



## Quick Guide: Volunteer Registration Portal **REGISTER FOR AN EVENT: INDIVIDUALS**

### REGISTER FOR AN EVENT: AS AN INDIVIDUAL

- **Click this link: <https://portals.specialolympics.org/>**
- First-time users, Create an Account (see previous section if you need more instructions), otherwise “Sign In”.
- **NOTE: Youth volunteers, ages 11-13, must have an adult volunteer alongside them. Youth will not be able to register as an Individual - please have the adult volunteering with you create an account first and register for an event as a group (see next section).**
- On Volunteer Zone/welcome page, select “Sign up for an Event”.
- At “Event Sign Up”, you can refine your search by zip or date range by selecting “Show more filters”; or to show the events in chronological order, simply use the Sort By option.
- Click on your desired event. **\*If you given an invitation code for a pre-assigned role/shift, or you are a Games Management Team member, enter it in the Keyword box.**
- Click on the role and shift you wish to fill. The numbers in the far right column show how many have registered of the requested shifts.
- If you are an Individual, you may select multiple shifts, provided the times do not overlap.
- Select the blue Sign Up box. A conversation box will appear to confirm that you wish to register for that particular role and shift. Select Yes or No.
- If you’ve confirmed your volunteer role and shift, you will receive a message on screen that your registration was a success. You will also receive a confirmation email from “Special Olympics (Do Not Reply)” with basic details of the event. As we get closer to the event, you will receive additional emails and details 5 and 3 days prior to the event.
- **Thank you in advance for volunteering!**

**If you need to cancel, please log into your account, on the Volunteer Zone page you’ll see My Event Jobs towards the top; click on the event you need to cancel. Select Unregister, confirm as appropriate.**

Email [volunteer@sowa.org](mailto:volunteer@sowa.org) if you have any questions. See you at an event soon!