



Special Olympics Alberta Athlete Registration Guide

August 21, 2020

Special Olympics
Alberta





Contents

Athlete Enrollment	3
Legal Waivers	4
Waivers Page	5
Program Search	6
Program Search Continuation	7
Member Main Profile Tab	8
Communication Preferences	8
Addresses	9
Criminal Record Checks	10
Add a Criminal Record Check document (If applicable)	11
Medical Information	12
Emergency Contacts	13
Adding Emergency Contact	13
Member Training (optional)	14
Adding Training	14
Athlete Profile	15
Enrollment Details	16
Payment Information	17
My Enrollments	18



Athlete Enrollment

Please follow the Portal Registration Guide if you do not already have a Portal account. If you already have a Portal account, upon logging in you will be presented the following:

Step 1 → Current Enrollments will be Viewed under Volunteer roles

Step 2 → To Enroll in a program, select Add Me As Athlete from the menu on the right side of the page.

Important Information

This is a multi-step process, please click "Next Step - Waivers" to accept or renew the Waivers and continue with the enrollment.

Participant

JustinTest Hebert

Do you have Guardianship over yourself? (Are you able to sign for yourself when renting an apartment or opening a bank account?) *

Yes

Next Step - Waivers

- MY PROFILE
- MY ENROLLMENTS
- MY CLUBS AND SCHEDULE
- MY COMMITTEES
- MY ROLES
- MY PAYMENT INFO
- MY BALANCE
- ADD ME AS ATHLETE**
- ADD ME AS VOLUNTEER
- CHANGE PASSWORD
- LOGOUT



Legal Waivers

If you answered “No” to the legal guardianship question, you will not see the fields to agree to the waivers. **You must print the waivers, have the parent/legal guardian sign them, and forward them to the Chapter.**

If you answered “Yes” to the legal guardianship question, you will not see the fields to agree to the waivers. All fields must be filled in to proceed.

Step 1 → At the top, is the Athlete’s name the waivers are for which is your name in this case. Under each waiver is your name as the person signing the waivers, and the current date.

Steps 2-5 → For each Waiver you can read the full version by clicking on the “Read Full Waiver” link. The waivers can be printed using the Printable Version link. You must have a printer set up for your computer to print them.

Steps 6 – 7 → For “Include on our Mailing list” and “Allow to Contact Regarding Membership Activities, when your mouse is over the box, more information is displayed about these questions.

These waivers and confirmations must be accepted (answer Yes) before you can continue with the application:

- Participation Waiver
- Privacy Policy Confirmation
- Code of Conduct Confirmation

The questions below can be answered “No” and you can continue with the application:

- Media Release
- Include on our Mailing List
- Allow to Contact Regarding Membership Activities

You must also disclose if you have a criminal record or not to be able to proceed

Step 8 → Click on the “Previous Step – Member ID” button to go back and makes changes if required.

Step 9 → Click on the “Next Step – Program Search” to continue with the process.

Waivers Screen shown on next page



Waivers Page

Legal Waivers

Participation Waiver

Please click on the link below to open and read the full waiver.

[Read Full Waiver](#) [View Printable Version](#)

Privacy Policy Confirmation

Please click on the link below to open and read the full waiver.

[Read Full Waiver](#) [View Printable Version](#)

I Agree *

Liability Accepted By

Soa-Test Test

Liability Accepted On

09/10/2020



I Agree *

Privacy Policy Accepted By

Soa-Test Test

Privacy Policy Accepted On

09/10/2020



Do you have a criminal record as outlined in the Waiver? *

Required Field.

Media Release Opt-Out *

- I allow Special Olympics to use my/their picture, words or voice in promotional media
- I do not want Special Olympics to use my/their picture, words or voice in promotional media

Communications

Please answer the questions below related to Communications.

[More Info here](#)

Code of Conduct Confirmation

Please click on the link below to open and read the full waiver.

[Read Full Waiver](#) [View Printable Version](#)

I Agree *

Code of Conduct Accepted By

Soa-Test Test

Code of Conduct Accepted On

09/10/2020



Include on Mailing List? *

Allow to Contact Regarding Membership Activities? *

[Previous Step - Member ID](#)

[Next Step - Program Search](#)



Program Search

This Program Search allows you select specific programs and use them for the application process.

Step 1 → The “Search Guide” tells you how to search

Step 2 → Use the filters in the Program Search Criteria filter section to look for our programs. Please enter Chapter (SO Alberta), Region your community belongs to, Community, and then hit search. If looking for a specific sport, you can also choose the sport.

Step 3 → The “Search Results” grid will display the matching clubs based on your search criteria. Be sure to use the scroll bar to see more information about the program

Special Olympics
Olympiques spéciaux
Canada

HOME | SELF PROGRAM PROXIMITY SEARCH

Member
Quilber Journey

Program Search Criteria 2

Chapter / Province / Territory: SO Ontario
Region: Greater Toronto Area
Community: [Empty]
Club: [Empty]
Sport: [Empty]
Day of the Week: [Empty]

Search Guide 1
To search for a sport/program select a Sport if you know what you want to do.
Please indicate the Chapter first and then the Region and Community where you live.

Search Results 3

Se...	Organization Name	Program	Start Date	End Date	Enrollment Fee
<input type="checkbox"/>	<input checked="" type="checkbox"/> Ajax Skating Club	Swimming	2019-05-16	2020-08-23	\$127.50
<input type="checkbox"/>	<input checked="" type="checkbox"/> Durham (Ajax) Heat C Basketball	Basketball	2019-09-01	2020-08-31	\$0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/> Grandravine Raptors Basketball Club	Basketball	1979-01-01	2020-03-31	\$0.00
<input type="checkbox"/>	<input checked="" type="checkbox"/> Toronto Cricket Club	Cricket	2018-09-20	2019-12-31	\$55.00

1 - 4 of 4 items

Previous Step - Waivers | Next Step - Member Profile



Program Search Continuation

Step 1 → If you have found the program you want, select it from the list using the check box on the “Select” column. Be aware that you can only select **one program at the time**.





Step 2 → You can click on the detail icon to view details of the club and program offered.

Step 3 → Click on “Previous Step – Waivers” to go back and makes changes if required.

Step 4 → Click on the “Next Step – Member Profile” to continue with the process.

Note: You must select a program in order to continue to the next step.

Search Results

Se...		Organization Name	Program	Start Date	End Date	Enrollment Fee
<input type="checkbox"/>	1	 Ajax Skating Club	Swimming	2019-05-16	2020-08-23	\$127.50
<input type="checkbox"/>	2	 Durham (Ajax) Heat C Basketball	Basketball	2019-09-01	2020-08-31	\$0.00
<input type="checkbox"/>		 Grandravine Raptors Basketball Club	Basketball	1979-01-01	2020-03-31	\$0.00
<input type="checkbox"/>		 Toronto Cricket Club	Cricket	2018-09-20	2019-12-31	\$55.00

< 1 - 4 of 4 items

Previous Step - Waivers

3

4

Next Step - Member Profile



Member Main Profile Tab

Fill out the Main Information section. Make sure you provide information for the mandatory fields marked with (*). Some information we be populated from the participants account, ensure all information is correct.

Communication Preferences

Fill in your Communication Preferences:

When you are finished with the page:

1 → Click Next Step - Addresses

Main Information

Member Unique ID 000372750	Birthdate 01/01/1990
Salutation ▼	Portal Email Address jdhebert@ualberta.ca
First Name JustinTest	Sex * Male ▼
Middle Name _____	Gender Identity _____
Last Name Hebert	Cultural Background _____ ▼
	Do you identify as Aboriginal? _____ ▼

CONTACT INFORMATION

Email Address 2 _____	Email Address 3 _____	
Home Phone _____	Mobile Phone _____	
Business Phone _____	Business Phone Ext _____	Nickname _____
Fax _____	Fax Ext _____	

COMMUNICATION & PREFERENCES

Primary Language Preference * English ▼	Twitter _____
Communication Preference CONTACT ALLOWED ▼	LinkedIn _____
Facebook _____	Snapchat _____



Addresses

Step 1 → Primary Address is required, make sure to fill in fields marked with (*).

Step 2 → One complete click on Next Step – Criminal Record Check

Primary Address

Street 1 *	City *
<input type="text"/>	<input type="text"/>
<small>Required field.</small>	<small>Required field.</small>
Street 2	Province / State *
<input type="text"/>	AB
Street 3	Country *
<input type="text"/>	Canada
	Postal Code *
	<input type="text"/>
	<small>Required field.</small>

Secondary Address

Street 1	City
<input type="text"/>	<input type="text"/>
Street 2	Province / State
<input type="text"/>	
Street 3	Country
<input type="text"/>	<input type="text"/>
	Postal Code
	<input type="text"/>

Previous Step - Main Information

Next Step - Criminal Record



Criminal Record Checks

Step 1 → If you have been charged with any Criminal Offenses, please select “Yes”.

Step 2 → If you have an electronic file with the criminal check, please click on “Add” button to create a record and provide the details. You will be able to attach the document. If you do not have a criminal record check proceed to the next page by clicking Next Step – Medical Information

Member Unique ID

Full Name

Have you been charged with any criminal offences?

Important Information

If you have a Criminal Record Check, please add a record below, otherwise, move to the next step.

CRIMINAL RECORD CHECK (CRC) INFORMATION

+ Add

	CRC Completed	⋮	CRC Requested	⋮	CRCRenewal	⋮
(Empty table body)						

⏪
⏩
0
⏪
⏩
↻

Previous Step - Address

Next Step - Medical Information

Continued below



Add a Criminal Record Check document (If applicable)

Before adding this record, please scan your Criminal Record check paper, and save it on your computer.

Step 1 → Please Save the record. There is nothing to key on this page, but the record **MUST** be saved so that the CRC can be attached.

Step 2 → Click on the “Add new document” button to attach a document.

Step 3 → Click on the “Submit” button to save the CRC record. Note that you will not see the CRC document until you submit the page. As well, when you return to the Profile page, you may need to refresh the page to see the CRC in the list of documents.

Criminal Record Check Information

CRC Completed

CRC Requested

CRC Renewal

Attachment Guide

You must attach a CRC document, please save the record first using the "Save" button. When you are done, please use the "Submit" button to save and close the window.

Save  1

Documents

Document Name	Document Size	Created On	Modified On
No records available.			

2

25 items per page

No items to display

Submit 3

When the document is uploaded, it will appear in the list in your Profile:

CRIMINAL RECORD CHECK INFORMATION

	CRC Completed	CRC Requested	CRCRenewal
<input checked="" type="checkbox"/>	2020-01-21		2023-01-21



Medical Information

Step 1 → Complete the medical fields that apply to you. Medications & Dietary Restrictions fields are required.

Step 2 → If you have Medical Conditions, need to upload a Medical Form, or have Disabilities please click on the “Add” button in the grid to add this information.

Note: if your Medical Condition or Disability is not listed, select “Other”, to type in the information

Step 3 → When you are finished, click on Submit to save the information.

Step 4 → When all required information is filled out, please click Next Step - Emergency Contacts

Medical Information

Health Card # <input type="text"/>	Doctor's Name <input type="text"/>
Card Issued By <input type="text"/>	Doctor's Phone <input type="text"/>
Card Expires On <input type="text"/>	Doctor's Phone Ext <input type="text"/>
Other Medical Notes <input type="text"/>	What Medications do you take and Dosages* <input type="text"/>

MEDICAL CONDITIONS

Add	
Condition	Other Condition
<input type="text"/>	<input type="text"/>

MEDICAL FORMS

Add	
Name	Date Completed
<input type="text"/>	<input type="text"/>

DISABILITIES

Add	
Member Disability	Other Disability
<input type="text"/>	<input type="text"/>

Do you have Down Syndrome? <input type="text"/>	Do you have Seizures? <input type="text"/>
Atlanto Axial Xray Date <input type="text"/>	Seizures Controlled By <input type="text"/>
Atlanto Axial Xray Result <input type="text"/>	Do you have Allergies? <input type="text"/>
Dietary Restrictions* <input type="text"/>	Allergy Detail <input type="text"/>
Other Health Devices <input type="text"/>	How do you treat your allergies? <input type="text"/>

Previous Step - Criminal Record

Next Step - Emergency Contacts



Emergency Contacts

You must submit at least one emergency contact in order to participate in Special Olympics activities.

Step 1 → Please click on the “Add” button to provide the details below

Step 2 → When you have your emergency contacts, click on Submit to complete the process.

ADDING EMERGENCY CONTACT

Step 1 → Enter the emergency contact details. Make sure you fill in the mandatory fields marked with (*), including at least the Primary Phone. There must only be one Priority “Primary” Emergency contact.

Step 2 → Click on “Submit” button to save the emergency contact.

To add another Emergency Contact, click add again.



Member Training (optional)

Step 1 → To add information about training the participant have taken, please click on the “Add” button. This is where you would provide information regarding First-aid or NCCP training.

Step 2 → Click on Submit when all Training Courses have been added.

Special Olympics
Olympiques spéciaux
Canada

HOME · MY PROFILE

Profile Addresses Medical Info Emergency Contacts **Training** Participant Profile Volunteer Profile

Member Training

1

Training Co...	Other Course	Certificate #	Date Compl...	Renewal Date

0 items per page No items to display

2

ADDING TRAINING

Step 1 → Select the course from the list, and fill in the rest of the fields as applicable to that course. If your course is not listed, and you feel it is relevant, select “Other Course” from the list. The “Other Course” field will open so you can type in the name of the course.

Step 2 → Click on Submit.

Special Olympics
Olympiques spéciaux
Canada

1

Training Course *

Is Certified

Certificate #

Other Course

Date Completed

Renewal Date

2



Athlete Profile

This applies if you are registering yourself as an Athlete or a Unified Partner.

Step 1 → Provide additional details about your profile.

Step 2 → Click on “Previous Step – Member Training” to go back and makes changes if required.

Step 3 → Click on the “Next Step – Enrollment Details” to continue with the process

Special Olympics
Olympiques spéciaux
Canada

HOME > NEW PROGRAM PARTICIPANT PROFILE

Participant Additional Information

Profile Name James Smith	Reason Joined Make a difference
Shirt Size Men's M	Living Situation
Additional Notes	Group Home
	Intellectual Disability? <input type="checkbox"/> Yes
	Speakers Bureau Member? <input type="checkbox"/> Yes
	Speakers Bureau Trained? <input type="checkbox"/> Yes
	ALP Speaker? No

Previous - Member Training Next - Enrollment Details



Enrollment Details

Step 1 → On this tab please ensure all information is accurate and it is the correct program Information.

Enrollment Details

Important Information

Please review the enrollment information before moving to the next step. If you need to make any changes, use the "Previous Step" button to go back to the program search. Once you move to the next step "Payment Information" you won't be able to go back.

Member

JustinTest Hebert

Participant

JustinTest Hebert

Club / School Program

Edmonton Athletics

Enrollment Status

In Progress

Program Session

Edmonton Athletics - Athletics - 9/1/2019

ENROLLMENT FEES

Enrollment Fee

85.00

Processing Fee

0.00

Total Enrollment

85.00

Important Information

Be aware that additional Community fees may apply. Please contact your community for further details.

Previous Step - Program Search

Next Step - Payment Information

- MY PROFILE
- MY ENROLLMENTS
- MY CLUBS AND SCHEDULE
- MY COMMITTEES
- MY ROLES
- MY PAYMENT INFO
- MY BALANCE
- ADD ME AS ATHLETE
- ADD ME AS VOLUNTEER
- CHANGE PASSWORD
- LOGOUT

Step 2 → Click Next Step - Payment Information



Payment Information

This page provides a final overview of your registration. If all the information is correct, click **Submit Enrollment**. Once submitted you have the option to add a **New Enrollment** and start the process again, or view **My Enrollments** to see the programs you are already registered in. Once submitted your community will contact you about your registration and payment options.

If fee shows \$0.00 please contact your local Special Olympics council or coaches as we are not doing fees online this year.

Enrollment Details

Important Information

If you only see the option "Process Payment", you must pay for the enrollment now. Please click on this option to enter the your credit card details and complete the payment. Once payment is approved, you enrollment will be submitted.

If you see the option "Submit Enrollment", you can select this option to submit your enrollment and pay for it later once it has been approved.

Member

JustinTest Hebert

Chapter

SO Alberta

Club / School Program

Edmonton Athletics

Enrollment Status

In Progress

Program Session

Edmonton Athletics - Athletics - 9/1/2019

Start Date

09/01/2019

End Date

08/31/2020

ENROLLMENT FEES

Enrollment Fee

85.00

Processing Fee

0.00

Total Enrollment

85.00

Submit Enrollment



- MY PROFILE
- MY ENROLLMENTS
- MY CLUBS AND SCHEDULE
- MY COMMITTEES
- MY ROLES
- MY PAYMENT INFO
- MY BALANCE
- ADD ME AS ATHLETE
- ADD ME AS VOLUNTEER
- CHANGE PASSWORD
- LOGOUT



My Enrollments

By clicking on the My Enrollment tab on the menu on the right side of the webpage, you can see what programs you are actively enrolled in, and which are submitted and still awaiting processing.

Full Name
JustinTest Hebert

Membership Status
Active

My Enrollments

	Start Date	End Date	Role	Status	Club / Scho...	Community ...
<input checked="" type="checkbox"/>	2019-09-01	2020-08-31	Data Administrator	Submitted	Edmonton Athletics	Edmonton
<input checked="" type="checkbox"/>	2020-05-08	2100-01-01	Family Admin	Active		

100 items per page 1 - 2 of 2 items

- MY PROFILE
- MY ENROLLMENTS
- MY CLUBS AND SCHEDULE
- MY COMMITTEES
- MY ROLES
- MY PAYMENT INFO
- MY BALANCE
- ADD ME AS ATHLETE
- ADD ME AS VOLUNTEER
- CHANGE PASSWORD
- LOGOUT