Managing Athlete Registration (On Their Behalf) - Parent or 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.

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/Circle of Care (Includes Case Manager and Facility Coordinator) of multiple Athletes

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 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 an Athlete (Parent, Circle of Care, Family).

Follow the prompts, enter in YOUR OWN personal information, and enter the Register Zone. Your Athlete's information will be required in Step 4.

Click on the My Athletes tab, add your athlete/dependent and complete requirements on their behalf.

The next page will walk you through the steps of completing your Health History Form.

CONTACT





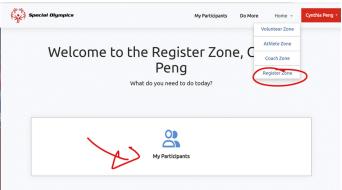
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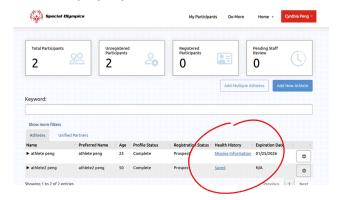
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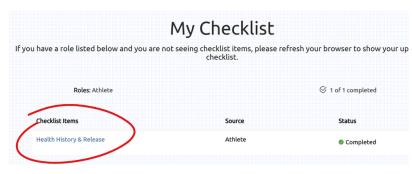
Once you are logged into the portal (https://portals.specialolympics.org) and in the REGISTER ZONE, you should see My participants.

You can add your Athlete here under.

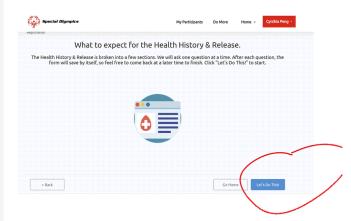


When you click on My Participants, if your Athlete is already connected to your profile, you should now see your Athlete's health history forms as links. Click on the link and their checklist should pop up.





It should walk you through the steps of filling out the Health history form from there.



Please note you will need to e-sign for your Athlete's Health History form.

Should you need to apply for a Chaperone, Coach or Unified Partner role, you will need to do so by clicking on **DO MORE** at the top navigation bar.

If your profile does not display the "DO MORE" button, please have them send us a request directly to https://bit.ly/SOWA-PortalSupport

CONTACT





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