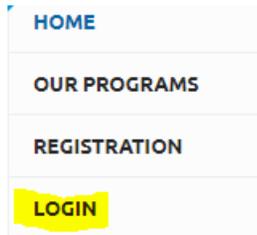


Data Administrator Portal Registration Instructions

1. Go to <https://portal.specialolympics.ca/>, and click “login” on the right hand side menu.

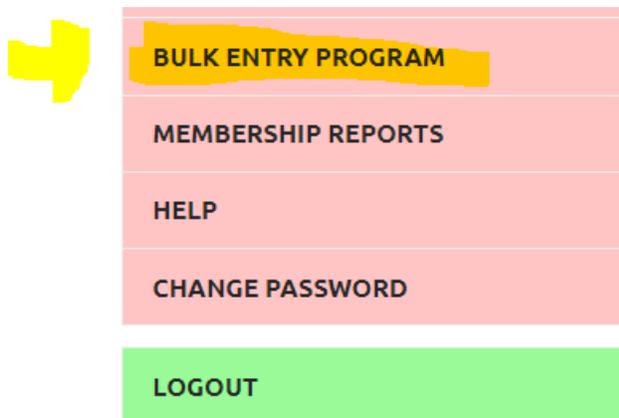


2. Once you are logged in, go to Volunteer Roles, and click the “Red” continue button beside the role that says Data Administrator role. If you don’t see this role, contact Jaret Dezotell @ 306-780-9450, jdezotell@specialolympics.sk.ca



Continue	2020-09-01	2021-08-31	Data Administrator
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3. Go to the right hand side menu that is pink, and go near the bottom where it says “Bulk Entry Program” and click on it.



4. On this screen, we can start to register both athletes and volunteers.
 ***IMPORTANT NOTE** the process for registering people who are already in the system, is a bit different than entering people who are not yet in the system. To check this, enter the name of the person you are enrolling in the “Member” field, to see if the name will pop up. If the name pops up, select either volunteer or participant (participant = athlete) in the section below. Then click “Next Step Validate Member”. Your screen should look like the screenshot below. If the person you are entering’s name doesn’t pop up, try entering just their last name, to see if they might have a slightly different first name on the portal than on the registration form. (ex: Gregory instead of Greg). **If they are still not popping up, they are not in the system yet, go to Step #12 on Page #5 of this guide, for instructions on enrolling members who are not in the system.**

The screenshot shows a registration form with the following elements:

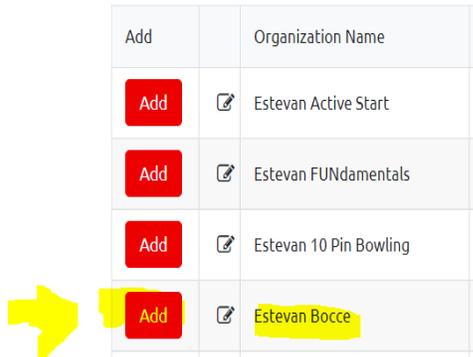
- Member:** A dropdown menu with 'Jaret Dezotell' selected.
- Participant / Volunteer:** A dropdown menu with 'Volunteer' selected.
- PARTICIPANT INFORMATION:** A section header in red.
- Related Chapter:** An empty dropdown menu.
- First Name:** An empty text input field.
- Date of Birth:** A date picker input field.
- Last Name:** An empty text input field.
- Email Address:** An empty text input field.
- Next Step - Validate Member:** A red button with white text, highlighted with a yellow box.

5. You will now be on their profile page, be sure to compare the info listed on the registration form, with the info that is on the portal, and update any thing that needs to be updated (especially things like medical info, emergency contact, etc)

The screenshot shows the 'Medical Information' section of a profile page with the following fields:

- Health Card #:** A text input field.
- Doctor's Name:** A text input field.
- Card Issued By:** A dropdown menu.
- Doctor's Phone:** A text input field.
- Card Expires On:** A date picker input field.
- Doctor's Phone Ext:** A text input field.
- Other Medical Notes:** A text area.
- What Medications do you take and Dosages:** A text area.

6. Keep scrolling down their profile page, until you see the list of programs in the community that are on the portal for registering (this is near the bottom of the profile page) In this example, we are entering a person in the Estevan Bocce Program, you would click the red ADD button next to Bocce.



7. For entering in athletes, it should automatically pop up as “SO Athlete” select, “confirm”. For Volunteers you will be asked to select the Category, and Organization Role. The most common will be Category “Coach” and Organization Role “Head Coach” or “Assistant Coach”. For a program volunteer, the Category is “Program” and the Organization Role, is “Program Volunteer”

***NEW TIP FOR 2021**, you can now enter an athlete or volunteer in more than one program at one time, by clicking ADD for another program, after “confirming” an organization role for the 1st program, it will take you back to the screen where you can add as many programs as needed by repeating this step #7.

Attention!

Category and Role Guide

Please select a "Category" from the list below to display the "Organization Roles" available. If you do not know what Category and Role to use or want to volunteer for any role available, please enter the details in the "Enrollment Notes" Field and the Community Coordinator will contact the Volunteer for more information.

Category

Organization Role

Notes

8. Once you are done clicking “Add” on the programs you are registering the person for, you will notice it will add the program(s) you are registering for as an “In Progress Enrollment” below the list of Programs. **THIS IS AN IMPORTANT STEP** you have to click on the little pencil icon, that is highlighted below, for each program to edit the enrollment status.

In Progress Enrollments

		Club / School Pr... ⋮	Community / Sc... ⋮	Category ⋮	Organization Role ⋮	Enrol
		Estevan Bocce	Estevan	Program	Program Volunteer	In Proc ^

9. After clicking the pencil icon, go to where it says “Enrollment Status”. It will be set to ‘In Progress’ **we want to change that to say “Active”** If you don’t do this, the enrollment won’t actually be complete.

Category *
Program

Start Date *
09/01/2020

Enrollment Status *
In Progress

*The below picture is what it should look like to have the enrollment status set to “Active”

Category *
Program

Start Date *
09/01/2020

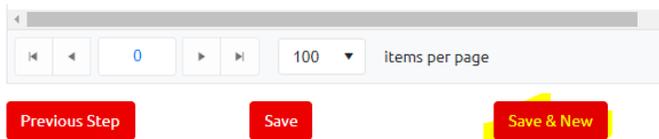
Enrollment Status *
Active

10. Once changing the enrollment status from “In Progress” to “Active”, click the Red Submit Button at the bottom of the page.



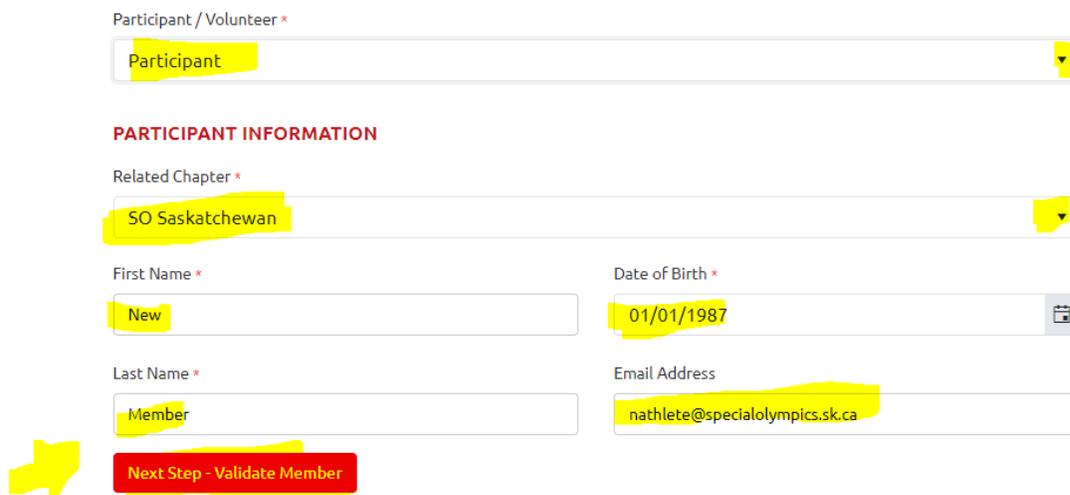
Committee

11. After clicking Submit, Click “Save & New” and it will take you back to the page we started at, and you can register your next person.



Previous Step Save Save & New

12. **For registering people who are NOT in the system**, the first thing you need to do is select “Volunteer or Participant” from the drop down menu. FYI, Participant = Athlete. You will then need to enter the “Related Chapter”, which is “SO Saskatchewan” Enter the First Name, Last Name, Date of Birth, Email Address is optional, and then click the Red “Next Step Validate Member” button.



Participant / Volunteer *

Participant

PARTICIPANT INFORMATION

Related Chapter *

SO Saskatchewan

First Name *

New

Date of Birth *

01/01/1987

Last Name *

Member

Email Address

nathlete@specialolympics.sk.ca

Next Step - Validate Member

13. It will then take you to their profile page. Scroll down the page and begin to enter the info that you have for that person on the registration form, (address, medical info, etc)

Medical Information

Health Card # 43534534534	Doctor's Name Dr. Jones
Card Issued By Saskatchewan	Doctor's Phone 306-782-6722
Card Expires On 04/01/2022	Doctor's Phone Ext _123_
Other Medical Notes Scoliosis	What Medications do you take and Dosages none
Do you have Down Syndrome? Yes	Do you have Seizures? No
Atlanto Axial Xray Date	Seizures Controlled By
Atlanto Axial Xray Result	Do you have Allergies? No
Dietary Preferences none	Allergy Detail
Other Health Devices Uses a wheelchair	How do you treat your allergies?

14. **Please go to Step 6** on Page 3 of this guide, as from here on out the process of registering is the exact same as registering people who are already in the system.