



Special Olympics Alberta Portal Account Verification

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Special Olympics
Alberta





Contents

Registering to the Portal	3
Account Validation	4
Portal Account Found	4
Profile Found	5
Profile Not Found	6



Registering to the Portal

Find you in the system

Step 1 → Go to the Portal homepage at <https://portal.specialolympics.ca/>

Step 2 → Select “Registration” from the menu on the right side of the web page.

Step 3 → Select your Chapter from the available dropdown list (SO Alberta).

Step 4 → Fill in your information

Step 5 → Select your role:

- Athlete/Participant – you are registering yourself for a Special Olympics Program
- Volunteer – you are registering yourself for a Volunteer role in Special Olympics
- Parent/Guardian – you are registering your child/ward in a Special Olympics Program
- Group Home Coordinator – you will be registering Athlete(s) living in your Group Home

Step 6 → Click on “Register - Validate Member” button to check if you are already in the system



HOME | REGISTRATION

Important Information

Please be aware this application needs to be fully completed. If you stop the process before the last step, you will have to start all over again.

Please be aware that if your Chapter does not show in the list, then online registration is not available, please approach your community to process your enrollment.

For additional help on this page, please watch [this video](#)

Your Chapter / Province / Territory *

1

YOUR INFORMATION

2

First Name *

Date of Birth *

Last Name *

Email Address *

TELL US WHO YOU ARE...

- Athlete/Participant
- Volunteer
- Parent/Guardian
- Group Home Coordinator

3

Register - Validate Member

4



Account Validation

There are three possible outcomes when validating member:

- Portal Account Found
- Profile Found
- Profile Not Found

These three outcomes are outlined below along with the process to get you ready for program enrollment.

PORTAL ACCOUNT FOUND

Portal Account Found

We have found your profile and portal account in our system. Please direct to the Login page and provide the username and password. If you forgot your password, please try the option "Forgotten Password"

Step 1 → This message displays if your profile is found in the system and you already have a Membership portal account.

Step 2 → Click on the "Go to Login" button on the menu located on the right side of the page to go to the Login page and enter your credentials. Click Login In to continue.

Note: After you log in, you can add a new program enrollment.

Step 3 → You can now access the Program Enrollment Guide to find out how to enroll in a program session.

Log in

Email / Username

Password

Remember me [Forgotten Password](#)

Not registered yet?
[Register to the Portal](#)

HOME
OUR PROGRAMS
REGISTRATION
LOGIN



PROFILE FOUND

Profile Found

We have found your profile in our system, please check your email for a link to complete the portal registration and continue with your Enrollment.

Step 1 → This message displays if your profile is found in the system. An email is sent to you with the registration link, click the link to continue.

Step 2 → The link provided will bring you to a registration page connecting your Special Olympics account with the portal

Step 3 → Re-enter Email – Verify your email address by typing it again here (required field)
Password – choose a password for your portal account. (required field)
Re-enter Password – Verify your password by typing it again (required field)

Make sure you can memorize your password, or keep it in a safe place for the next time you need it.

Step 4 → Click on the “Register” button to validate your account.

Step 5 → You can now access the Program Enrollment Guide to find out how to enroll in a program session.

REGISTRATION

Verify Email

Step 3



Password

Step 3



Repeat password

Step 3



Register



Step 4



PROFILE NOT FOUND

Profile Not Found

We did not find your profile, please proceed to complete your registration. After you finish your registration, you can continue your Athlete or Volunteer enrollment.

This message displays if your profile is not found in the system and you are asked to complete your registration. If you think you should be in the system, please contact your Chapter for assistance. Otherwise, continue below.

Step 1 → Member Information & Registration – shows the information keyed in the previous

Step 2 → Re-enter Email* – Verify your email address by typing it again here (required field)

Password* – choose a password for your portal account. (required field)

Re-enter Password* – Verify your password by typing it again (required field)
 Make sure you can memorize your password, or keep it in a safe place for the next time you need it.

Step 3 → Click on the “**Register**” button to create your portal account and continue

All pages after this are based on the role you chose in the first screen (Athlete/Participant, Volunteer, Parent/Guardian, Group Home Coordinator)



[HOME](#) | REGISTRATION VALIDATION

MEMBER INFORMATION 1

First Name Quilter	Date of Birth 01/01/1980
Last Name Journey	Email Address journey@test.com
Applying As... Athlete/Participant	

Profile Not Found

We did not find your profile, please proceed to complete your registration. After you finish your registration, you can continue your Athlete or Volunteer enrollment.

REGISTRATION 1

First name *
Quilter

Last name *
Journey

Reenter Email *

2

Password *

Repeat password *

Register
3