



Special
Olympics
Washington

Wave 3: Program Coordinator Checklist

NW Athletics (April 26), SW Athletics, (April 27) SW Soccer (April 27)

Use this checklist to ensure you complete all steps in the registration process. Reach out if you need support at any time!

<input type="checkbox"/>	Feb 18	Submit Intent to Participate here https://bit.ly/participation_roster
<input type="checkbox"/>	March 31 [add to calendar]	Submit Registration/Competition Roster with first and last name, DOB, roles (must submit all names at this time) via Smartsheet here (https://bit.ly/SOWA-Reg) using this form (https://bit.ly/3ESKWRT) <ul style="list-style-type: none"> • All participants who want to compete must be added at this time • Separate process for local participation
<input type="checkbox"/>	Now – April 10	It is your responsibility to communicate to all your program Athletes and Volunteers have completed credentials . Please communicate the process to all your Coaches, Volunteers and Athletes with this process (https://bit.ly/431EFxc)
<input type="checkbox"/>	April 7	SOWA delivers participant clearance report and a copy of the Final Reg/Competition Roster via email
<input type="checkbox"/>	April 10 [add to calendar]	Audit credentialing (final pass) and sports data (first pass) in the Final Registration/Competition Roster and re-submit via Smartsheet here (https://bit.ly/SOWA-Reg) It is the Program Coordinators responsibility to ensure all Athletes and Volunteers have completed their checklist and that their roles are listed correctly in the roster. Please refer to this document (https://bit.ly/431EFxc) for more details. No additions will be accepted during this phase. Sports information needs to be completed on the competition roster.
<input type="checkbox"/>	April 14	SOWA will send copy of Final Registration/Competition Roster to PC via email
<input type="checkbox"/>	April 16 [add to calendar]	Audit and submit sport corrections in the Competition roster here (https://bit.ly/SOWA-Reg) . Audit period has closed and no other updates can be made.
<input type="checkbox"/>	April 21	SOWA will send a copy of the Final Delegation

CONTACT



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