Special Olympics Alberta Family Admin Registration Guide

August 21, 2020

Special Olympics
Alberta

Contents

Log in as Family Admin

Item 1 → Login to your account under YOUR name, not the athlete's name. The first page will be 'My Roles' where you should see a role called Family Admin underneath Volunteer Roles. If you don't see this role, contact the office.

Item 2 → Click on the red continue button, to move forward with this role. If you are also a volunteer with us, your role(s) will also be listed there. They will only show when they are in an active timeframe (during the time the program is running). Visit the 'My Roles' page to switch between these roles.

Participant Role

	Start Date	End Date	Club / School Pro...	Community / School	Region / District
No Data Available					

| |◄ ◄ | 0 | ► ►| | 1 ▼ | items per page | No items to display | ↻ |

Volunteer Roles

	Start Date	End Date	Role	Club / School Pr...	Community / Sc...	Region
Continue			Local/Community Coordinator		Red Deer	Region Camros Red De Wetask
Continue	2019-09-01	2020-08-31	Data Administrator		Brooks	Region Brooks Medicii Crowsr
Continue			Data Administrator		Camrose	Region Camros Red De Wetask
Continue	←		Family Admin		Edmonton	Region Edmon

Athlete Enrollment

Once your Portal account has been created by following the Portal Registration Guide, you will be logged in and given the role of "Family Admin". This is shown at the top of the grid.

Item 1 → The "Logout" menu item means you are currently logged in.

Item 2 → The "My" options menu highlighted in blue applies to your **record. You can put** information in here, but it is optional.

Item 3 → The "Family Admin Options" menu lists the options for viewing/updating your athlete(s) record(s).

Item 4 → Select "Add Athlete Enrollment" to enroll your child/ward

Add an Athlete

This function can also be used by existing registered Parent/Guardians (Family Admin) to enroll their Athlete(s) in additional programs, or re-enroll them in a new program year.

Step 1 → If you are already in the system as a Family Admin, select the Athlete here. You can click the arrow to select from the drop down list, or start typing their name.

Item 2 → If you are a new Family Admin, select your Chapter, and fill in the first athlete's information here. All fields are required except email address.

If you are a new Family Admin on the Database, and any of the athlete(s) you are adding are already in the database, you will be able to continue with the athlete enrollment(s) but will not be able to access their profiles until your Chapter links you to the athlete(s)' records. The Chapter may need to contact you for details.

Item 3 → Click on "Next Step – Validate Member". The system will search based on the information provided. If your athlete is found, you will be able to continue with the enrollment, but you will not be able to see any profile information about the athlete or other enrollments until your record is connected to the Athlete's record by your Chapter.

Athlete Search Results

When the search is complete, the screen below is displayed. All pages now relate to the Athlete

Click on "Next Step – Waivers" to continue.

Legal Waivers

Note that all "I Agree" fields must be answered to continue. See below for details.

Step 1 → At the top, is the Athlete's name you are signing the waivers on behalf of. 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 link just below the Read 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

Please indicate if the athlete has a criminal record as this is a new required field.

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 *

[▼]

I Agree *

[▼]

Liability Accepted By

Soa-Test Test

Liability Accepted On

09/10/2020

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 *

[▼]

Include on Mailing List? *

[▼]

Allow to Contact Regarding Membership Activities? *

[▼]

Code of Conduct Accepted By

Soa-Test Test

Code of Conduct Accepted On

09/10/2020

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, and Community. If you have a specific Sport you would like to enroll in, you can add that to the search criteria and then hit search.

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

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
☐ **1**	✎	Ajax Skating Club	Swimming	2019-05-16	2020-08-23	$127.50
☐ **2**	✎	Durham (Ajax) Heat C Basketball	Basketball	2019-09-01	2020-08-31	$0.00
☐	✎	Grandravine Raptors Basketball Club	Basketball	1979-01-01	2020-03-31	$0.00
☐	✎	Toronto Cricket Club	Cricket	2018-09-20	2019-12-31	$55.00

|◄ ◄ 1 ► ►| 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.

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.

Add a Criminal Record Check document

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.

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

Communication Preferences

Fill in your Communication Preferences:

When you are finished with the page:

1 → Go back to the top of the page and click on the Addresses Tab

Addresses

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

Step 2 → One complete click on the Medical Information Tab

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.

Medical Information

Health Card #

Doctor's Name

Card Issued By

Doctor's Phone

Card Expires On

Doctor's Phone Ext

Other Medical Notes

What Medications do you take and Dosages *

MEDICAL CONDITIONS

⊕ Add

	Condition	⋮	Other Condition	⋮

|◄ ◄ 0 ► ►|

MEDICAL FORMS

⊕ Add

	Name	⋮	Date Completed	⋮

|◄ ◄ 0 ► ►|

DISABILITIES

⊕ Add

	Member Disability	⋮	Other Disability	⋮

|◄ ◄ 0 ► ►|

Do you have Down Syndrome?

Do you have Seizures?

Atlanto Axial Xray Date

Seizures Controlled By

Atlanto Axial Xray Result

Do you have Allergies?

Dietary Restrictions *

Allergy Detail

Other Health Devices

How do you treat your allergies?

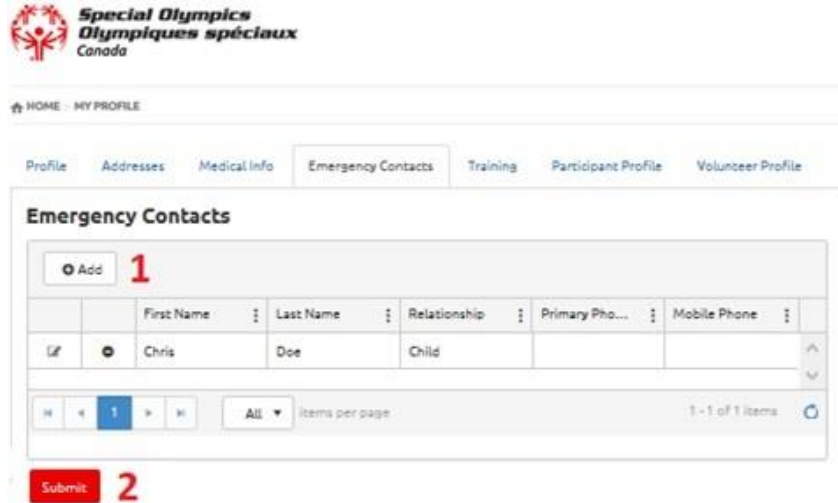[Previous Step - Criminal Record] [Next Step - Emergency Contacts]

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.

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. Once submitted, you can add another emergency contact by selecting "Add" again.

Member Training (optional)

Step 1 → To add information about training the participant have taken, please click on the "Add" button.

Step 2 → Click on Submit when all Training Courses have been added. You can then select Participant Profile.

Step 1 → Select the course from the list, and fill in the rest of the fields as applicable to that course. If you 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.

Participant Profile

Step 1 → This is an additional tab to provide additional details about your profile. Please add DATS number to the transit pass if applicable.

Profile	Addresses	Medical Information	Emergency Contacts	Member Training	Participant Profile

Profile Name

Shirt Size
▾

Additional Notes

Reason Joined
▾

Living Situation
▾

Group Home
▾

Intellectual Disability?
▾

Speakers Bureau Member?

☐ Yes

ALP Speaker?
No ▾

Transit Pass

Previous Step - Program Search   **Next Step - Enrollment Details**

Once you have entered all required information on each tab, you can hit Next Step – Enrollment Details

Enrollment Details

Step 1 → On this tab please ensure all information is accurate and it is the correct program, if so, proceed to Next Step – Payment Information.

Step 2 → Upon clicking next step, a new button will appear under the enrollment details, Click to Submit Enrollment

Submit Enrollment

Once submitted you can follow the same process to add a new enrollment.

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 profile or program search. Once you move to the next step "Payment Information" you won't be able to go back.

Member

Participant   Club / School Program

                                                    Edmonton Athletics

Program Session   Enrollment Status

Edmonton Athletics - Athletics - 9/1/2019   In Progress

ENROLLMENT FEES

Enrollment Fee   Processing Fee   Total Enrollment

85.00   0.00   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

Family Admin Role Options

After you have signed up your athletes, and your Family Admin role has been approved, you can use the following functions.

Family Linked Participants

This page displays all participants whose records you administer with an active enrollment in a program.

Step 1 → List of participants linked to the Parent or Guardian

Step 2 → Click on the edit button to see the Participant's profile and make changes if required.

Step 3 → Drag one of the columns from the grid to this section to group the records by that column.

Step 4 → Use this option to export the list to excel.

Enrollment History

This page displays all enrollments for the members linked to you, whether Active, being processed, or in the past.

Step 1 → List of enrollments for the members linked to you.

Step 2 → Click on the edit button to see the enrollment details and make changes if required.

Step 3 → Drag one of the columns from the grid to this section to group the records by that column.

Step 4 → Use this option to export the list to excel.

Step 1 → For an active enrollment, you can change the status to "Cancelled".

Step 2 → Provide enrollment notes if applicable such as cancellation reason.

Step 3 → Click on the "Submit" button to apply the changes.

Enrollment Details

Participant	**Volunteer**
Chino Gomez	

Chapter	**Region / District**	**Community / School**	**Club / School Program**
SO Ontario	Halton Region	Burlington Community	Burlington Soccer Club

Category	**Organization Role**
Participant	SO Athlete

Start Date	**End Date**
02/14/2018	11/27/2018

Enrollment Status	**Enrollment Level**
Active	Club / School Program

Change Status 1

Active ▼

Active
Cancelled

Enrollment Notes 2

sserer

Total Enrollment	**Enrollment Paid**
$16.50	No

Committee

Submit 3

Current Enrollments

In this page you can see the schedule for all the <u>active</u> programs the participants are currently enrolled in. You can sort by club, view details and export the schedule to excel.

Step 1 → List of all Clubs and Schedule for active program enrollments.

Step 2 → Click on the edit button to see additional details.

Step 3 → Export the list to Excel to store locally or to print it out if required.