



# Special Olympics Alberta Family Admin Registration Guide

*August 21, 2020*

**Special Olympics**  
Alberta





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# 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 items per page No items to display

## Volunteer Roles

	Start Date	End Date	Role	Club / School Pr...	Community / Sc...	Region
<a href="#">Continue</a>			Local/Community Coordinator		Red Deer	Region Camro: Red De Wetask
<a href="#">Continue</a>	2019-09-01	2020-08-31	Data Administrator		Brooks	Region Brooks Medicin Crowsr
<a href="#">Continue</a>			Data Administrator		Camrose	Region Camro: Red De Wetask
<a href="#">Continue</a>			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

The screenshot displays the Special Olympics Alberta Family Admin portal. At the top left is the Special Olympics Canada logo, and at the top right are language options for EN and FR. Below the logo is a breadcrumb trail: HOME > ROLE LANDING PAGE, and a "Guide Me" button. The main content area is divided into several sections:

- User Profile Information:** A form with fields for "Your Role" (set to "Family Admin"), "Expiry Date" (01/01/2100), "Your Organization" (SO Ontario), "Your Organization Type" (Chapter), "Organization Parent", and "Your Chapter".
- Add Participants:** A red-bordered box containing the text: "Add Participants. Please click on the 'ADD ATHLETE ENROLLMENT' menu option to add your athletes." A red arrow points from this box to the "ADD ATHLETE ENROLLMENT" option in the navigation menu.
- Organization Notifications:** A table with a header row containing "Notification" and "Date Posted". Below the header is a large empty space. At the bottom of the table, there are navigation controls including "Export to Excel", "100 items per page", and "No items to display". A red arrow labeled "4" points to the "Date Posted" column header.
- Navigation Menu:** A vertical sidebar on the right side of the page. It is divided into three sections:
  - MY PROFILE 2:** A blue section containing options: MY ENROLLMENTS, MY CLUBS AND SCHEDULE, MY COMMITTEES, MY ROLES, MY PAYMENT INFO, MY BALANCE, ADD ME AS ATHLETE, and ADD ME AS VOLUNTEER.
  - Family Admin Options:** A red section containing options: FAMILY LINKED PARTICIPANTS, ENROLLMENT HISTORY 3, CURRENT ENROLLMENTS, ADD ATHLETE ENROLLMENT (highlighted with a red box), FAMILY/GROUP BALANCE, HELP, and CHANGE PASSWORD.
  - LOGOUT 1:** A green section containing the LOGOUT option.



## 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.

Special Olympics  
Olympiques spéciaux  
Canada

EN FR

HOME ADD ATHLETE ENROLLMENT

**Important Information**

Please select the Participant from the list below. If you cannot find the Participant, then provide the required fields and proceed to validate the Member.

Participant **1**

Are you the Legal Guardian?  
No **2**

**PARTICIPANT INFORMATION** **3**

Your Chapter / Province / Territory \*

First Name \* Date of Birth \*

Last Name \* Email Address

Next Step - Validate Member **4**

Family Admin Options

- 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
- FAMILY LINKED PARTICIPANTS
- ENROLLMENT HISTORY
- CURRENT ENROLLMENTS
- ADD ATHLETE ENROLLMENT
- FAMILY/GROUP BALANCE
- HELP
- CHANGE PASSWORD
- LOGOUT



## 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.



HOME > ADD PROGRAM MEMBER ID VALIDATION

### PARTICIPANT INFORMATION

First Name	Date of Birth
<input type="text" value="Honore"/>	<input type="text" value="01/01/2016"/>
Last Name	Email Address
<input type="text" value="Beauvoir"/>	<input type="text" value="beauvoir@test.com"/>

#### Member Verification

The Participant has not been found in the system. Please continue with the process to create the Profile and Enrollment.

Previous Step - Member Validation

Next Step - Waivers

- MY PRO
- MY ENR
- MY CLU
- MY COM
- MY ROL
- MY PAY
- MY BAL
- ADD ME
- ADD ME

Family  
FAMILY I



## 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 \*

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](#)

Include on Mailing List? \*

Allow to Contact Regarding Membership Activities? \*

[Previous Step - Member ID](#)

I Agree \*

Code of Conduct Accepted By

Soa-Test Test

Code of Conduct Accepted On

09/10/2020



[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

**Special Olympics**  
**Olympiques spéciaux**  
Canada

HOME | SELF PROGRAM PROXIMITY SEARCH

Member  
Quilter 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"/>	Ajax Skating Club	Swimming	2019-05-16	2020-08-23	\$127.50
<input type="checkbox"/>	Durham (Ajax) Heat C Basketball	Basketball	2019-09-01	2020-09-31	\$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 | 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 will be populated from the participant's account, ensure all information is correct.



EN | FR

HOME > MY PROFILE

Profile
Addresses
Medical Info
Emergency Contacts
Training
Participant Profile
Volunteer Profile

Member Unique ID: 000303305

Portal Email Address: clagueux@specialolympics.ca

Salutation: Mrs.

First Name: SOC Portal Admin

Middle Name:

Last Name: Sandbox

Nickname:

Sex: Female

Gender Identity:

Cultural Background: Not a visible minority

Do you identify as Aboriginal?: No

Have you been charged with any criminal offences? ▼

**1**

**CRIMINAL RECORD CHECK INFORMATION**

+ Add **2**

	CRC Completed	CRC Requested	CRC Renewal
🗑️	2018-11-20		
🗑️	2018-12-15		2021-12-15
🗑️	2018-11-18		

1 - 3 of 3 items

**MY PROFILE**

MY ENROLLMENTS

MY CLUBS AND SCHEDULE

MY COMMITTEES

MY ROLES

MY WALLET

ATHLETE - JOIN PROGRAM

VOLUNTEER - JOIN PROGRAM

CHANGE PASSWORD

LOGOUT

### 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.

### 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

3

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

### CRIMINAL RECORD CHECK INFORMATION

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



## Communication Preferences

Fill in your Communication Preferences:

**COMMUNICATION & PREFERENCES** **3**

Primary Language Preference *	Twitter
<input type="text"/>	<input type="text"/>
Communication Preference	LinkedIn
<input type="text" value="CONTACT ALLOWED"/>	<input type="text"/>
Facebook	Snapchat
<input type="text"/>	<input type="text"/>
Instagram	
<input type="text"/>	

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

Profile **Addresses** Medical Information Emergency Contacts Member Training Participant Profile

**Primary Address**

Street 1 *	City *
<input type="text" value="One Street"/>	<input type="text" value="Edmonton"/>
Street 2	Province / State *
<input type="text"/>	<input type="text" value="AB"/>
Street 3	Country *
<input type="text"/>	<input type="text" value="CA"/>
	Postal Code *
	<input type="text" value="A1A 1A1"/>

**Secondary Address**

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



## 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 # <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

### MEDICAL FORMS

Add	
Name	Date Completed

### DISABILITIES

Add	
Member Disability	Other Disability

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](#)

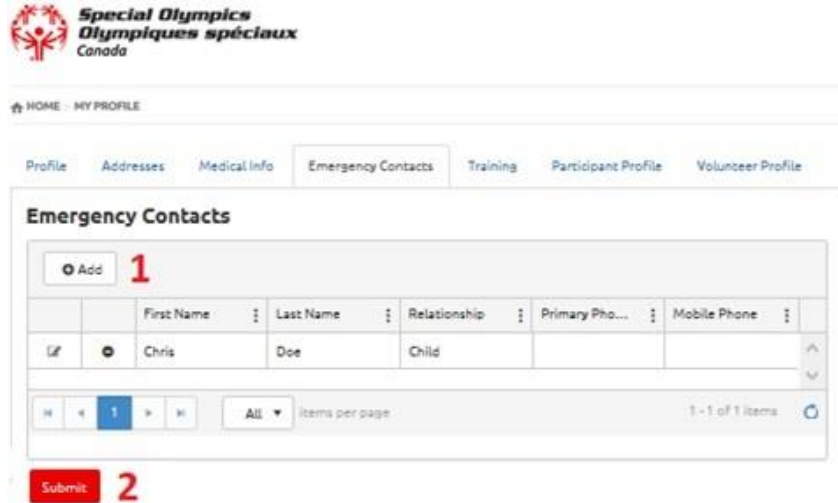


## Emergency Contacts

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.



### Emergency Contact **1**

First Name \*  
 Last Name \*  
 Primary Phone  
 Primary Phone Ext  
 Primary Email  
 Priority \*

Relationship \*  
 Mobile Phone  
 Secondary Phone  
 Secondary Phone Ext

**Submit** **2**

**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.



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**

**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.



**1**

Training Course *	Other Course
<input type="text"/>	<input type="text"/>
Is Certified	Date Completed
<input type="text"/>	<input type="text"/>
Certificate #	Renewal Date
<input type="text"/>	<input type="text"/>

**2**





## 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**

<b>Profile Name</b> <input type="text"/>	<b>Reason Joined</b> <input type="text"/>
<b>Shirt Size</b> <input type="text"/>	<b>Living Situation</b> <input type="text"/>
<b>Additional Notes</b> <input type="text"/>	<b>Group Home</b> <input type="text"/>
	<b>Intellectual Disability?</b> <input type="text"/>
	<b>Speakers Bureau Member?</b> <input type="checkbox"/> Yes
	<b>ALP Speaker?</b> <input type="text" value="No"/>
	<b>Transit Pass</b> <input type="text"/>

[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

Program Session

Enrollment Status

#### ENROLLMENT FEES

Enrollment Fee

Processing Fee

Total Enrollment

#### 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.

Special Olympics  
Olympiques spéciaux  
Canada

HOME > FAMILY LINKED PARTICIPANTS

Full Name Unique ID

Juan Training 000325

## Linked Participants

Export to Excel 4

Drag a column header and drop it here to group by that column 3

	Full Name	Unique ID
1	2	1
	io Gomez	000180



## 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.




HOME | ENROLLMENT HISTORY

Full Name: Juan Training Unique ID: 000325

### Participant Enrollments

Export to Excel 4

Drag a column header and drop it here to group by that column 3

Member	Start Date	End Date	Role	Status	Club / Sc...	Commun...
 Juan Gomez	2018-02-14	2018-11-27	SO Athlete		Burlington Soccer Club	Burlington Community
 Chino Gomez	2018-01-28	2018-10-16	SO Athlete	Expired	Burlington Basketball	Burlington Community
 Chino Gomez	2018-01-28	2018-10-16	SO Athlete	Submitted	Burlington Basketball	Burlington Community



**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 Chino Gomez		Volunteer	
Chapter SO Ontario	Region / District Halton Region	Community / School Burlington Community	Club / School Program Burlington Soccer Club
Category Participant		Organization Role SO Athlete	
Start Date 02/14/2018	End Date 11/27/2018		
Enrollment Status Active	Enrollment Level Club / School Program		
Change Status Active Active Cancelled	Enrollment Notes sserer		
Committee	Total Enrollment \$16.50	Enrollment Paid No	
Submit			



## Current Enrollments

In this page you can see the schedule for all the active 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.

**Special Olympics**  
**Olympiques spéciaux**  
Canada

HOME > CURRENT ENROLLMENTS

Full Name: Juan Training      Unique ID: 000325

### Participant Clubs and Schedule

Export to Excel **3**

Drag a column header and drop it here to group by that column

	Partici...	Club /...	Facility	Day of...	Start ...	Start ...	End D...	End TI...
<input checked="" type="checkbox"/> <b>2</b>	Chino Gomez	Burlington Soccer Club	Facility 1	Thursday	2018-02-14	11:10 AM	2018-11-27	01:50 PM
<input checked="" type="checkbox"/>	Chino Gomez	Burlington Soccer Club	Facility 1	Monday	2018-02-14	09:00 AM	2018-11-27	01:45 PM
<input checked="" type="checkbox"/>	Chino Gomez	Burlington Soccer Club	Facility 1	Wednesday	2018-02-14	01:30 AM	2018-11-27	12:30 PM

**1**