

Parent/Guardian & Registering Your Athlete

To begin, visit portals.specialolympics.org. It is recommended that you bookmark this link, as this is how you will log in in the future. Once on the Special Olympics Portal, you will select **"Create An Account"** and follow the prompts to create YOUR profile.

1.

Choose the state you participate in and the role **you** are applying for.

Read the role description and confirm you are indeed a parent/guardian/family and will be using **your** account to register your athlete.

After entering **your** email address, be sure to select "Send verification code". A code will be sent to your email to enter into the "Verification Code" box. Then select "Verify Code"

Note: you are creating **your** profile, athletes information will be added with in your account later.

2.

You will then need to complete **your** profile first before you can add your athlete. Questions with the **red asterisks*** are required. **Complete all questions with your information first.**

3.

Ensure that you are selecting the correct Region AND selecting the + to select any of the regions that apply.

You can utilize the search bar by typing in the specific region you are looking for. This will help narrow down the options.

4.

Once you have completed **your** profile, you will see the Register Zone. Click **"My Participants"** to start managing your Athlete's profiles.



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5.

To add an Athlete to your roster, select the blue "Add New Athlete" button.

*As a parent/guardian/family you should only be adding athletes you are the parent/guardian for here.

Your Participants

1. Click "Add Athlete" or "Add Multiple Athletes".
2. Complete the registration form for each new athlete.
3. Use the dropdown menu to manage existing athletes or click on the hyperlinked health history status to access their checklist.

Total Participants: 0
Unregistered Participants: 0
Registered Participants: 0
Pending Staff Review: 0

[Add Multiple Athletes](#) [Add New Athlete](#)

6.

Complete Athlete's contact information with accurate data.

- If your athlete is under the age of 18 or your athlete is not their own guardian be sure to select the box.
- If you share an email with your athlete select "Yes" for "Do you receive emails on behalf of this person." If your athlete has their own email and will make a profile for themselves choose "No" and enter their email.

☒ This Participant requires a Parent/Guardian to complete forms on their behalf?

Do you receive email on behalf of this person?
☐ No ☒ Yes

Shared Email

jlieblich+sowa1@specialolympics.org

7.

Once you have submitted your athlete's contact information, they will appear on the "Your Participants" page. You can then use the down arrow to update their profile information, go to their checklist or remove them from your participants.

Show more filters

Athletes	Unified Partners	Name	Preferred Name	Age	Profile Status	Health History	Expiration Date
▼		Primrose Everdeen	Prim	14	Complete	Incomplete	N/A
		Role	Role Status				
		Athlete	Pending				

Complete Profile
Go To Checklist
Delete

8.

Depending on your state's athlete requirements the checklist may vary slightly than shown. Every athlete will have a checklist that includes the required forms for your state. Be sure to complete all items listed in order for your athlete to be eligible to participate.

Primrose Everdeen's Checklist

View and complete items below to complete role requirements or renewals.

Completed: 0
Incomplete: 2
Expiring Soon: 0

All items statuses: All
All roles: All
Role Progress: Athlete: 0 %

Form Name	Role	Status	Expiration Date	Actions
Athlete Practitioner Form	Athlete	Incomplete	N/A	Edit Form Go To Checklist Delete
Health History & Release	Athlete	Incomplete	N/A	Edit Form Go To Checklist Delete

Quick Status Guide:

- Incomplete: has not started the process and needs to be done
- Submitted: you have done all you can on your end and are waiting for your SO program to review the forms
- Approved: that form has been reviewed and approved for participation



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