

# Managing Athlete Registration (On Their Behalf) - Program Coordinator or Coach

## 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.

## 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 manage your Athlete's health, but also have another role (Program Coordinator, Event Volunteer, etc) with Special Olympics Washington

## What you will need

- 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 [portals.specialolympics.org](https://portals.specialolympics.org)

- Click the **RED CREATE AN ACCOUNT BUTTON**
- Enter your preferred email address.
- Click **SEND VERIFICATION CODE BUTTON**
- Visit your email inbox (email from "Microsoft on behalf of Special Olympics B2C Production")
- and copy the code.
- Enter verification code into the box.

For your role, select **"I am registering as a Volunteer (event volunteer, coach, LETR)"** and follow the prompts by entering in your personal information (not your athletes).

If you haven't already, complete your volunteer requirements:

- Visit the Volunteer Zone available in the drop down tab in the top right corner
- Click on the "Do More tab" and apply for your respective role.
- Complete requirements and reach out to [portalsupport@sowa.org](mailto:portalsupport@sowa.org) to verify your Coach Zone access and permissions.

You're almost done! Get connected to a Special Olympics team or program through our NEW Portal Support Intake form <https://bit.ly/SOWA-PortalSupport>.



**Special  
Olympics**  
Washington

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[Resource Page](#)



[Portal](#)

**CONTACT**

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