Creating A Portal Profile: Parent/Guardian

Overview

Every athlete that participates in Special Olympics sports must be registered into the Special Olympics Portal to ensure that the athlete completes the basic requirements including health history, current list of medication and electronically signed waivers. If you don't know what type of Portal profile to choose please refer to the **Choosing Which Athlete Account to Create 1 pager** (https://bit.ly/3P9FPil)

When to use this guide

- Your Athlete is under the age of 18, and not their own guardian
- Your Athlete does not have their own unique email address, OR you will be using a shared email address
- You are the Parent/Guardian of multiple Athletes and want to manage all athletes under a single email

What you will need

- Your date of birth, as well as your own personal and emergency contact information
- Information about your Athlete's medical condition, history, and current medications

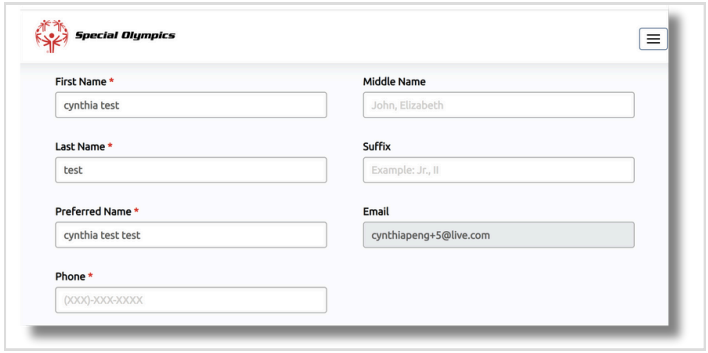
How to create a profile

Create a profile on the Registration Portal & bookmark **https://portals.specialolympics.org**

- Click the **RED CREATE AN ACCOUNT BUTTON**
- What is your role: select "Parent/Guardian/Family"
- Enter your preferred email address
- Click **SEND VERIFICATION CODE BUTTON** (you have 5 minutes to use the code)
- Check your email inbox (email from "Microsoft on behalf of Special Olympics B2C Production") and copy the code.
- Enter verification code into the box.

Follow the prompts, enter in the **GUARDIAN/PARENT** personal information. You will register your Athlete **after** your profile is created.

Fill out all questions with an asterisk *



The next page will walk you through the steps of creating an account for your Athlete(s).

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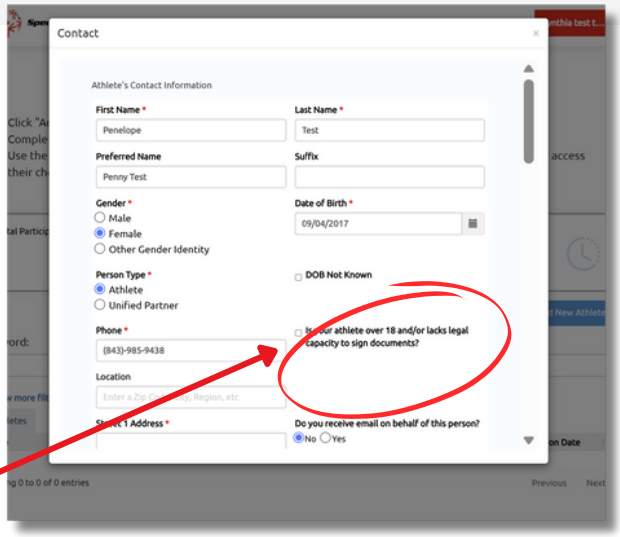
Adding an Athlete

Click on **My Participants** and then click on the **Add New Athlete** button.

Fill out all your Athlete's information. All boxes with an asterisk * are required fields.

NOTE: Please ensure all information is accurate because it will be used for the Athlete Health History & Release form that will be e-signed. Changes cannot be made to these sections at that point.

If your Adult Athlete requires a guardian to sign their medical form please check this box.

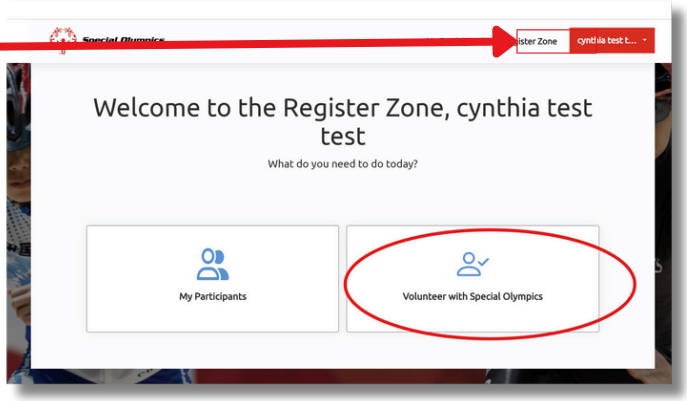


After you click Submit you will return to the My Participants screen and see your Athlete's name. You can continue to add additional Athletes that you will be managing at this point, if necessary.

Once all your Athlete profiles are created...you are ready to **Create your Athlete's Health History form** (https://bit.ly/3DDpOix).

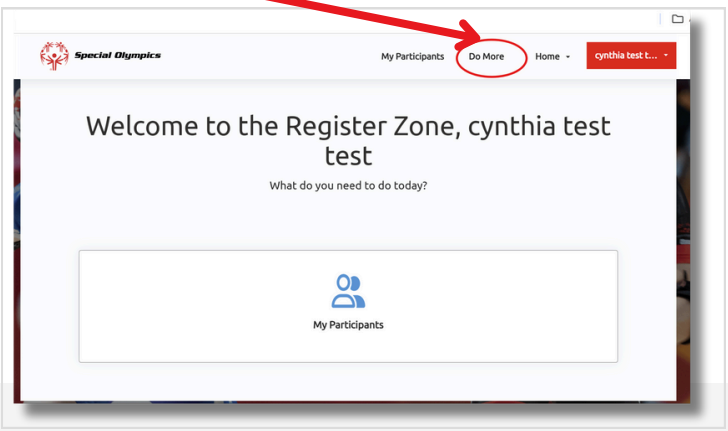
Looking to Volunteer as a Coach, Chaperone or Unified Partner?

Click on the Register Zone to get to the main screen



You are now on Home screen. Click on **Volunteer with Special Olympics**.

Now you will see the **DO MORE** button on the top navigation bar, and your Home screen will change to this:



Refer to the **Applying for Chaperone, Unified, Coach 1 page**r (https://bit.ly/42af9oJ) for a step by step guide.

CONTACT

Resource Page

Portal

Special Olympics Washington

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Visit our Portal Support page with questions at https://bit.ly/SOWA-PortalSupport