

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 program 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 a participant.

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, participant information will be added with in your account later.

2.

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

3.

Your SO Program Demographic Details page may vary depending on what your program has turned on. **This information is for **you**, the parent/guardian.**

If Region is turned on for your program, 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.

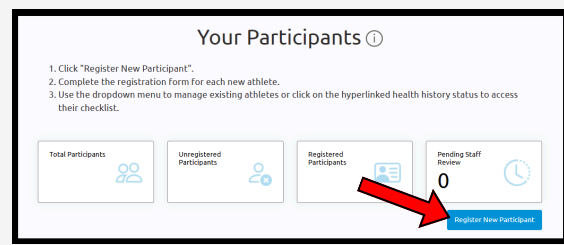
Once you have completed **your** profile, you will see the **Parent/Guardian Zone**. Click the **"Register and Manage Participants"** tile to start managing your Participant's profiles.



Parent/Guardian & Registering Participants

5. To add your participant to your roster, select the blue **“Register New Participant”** button.

*As a parent/guardian you should only be adding athletes or unified partners you are the parent/guardian of.



6. Complete Participant’s contact information with accurate data.

- Select the **“Person Type”** for your participant: Athlete or Unified Partner.
- **“Do you receive emails on behalf of this person.”**
 - If you share an email with your participant select **“Yes”**.
 - If your participant has their own email and will receive notifications select **“No”** and enter their email.
- Is this participant their own legal guardian? Select **“Yes”** or **“No”**
- Once all information is filled out **“Submit and Continue to Checklist”**

Person Type *

Athlete

Unified Partner

Do you receive email on behalf of this person?

No Yes

Shared Email

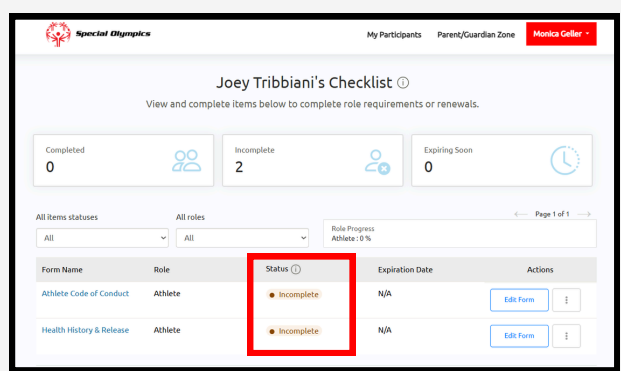
Is this participant their own legal guardian?

Yes No

Submit and Continue to Checklist

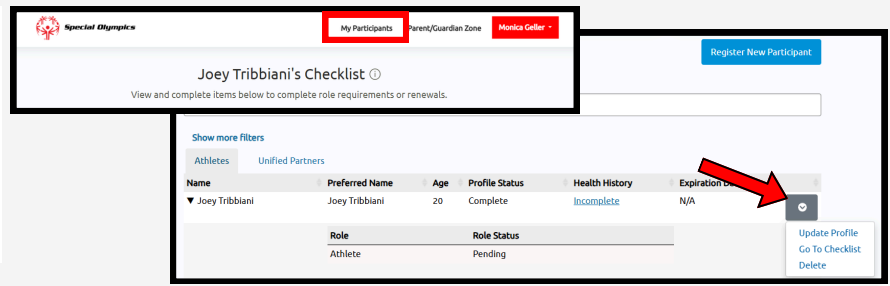
7. Once you have submitted your participant’s contact information, you will be redirected to the participants **Checklist**. Here you can complete the required items for your participant.

NOTE: Depending on your program’s requirements the checklist may vary from what is pictured.



8. At anytime you can go back to **“My Participants”** from a checklist.

From **“My Participants”** you can update your participants profile information, go to the checklist anytime needed or delete the participant from your list.



Quick Status Guide:

- **Incomplete:** have 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.
- **Complete:** that form has been reviewed and approved for participation.