Quick Guide:
Volunteer Registration Portal
ACCESS THE PORTAL / CREATE AN ACCOUNT

ACCESS THE PORTAL

- **Click this link: https://portals.specialolympics.org/**
- First-time users, Create an Account (see next section)
- Returning? Click "Sign In" and login with your email address and password

CREATE AN ACCOUNT

- **Click "Create an Account"**
- **You will need to verify your email. Do not complete the rest of the form until you complete this step.**
  - Type in your email address then "Send Verification Code"
- **Go to your email inbox for "Microsoft on behalf of Special Olympics B2C Production"**
  - If you don't see it in your inbox, be sure to check your spam/junk folder.
- **Enter the code from your email, then click "Verify your Code"**
  - Do not click the blue Create box until you've fill out the rest of this page.
- **Complete this first page by creating/confirming a password, enter name and the state where you volunteer. Click "Create".**
  - NOTE - if you live in another state but volunteer with us in Washington, you will need to select Washington as it only shows the state programs that use this platform
- **Complete your account by telling us about yourself:**
  - Fields with RED asterisk* are required, all others are optional.
  - T-shirt size: please note that t-shirts are not provided to volunteers at every event, this allows us to know your size for when we do. Thanks!
  - If you don't know the region where you live (NW, SW, East), that's ok. Select "Don't Know". Don't worry, you can volunteer anywhere in the state!
  - Check the box that you've read and agreed to the General Volunteer Release Form.
  - Go to My Checklist.