



## Quick Guide: Volunteer Registration Portal **CREATE / REGISTER A GROUP (2 or more persons)**

The instructions below are for the following:

- You are a parent and wish to register your child(ren) to volunteer with you.
- You have a group of 2 or more persons that would like to volunteer together.

**Before registering, please designate an adult to be the Group Lead. They will need to register to become a Group Lead Volunteer prior to registering for an actual shift.**

- **Access the portal** at <https://portals.specialolympics.org/>. If this is your first time logging in, you'll need to Create an Account before proceeding. If you've created an account already, Log In.
- If this is your first time in our portal to be a Group Lead, on the welcome page click on the box **"Do more with Special Olympics"**. Under the General and Event drop down, select Event Volunteer Group Lead and click "Apply to this Position". Then "Go to my Checklist". Click on the line in blue titled "Group Lead Approval". Read and select the box that you agree with the Approval Form and Save. "Go to my Checklist" and confirm that you now have a green "Completed" dot on that line.
- You now need to **create your group**: At the Volunteer Zone welcome page, click on "Manage my Group". (No box? Refresh your browser). Select "Create a New Group".
- **Enter a name for your group** being as specific as you feel is needed, i.e. Greenwood Family or Girl Scout Troup #123. If your last name is fairly common, please be creative to tell your group name apart from another. For example, the Smilin' Smith Family of Sammamish.
- From there, **enter the first/last names, emails and phone numbers of your group**. Click submit after each entry. When finished, click on "Event Signup" in the options listed at the top of the page.
- To register your group for the actual event/shift, click on the box titled **"Sign up for an Event"** and select the event that you will be volunteering at. Select the specific role and time in the check box and then select the white box with blue outline and lettering "Sign Up Group or Family". Your group name should appear in the drop down menu; select your group name and enter the TOTAL number of volunteers that will be volunteering (it may be different from the number of members in your group). Click Submit. You will receive a pop up message on the screen that your registration was a success. Look for an email in your inbox for a confirmation email. You will also receive more detailed information the week of the event.
- **\*\*Until further notice, please send an email to [volunteer@sowa.org](mailto:volunteer@sowa.org) with the following information: Group Lead's name, the TOTAL number of volunteers that will be at the event, and the names of those volunteers. There is still a hiccup in the registration portal and this will ensure that we have everyone's correct information while we sort out the hiccup. Thank you.**
- When your group volunteers again in the future, you will not need to create a new group. On the Volunteer Zone welcome page, click "Manage my Group" box, click on your group name, edit or add any new group members and register for an event as before.