

# 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



**Special  
Olympics**  
Washington

Last updated 2/12/25



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

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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.

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My Participants Do More Home - Cynthia Peng

Welcome to the Register Zone, C Peng

What do you need to do today?

My Participants

Total Participants: 2

Unregistered Participants: 2

Registered Participants: 0

Pending Staff Review: 0

Keyword:

Show more filters

Athletes Unified Partners

Name	Preferred Name	Age	Profile Status	Registration Status	Health History	Expiration Date
▶ athlete peng	athlete peng	25	Complete	Prospect	<a href="#">Missing Information</a>	01/25/2026
▶ athlete2 peng	athlete2 peng	50	Complete	Prospect	<a href="#">Saved</a>	N/A

Showing 1 to 2 of 2 entries

My Checklist

If you have a role listed below and you are not seeing checklist items, please refresh your browser to show your up checklist.

Roles: Athlete 1 of 1 completed

Checklist Items	Source	Status
<a href="#">Health History &amp; Release</a>	Athlete	Completed

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

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My Participants Do More Home - Cynthia Peng

What to expect for the Health History & Release.

The Health History & Release is broken into a few sections. We will ask one question at a time. After each question, the form will save by itself, so feel free to come back at a later time to finish. Click "Let's Do This" to start.

Let's Do This!

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>

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