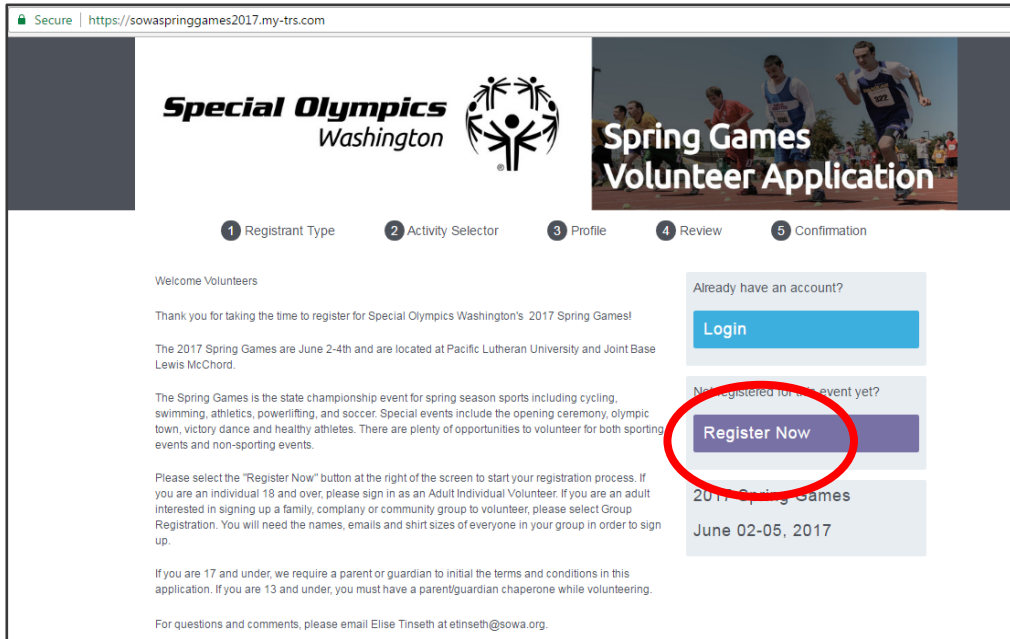


How to use the online volunteer application

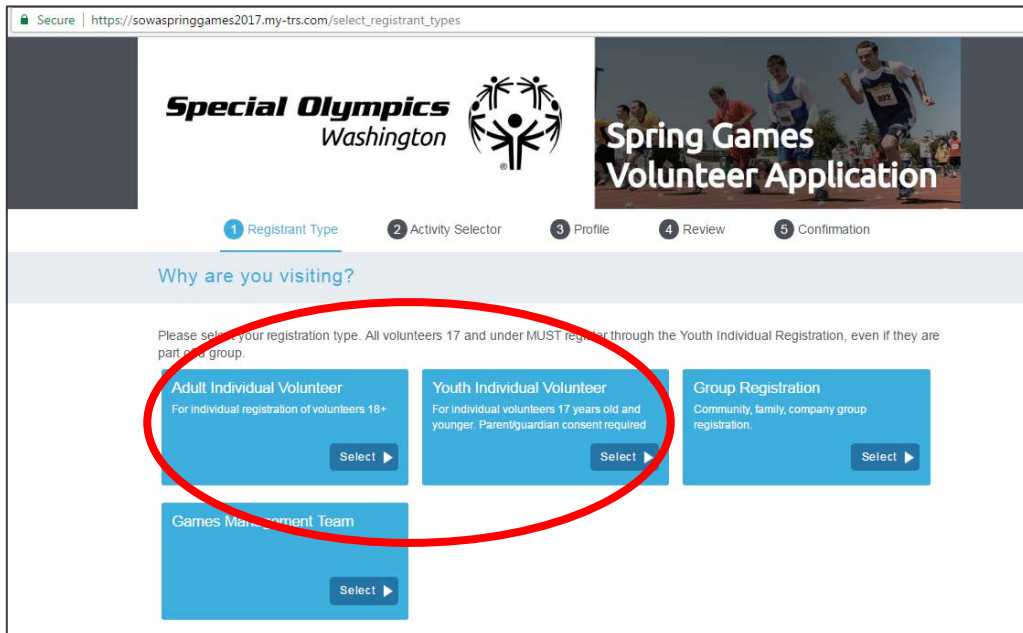
-Online Application Guidelines-

Individual Registrations

- 1) Home Page- Select "Register Now" if you have not used our online application in the past. Login if you already have an account.



- 2) Registration Type Selection- For Adult and Youth Volunteer



- 3) Select your activities by checking the box next to your desired volunteer opportunity(ies). Then select "Next". Click the + and – to expand and collapse the categories.

https://sowaspringgames2017.my-trs.com/select_activities

Special Olympics Washington Spring Games Volunteer Application

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

Activity Selector

Please select all volunteer opportunities you would like to partake in. Make sure to check the opportunity description and any requirements before confirming your schedule.

collapse expand description requirements access coded priority required for everyone required for activity group registered Change Reg Type

Athletics

General Volunteer 1 Schedule

Jun 3rd, 2017 from 06:45 AM to 04:30 PM Pacific Lutheran University Next

Jun 4th, 2017 from 06:45 AM to 04:30 PM Pacific Lutheran University

Cycling

Healthy Athletes

Olympic Town

- 4) Create and Account or Login- **You can only create one account per email address.** If you are trying to register multiple people using the same address, please use group registration.

Secure | https://sowaspringgames2017.my-trs.com/users/sign_in

Special Olympics Washington Spring Games Volunteer Application

Please login or register for this event

Create an Account

Email

First Name Last Name

Password Confirm Password

Register

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

Log In

Email

Password

Log In

Forgot Password?

- 5) Fill out information. Company name asks for employer name if applicable. All other information is personal information.



The screenshot shows a web browser window with the URL <https://sowaspringgames2017.my-trs.com/profiles>. The page features the Special Olympics Washington logo and a banner for the Spring Games Volunteer Application. A progress bar at the top indicates five steps: 1. Registrant Type, 2. Activity Selector, 3. Profile (current step), 4. Review, and 5. Confirmation. The main heading is "Your Profile". Below this, a note states "Fields marked with an * are required". The form includes a "Company Name *" field with the value "TEST". The "Address" section contains several fields: "Line 1 *" with "1809 7th Ave, Ste 1509", "Line 2 *" with "Street Address 2", "Country *" with a dropdown menu set to "United States", "State *" with a dropdown menu set to "Washington", "City *" with "Seattle", and "Zip code *" with "98101".

- 6) Terms and conditions-

The screenshot shows a web browser window with the URL https://sowaspringgames2017.my-trs.com/review_itineraries. The page title is "Special Olympics Washington Volunteer Applicant Disclosure". Below the title, it reads "APPLICANT DISCLOSURE FORM PURSUANT TO CHAPTER 486 – LAWS OF 1987". The main text contains a legal disclaimer: "Pursuant to RCW 9A.73.085, I certify under penalty of perjury under the laws of the state of Washington that I have never been convicted of any crimes against persons as defined in Section I of Chapter 486, laws of 1987, and listed as follows: aggravated murder, first or second degree murder, first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree rape; first, second, or third degree statutory rape; first or second degree robbery; first degree arson; first degree burglary; first, second, or third degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment." Below this is a "RELEASE" statement: "I give my permission to use my likeness, name, voice, or words in either television, radio, film, newspapers, magazines or other media, or in any form for the purpose of advertising or communicating the purposes and activities of Special Olympics Washington." The "Age Requirements for Volunteering:" section lists: "Children 10 and under are not eligible to volunteer, but are welcome to attend events as spectators. (Exception – Unified Partner)", "participants may be 8 yrs. or older)", "Youth 11-13 are eligible to volunteer, for certain positions, if accompanied by parent/adult chaperone.", "*Teens 14-17 are eligible to volunteer for certain positions.", "Youth groups need to provide a minimum of one adult chaperone for every four youth.", and "Adults are defined as 18 years of age or older." On the right side of the page, there is a blue button labeled "Agree & Confirm" which is circled in red. Above the button, the text "Please review the terms" is visible.

7) Schedule Review

Secure | https://sowaspringgames2017.my-trs.com/review_itineraries



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

Review & Check Out

Almost there!
Please confirm any requirements and check out below in order to successfully complete your registration.

Schedule Summary
Items you are registering for now:

Athletics



General Volunteer	Remove
Jun 3rd, 2017 from 08:45 AM to 04:30 PM - Pacific Lutheran University	Remove

Add Items

Confirm

- 8) Confirmation- Once you reach this page your application is complete! The 2017 Spring Games Event Page will be constantly updated with information about the event.

Secure | <https://sowaspringgames2017.my-trs.com/confirmations>



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

any registered for this event. You will receive a confirmation email shortly.

Confirmation

Your confirmed Registration ID # is: 843580

Registration complete!

Thank you for taking the time to register for Special Olympics Washington's 2017 Spring Games.

The 2017 Spring Games are June 2-4th and are located at Pacific Lutheran University and Joint Base Lewis McChord.

The Spring Games is the state championship event for spring season sports including cycling, swimming, athletics, powerlifting, and soccer. Special events include the opening ceremony, olympic town, victory dance and healthy athletes.

Please make sure to check our website for updated resources and event details! You can log back into this web page and change your schedule at any time. Please email directly if you have a last minute cancellation.

Volunteer Resources

2017 Spring Games Event Page

-Group Volunteer Registration-

Secure | https://sowaspringgames2017.my-trs.com/select_registrant_types

Special Olympics Washington

Spring Games Volunteer Application

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

Why are you visiting?

Please select your registration type. All volunteers 17 and under MUST register through the Youth Individual Registration, even if they are part of a group.

- Adult Individual Volunteer
For individual registration of volunteers 18+
Select ▶
- Youth Individual Volunteer
For individual volunteers 17 years old and younger. Parent/guardian consent required
Select ▶
- Group Registration**
Community, family, company group registration.
Select ▶
- Games Management Team
Select ▶

1) Click "Select Group"

Secure | https://sowaspringgames2017.my-trs.com/select_registration_types

Special Olympics Washington

Spring Games Volunteer Application

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

Are you registering as an Individual or as a Group?

Group
Select Group >

- 2) Fill out profile information. Make sure to select whether or not you are attending the event!

Secure | https://sowaspringgames2017.my-trs.com/group_leader_profiles

1 Login/Register 2 My Profile 3 Guest Profiles 4 Activities 5 Review

Welcome, **Elise** 6 Group Confirmation

Profile Fields

Company Name

Address

Line 1 Line 2

Country State

City Zip code

Phone

I'm attending the event

- 3) Add all guests you would like to register. **NOTE:** all guests through group registration must be over 18 unless you are their parent/guardian. Fill out information and select "Create Guest." To add additional guests, select "New Guest".

Secure | https://sowaspringgames2017.my-trs.com/group_profiles

Special Olympics Washington

Spring Games Volunteer Application

1 Login/Register 2 My Profile 3 Guest Profiles 4 Activities 5 Review

Who's Attending? 6 Group Confirmation

TEST TEST

Add Guest Email Address

Email Address

First Name

Last Name

What

Select options

4) Select activities for your group

https://sowaspringgames2017.my-trs.com/select_activities

Special Olympics Washington

Spring Games Volunteer Application

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

Activity Selector

Please select all volunteer opportunities you would like to partake in. Make sure to check the opportunity description and any requirements before confirming your schedule.

collapse expand description requirements access coded priority required for everyone required for activity group registered

Change Reg Type

- Athletics
 - General Volunteer
 - Jun 3rd, 2017 from 06:45 AM to 04:30 PM Pacific Lutheran University
 - Jun 4th, 2017 from 06:45 AM to 04:30 PM Pacific Lutheran University
 - + Cycling
 - + Healthy Athletes
 - + Olympic Town

1 Schedule

Next

5) Confirm registration!