



Final Registration Roster Guide for Programs

This guide has been developed to support programs with the completion of the Special Olympics Washington Final Registration Roster.

This Guide Includes:

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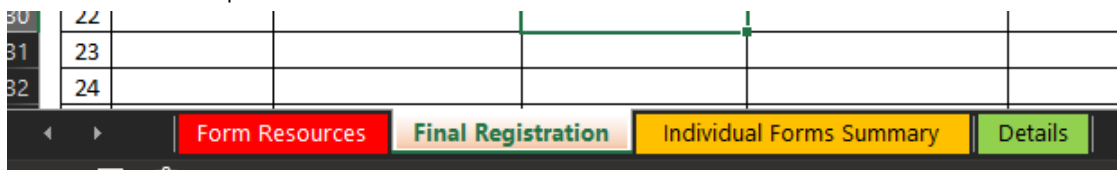
Final Registration At-a-Glance

1. The Final Registration Roster will be generated for the program by SOWA from Pre-Registration participant information and is sport specific
2. Do Not change roster formatting outside of column size. Name info cannot be changed but, other fields can be.
3. Complete the “Will this person be attending the event?” column before entering any event information. **Only participants with “Yes” will be entered into games**
4. Ensure Team/Partner/ Relay names match exactly
5. Participant’s totaled BSAT/Qualifying Score is entered into the “Qualifying Score.” Do not pre-calculate team scores.
6. Submit file in a .xlsx file format via the Seasonal Registration Portal

Navigating Worksheet Tabs

The Final Registration Roster includes 3 tabs that can be located at the bottom of the workbook. Each has a unique use.

- **Form Resources:** Contains links to the Seasonal Registration Portal, Individual Registration forms, the background check, Coach/Volunteer Trainings, and other useful information.
- **Final Registration:** Programs will use this page to input participant participation, teams, events, qualifying scores/BSATs, and notes.
- **Individual Form Summary:** Shows the status of the required Individual Forms that SOWA has processed.
- **Details:** Shows the expiration dates of individual forms the SOWA has on file.





Entering Participant Games Information

Using the Final Registration Roster, a program's delegation can be built, teams created, events selected, BSATs and qualifying scores entered, and notes added as well as check certification statuses and access additional resources all in one form.

- **Before entering any event information, participation must be enrolled in the “Will this person be attending the event?” column located to the left of the Event Confirmation tab.**
 - A participant will not be entered into the games if the column is “No” or left blank even if an event is listed
- **Teams, Pairings, Groups, and Relays**
 - If your program has Teams/Pairing/Relays, use the Team Name Columns unless otherwise noted
 - Names should match exactly. Tip: Use copy and paste or Auto Fill functions.
 - When a sport allows for multiple events with group options, use the first two event sections to access the naming columns. All sections can be used for individual events.
- **Events**
 - To enter Events, select the appropriate participant's cell in one of the Event Code columns. A square with a downward facing arrow should appear to the right of the cell indicating a drop-down list. Clicking the box will open the event selection list.
 - Depending on sport, it may be useful to have the Season Registration Packet on hand to reference events and/or event categories. When categories are present, the event will be preceded by the category to allow for easier matching. Relays are listed as their own category.
 - When used, enter qualifying scores, and totaled individual participant BSAT scores in the event “Qualifying Scores” column. Do not pre-calculate team scores.
- **Audit**
 - Always review forms for accuracy and compliance with the form guidelines especially that the “Will this person be attending the event?” column is complete and correctly represents the participants associated events.
 - Reach out to your SOWA contact for questions for questions

Submitting Completed Forms

- Save file in a .xlsx format. (See FAQ for details)
- Submit via the seasonal Registration Portal



FAQ

Q: How will I get this form?

- **A:** The Final Registration Roster will be generated and sent to each program by Special Olympics Washington based on the programs previously submitted Pre-Registration Roster. Each will be specific to sport.

Q: Why does the Individual Forms report does not reflect forms that I have turned in and how can I get it corrected?

- **A:** There is a delay between when forms are submitted to the Seasonal Registration Portal to allow SOWA staff to audit, process, and update our internal systems. Some of these processes take longer than others. We always recommend auditing all individual forms for SOWA policy compliance before submitting, attaching well organized files, and keeping copies of all submitted forms. This will increase processing speed and reduce confusion.

Q: What computer program do I need to complete the form?

A: The Final Registration/Event Confirmation Roster will work in **Google Sheets, Apple Numbers, and Microsoft Excel**. All required features will work in all programs but, some supplementary features may be lost in Sheets or Numbers.

Q: How do I return my completed form?

- **A:** The form must be submitted to the [Seasonal Registration Portal](#) in a **.xlsx file format**. Excel will automatically save in this format. Learn to download in this format in [Google Sheets](#). Learn to download in this format in [Apple Numbers](#).

Q: The person information for my program has changed and I need to remove/add a person or change specific information.

- **A:** Add new people to the bottom of the roster. To indicate that a person is not participating, select "No" in the Final Reg column of the Final Registration Submission Tab. Contact your SOWA contact to update or change existing information needs to be updated. **Do not change existing person name information**, formatting, or structure within the file from what was provided by SOWA as it will disrupt key features that SOWA staff use and can cause errors in the delegation building process.

Q: I am unable to complete the form after following the guide. What do I do?

- Contact your Region manager or SOWA contact to help trouble shoot problems.