



Frequently Asked Questions – Athlete Registration

What's new

Special Olympics North Dakota has launched a new online registration portal for both **new** and **current** athletes. The portal includes:

- **Health History and Release Form**
- **Athlete Code of Conduct**
- **Medical forms**

When is the new paperwork due?

New athletes are encouraged to submit paperwork either on paper or via portal prior to the first practice or within the first 2 weeks.

Current athletes do not need to submit paperwork immediately. However, if their existing paperwork expires before the State Tournament, they plan to compete in, they **must** submit the new or updated paperwork **one month prior to the regional tournament**.

What are the paperwork deadlines for each sport offered by Special Olympics North Dakota?

July

- Bocce
- Soccer

September

- Bowling

October

- Basketball
- Cheerleading

January

- Volleyball
- Cornhole

March

- Track and Field
- Swimming
- Powerlifting

What is the best way to complete and submit the new athlete paperwork?

The preferred way to complete the new athlete paperwork is to create an account in the **Center of Excellence Special Olympics Registration Portal** (referred to as COE throughout the rest of this document).

1. Visit www.specialolympicsnd.org
2. Navigate to Get Involved, Become an Athlete click
3. Under Participation Forms, click [Please click here for athlete forms that you will need to fill out](#)
4. Select North Dakota as your program
5. Choose if you are registering as an athlete or for an athlete as a parent/guardian
6. Follow the guide to create and complete your profile

You can also go to the portal directly here: <https://portals.specialolympics.org/>

Who creates an account in the COE?

If an athlete is under 18 and/or not their own guardian, the parent or guardian will create an account and complete the forms for the athlete. Parents and guardians can register more than one athlete within their account.

If an athlete is over 18 *and* their own guardian, they will create their own account and complete their forms.

What if I don't have access to a computer?

Hard copies of the forms are available to download and print from our website, or we can mail them to you by calling our office at 701-746-0331.

Completed forms can be:

Emailed to: rfuchs@specialolympicsnd.org

or

Mailed to:

Special Olympics North Dakota
2616 S 26th St
Grand Forks, ND 58201

Do athletes still need to get a physical exam?

A physical exam is now only required in special circumstances, explained later in this document.

How often does the new paperwork need to be submitted?

The new Athlete Health History and Release Forms and Athlete Code of Conduct forms expire **365 days/1 year** from the date they are signed.

How do I create an account in the COE? After I create an account in the COE, how do I complete my/my athlete's paperwork?

There are helpful guides located at the following link: <https://specialolympicsnd.org/resources/forms.html>

What are key items to remember as I am creating an account in the COE Portal?

- Select **North Dakota** as the program, even if you live in a different state.
 - Use proper punctuation and formatting.
 - Please avoid entering information in all lowercase or all caps.
 - If you are a parent/guardian creating an account to register an athlete, **enter your information first**. Include your name, address, date of birth (optional), emergency contact, etc. You will then be directed to the Registration Zone to register your athlete.
 - Please provide accurate and honest answers.
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What if I'm not receiving a verification code when creating my account?

Try the following:

- Check your **spam or junk folder**.
(The email is sent from Microsoft on behalf of Special Olympics and may be filtered.)
- Allow a few minutes for delivery.
- Confirm your email address was entered correctly (no typos or extra spaces).
- Try a different browser or device.
- Use a personal email address (work or school emails may block automated messages).

Still don't see the code.

- Select "**Resend code**" on the verification screen.
- Review your email security settings.
- If applicable, ask your IT team to allow emails from Microsoft.

What if I forget my password?

Refer to the Password Reset guide by following the link: <https://specialolympicsnd.org/resources/forms.html>

I made a mistake with my name or email address. How can I fix it?

Once your name or email address is entered in the portal, you must request a correction – it cannot be immediately edited.

To request a correction, contact: **Rachael Fuchs** at rfuchs@specialolympicsnd.org or call 701-746-0331.

What if I don't know the answer to all the questions in the COE?

Only questions and fields marked with a **red asterisk** are required. If you're unsure about the others, you can leave them blank.

What is the Region and Area Program?

- **Region** refers to the state the athlete participates in. (North Dakota)
 - **Area Program** refers to the city you live nearby. (Grand Forks, Bismarck, etc.)
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When does an athlete need a physical exam?

A physical exam is only required if:

- The athlete is **currently restricted** from participating in a sport(s) and wants to now participate in that sport.
 - Is brand new to Special Olympics North Dakota.
- or
- If **"Yes"** is answered on the Health History and Release Form to:
 - Do you have epilepsy or any type of seizure disorder **or**
 - Do you have a heart condition.
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Will I be notified if a physical exam is needed?

Yes. If a physical exam is required, a medical form will appear on the athlete's checklist in the COE (more information on the checklists is provided later in this document). You will also receive an email.

If athlete paperwork is submitted via hard copy, you will be notified by mail, email or by your Area Director.

What is an Emergency Care Refusal Form?

An **Emergency Care Refusal Form** is required if “**yes**” is answered on the Health History and Release Form to:

- Having a religious or other objection to emergency medical treatment, **or**
- No consent to blood transfusions
(Note: Blood transfusions would only be administered by a treating hospital — not by Special Olympics medical volunteers.)

Will I be notified if I must complete the Emergency Care Refusal form?

Yes. If required, the Emergency Care Refusal Form will appear on the athlete’s checklist in the COE (more information on the checklists is provided later in this document). You will also receive an email.

If athlete paperwork is submitted via hard copy, you will be notified by mail, email or by your local Area Director.

I didn’t mean to mark “yes” to refusal of emergency care or blood transfusions in the COE. How can I change my answer?

Once submitted, these answers cannot be edited.

To request a correction, please contact Rachael Fuchs at rfuchs@specialolympicsnd.org.

If I use the COE, how will I know that the paperwork I complete has been approved?

You will receive an email titled “**Completion of Requirements for Athlete**” once all required paperwork has been submitted and approved. At that point, no further action is needed.

A completed PDF copy of the paperwork will also be sent to the email address used to create the account. Please save this PDF for your records.

After you begin the process, you may receive additional emails from the COE outlining required tasks. Please note that these emails may occasionally arrive out of order.

What if I do not receive the email “Completion of Requirements for Athlete” email?

Login to the portal.

- If you are an athlete, go to your **Athlete Checklist** to see which forms still need to be completed.
- If you are a parent or guardian, go to “My Participants” from your **Register Zone** page. Click on the **Missing Information** link. Or use the down arrow to the far-right side of the athlete’s name and then Select **Go to Checklist** to see what items are missing or still incomplete. See example below.

Athlete's Name and Age

Complete [Missing Information](#) 22-Feb-2027

Role	Role Status
Athlete	Pending

- Update Profile
- Go To Checklist
- Delete

How will I know the paperwork has been approved if I submit a hard copy?

If your forms are emailed, you will receive a response within 1-3 business days.

If your forms are mailed, please check with your Area Director or call the state office at 701-746-0331. Please, allow approximately two weeks after submitting your forms.

I've completed all the forms. How do I register for sports and/or tournaments?

You will work with your Area Director on selecting a sport and competing in competitions.

Will I receive a reminder when it is time to renew the paperwork?

Yes. The email address listed in the COE for the athlete or parent/guardian will receive reminder notifications 90, 60, and 30 days before the paperwork expiration date.

Please be sure to notify us if your email address changes to ensure you continue receiving these reminders.

What if I didn't create an account in the Center of Excellence Registration Portal? Will I still receive reminders when I need to renew the paperwork?

If an email address was provided on the hard copy forms and is current and valid, reminders about upcoming paperwork deadlines will be sent to that email address.

Any Questions please contact:

Rachael Fuchs

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 Special Olympics North Dakota
 2616 S. 26th Street
 Grand Forks, ND 58201
 Tel 701.746.0331
 Email rfuchs@specialolympicsnd.org

