

# Parent/Guardian & Registering Your Athlete

To begin, visit [portals.specialolympics.org](https://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 your 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 your participants. 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.

**NOTE:** This step may be turned off by your program. If you did not see the **"Select Region"** you can ignore this step.

4.

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

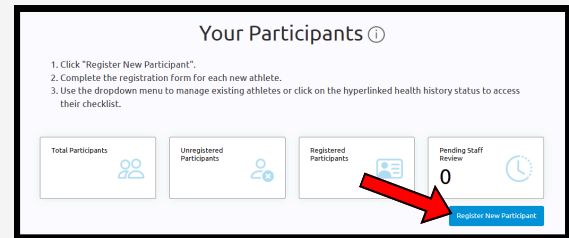


# Parent/Guardian & Registering Participants

5.

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

\*As a parent/guardian/family 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 athlete has their own email and will receive notifications select **"No"** and enter their email.
- If your participant is under the age of 18 or is not their own guardian be sure to mark the box.

**Person Type \***

☐ Athlete

☐ Unified Partner

**Do you receive email on behalf of this person?**

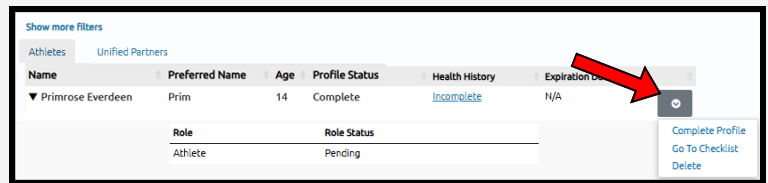
☐ No ☒ Yes

**Shared Email**

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

7.

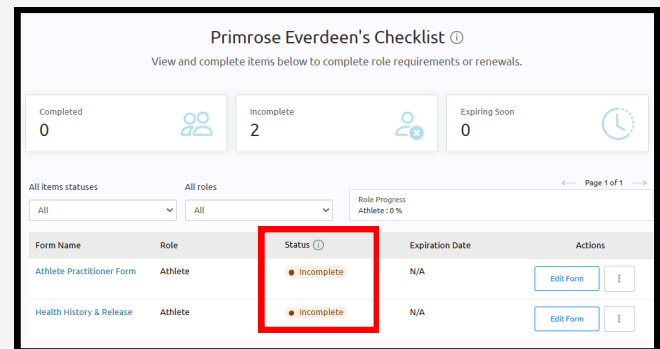
Once you have submitted your participant's contact information, they will appear on the **"Your Participants"** page. You can then use the down arrow to update their profile information, go to their checklist to see what items they are missing or remove them from your participants.



8.

Every participant will have a checklist that includes the required forms for your program. Be sure to complete all items listed in order for your athlete to be eligible to participate.

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



## 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



**Access Portal**



**Special Olympics**

**Center of Excellence**