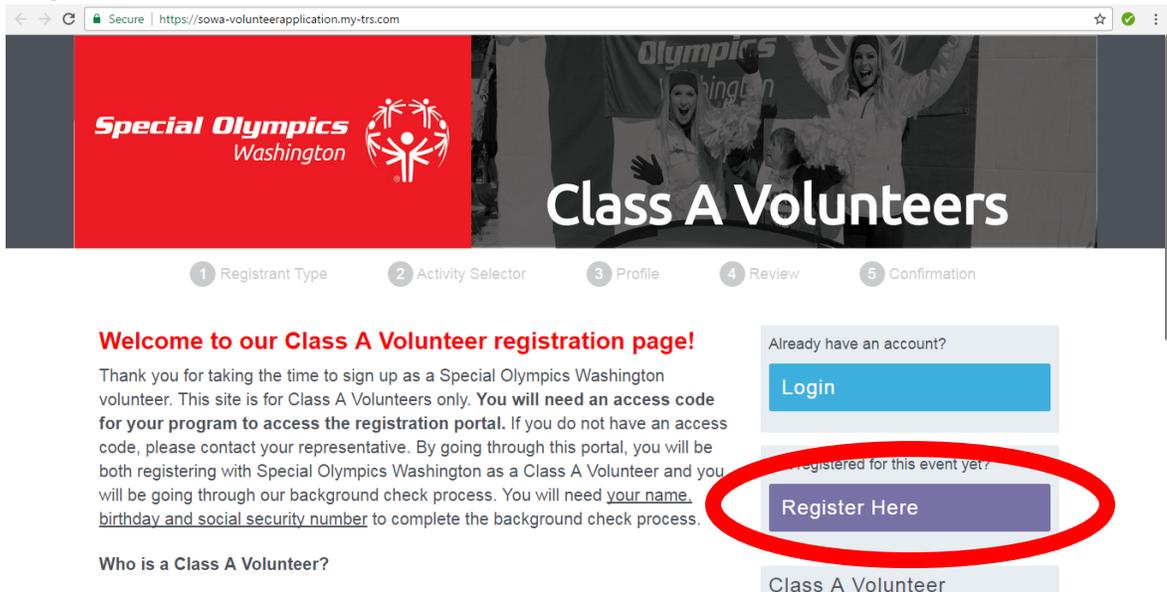
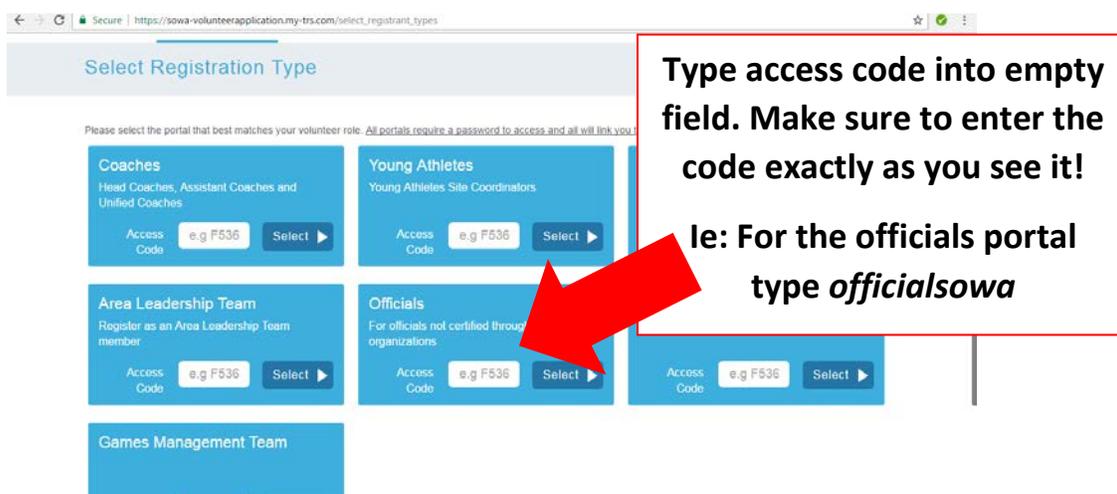


## Class A Volunteer Registration Instructions, Common Questions and Quick Tips

1. Click link to application (<https://sowa-volunteerapplication.my-trs.com/>) and select "Register Here." If you already have an account for our online volunteer program, select "login"



2. You will be redirected to a page that will have you choose the type of volunteer you will be registering as. If you have multiple roles, choose your main role.
  - a. You will need to enter a code to access registration. This ensures that people are registering for the correct job and that they have gained approval for registration before they begin the process.
    - i. Access codes are:
      1. **Coaches:** specialcoach
      2. **Young Athletes:** youngathletes
      3. **Athlete Leadership:** leadership
      4. **Area Leadership Team:** altsowa
      5. **Officials:** officialsowa
      6. **Team Chaperones:** chaperone
      7. **Games Management Team:** SOWAGMT



- Once you enter your code, you will be directed to a page that will have you select different opportunities for your position. Select all that apply to you. If I am a Head Coach from the Northwest Area of Washington, I will select "Head Coach," "Northwest," which sport I coach, and then press next.

Secure | https://sowa-volunteerapplication.my-trs.com/select\_activities

## Class A Volunteers

1 Registrant Type   2 Activity Selector   3 Profile   4 Review   5 Confirmation

Please select Coach Type, Area and Sport that you are associated with.

▼ Coach Type

- Assistant Coach
- Head Coach
- Unified Coach

▼ Area

- Columbia River
- Northwest

Change Reg Type

2 Schedule

Next

- Once you press next, you will be directed to either make an account or login to an existing account. Make sure to remember your username and password!

Secure | https://sowa-volunteerapplication.my-trs.com/users/sign\_in

## Class A Volunteers

You need to sign in or sign up before continuing.

Please login or register for this event

Please sign up or sign in to create your TRS account. You will be directed to Verified Volunteers after this registration process to go through our background check software. Please have necessary information available for you to fill out the questions.

Create an Account

Email Address

Email Address

First Name

Last Name

Password (5+ characters)

Confirm Password

Register

This registration will allow you to register for years to come.

Log In

Email Address

Password

Log In

Forgot Password?

5. Once you create an account, you will be required to fill in your information.
  - a. The company name section is if you are employed anywhere or representing a group. If you aren't currently employed or do not wish to share, type N/A.
  - b. The email and phone "to circulate to SOWA community" is so we know which phone and email to give to new athletes, other coaches, volunteers, etc. If it is the same as your personal information above, please retype it. If not, please enter whichever contact information you would like us to use.

Class A Volunteers

1 Registrant Type 2 Activity Selector 3 Profile 4 Review 5 Confirmation

Your account has been created successfully.

Welcome, Elise

Profile - \*all address fields are required

Company Name

Address

City / Zip

Phone

6. Once you fill out all fields, click submit and you will be redirected to a confirmation page. Once here, press confirm.

Secure | https://sowa-volunteerapplication.my-trs.com/review\_itineraries

Please confirm any requirements and checkout below in order to successfully complete your registration.

### Schedule Summary

Items you are registering for now:

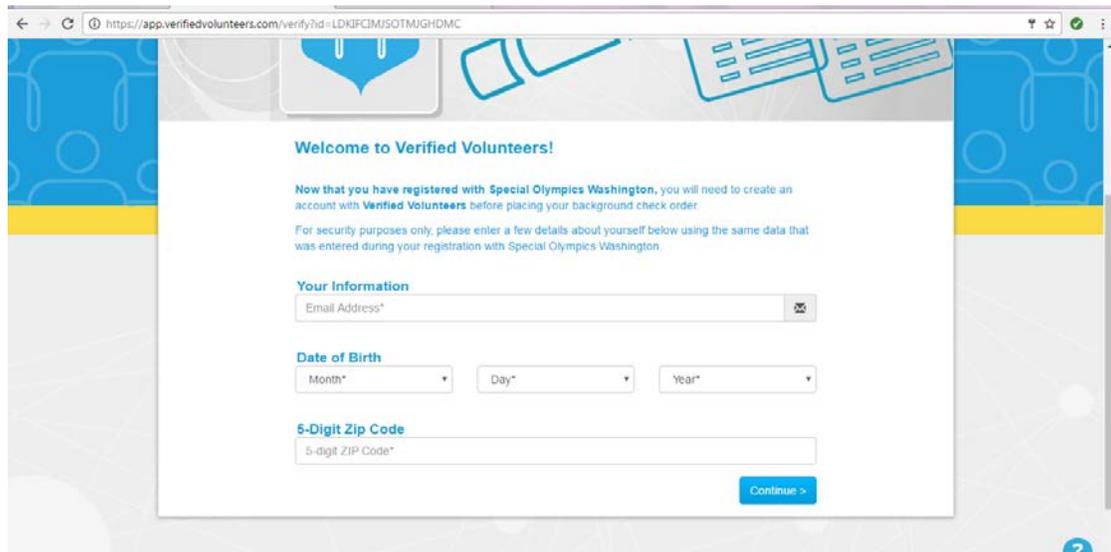
**Coach Type**

Head Coach

**Area**

Northwest

7. After confirmation you will be directed to Verified Volunteers, our online background check program. Please fill in your information and press continue.



The screenshot shows a web browser window with the URL <https://app.verifiedvolunteers.com/verify?id=LDKIFCIMJSOTMIGHDMC>. The page has a blue and yellow header with icons of a person, a magnifying glass, and a keyboard. The main content area is white and contains the following text and form elements:

**Welcome to Verified Volunteers!**

Now that you have registered with Special Olympics Washington, you will need to create an account with Verified Volunteers before placing your background check order.

For security purposes only, please enter a few details about yourself below using the same data that was entered during your registration with Special Olympics Washington.

**Your Information**

Email Address\*

**Date of Birth**

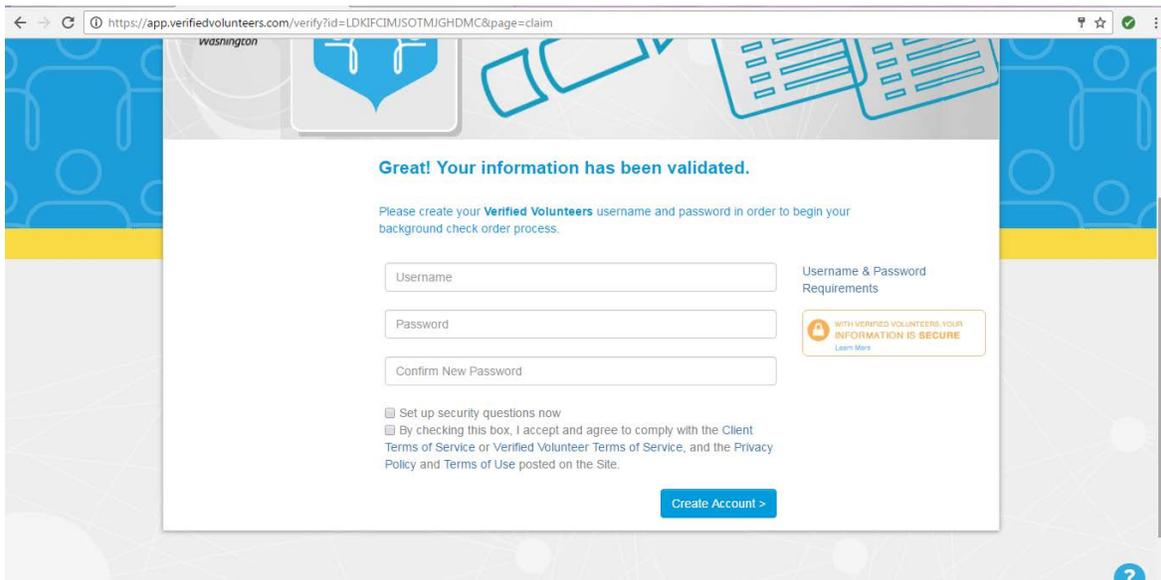
Month\*  Day\*  Year\*

**5-Digit Zip Code**

5-digit ZIP Code\*

[Continue >](#)

8. Once you press continue you will be prompted to create a Verified Volunteers account.



The screenshot shows a web browser window with the URL <https://app.verifiedvolunteers.com/verify?id=LDKIFCIMJSOTMIGHDMC&page=claim>. The page has a blue and yellow header with icons of a person, a magnifying glass, and a keyboard. The main content area is white and contains the following text and form elements:

**Great! Your information has been validated.**

Please create your Verified Volunteers username and password in order to begin your background check order process.

Username

Password

Confirm New Password

**Username & Password Requirements**

**WITH VERIFIED VOLUNTEERS YOUR INFORMATION IS SECURE**  
[Learn More](#)

Set up security questions now

By checking this box, I accept and agree to comply with the Client Terms of Service or Verified Volunteer Terms of Service, and the Privacy Policy and Terms of Use posted on the Site.

[Create Account >](#)

9. After this step, you will fill in your information and go through the background check process.
10. Special Olympics Washington takes on the cost of all background checks but before finalizing you will be given the option to donate \$10 to cover the background check costs. If you would like to cover the costs, select this option.
11. Make sure to finalize your registration! You will get a confirmation email.