

Group Home Coordinator Portal Instructions

1. Go to <https://portal.specialolympics.ca/>, and click “login”



2. Once logged in, under Volunteer Roles, a “Group Home Coordinator” role should pop up. Click the Red Continue button.



3. On the pink menu on the right hand side, click on “Group Home Participants”. Do the athletes you are enrolling show up on the list? If not contact Jaret Dezotell, jdezotell@specialolympics.sk.ca

Group Home Coordinator Options



4. In the Participant Name Field type in the name of the athlete you are registering. Select the drop down option for Legal Guardian. If you are considered the athletes legal guardian, and could sign waivers on their behalf, select Yes. If not, select No. Click Next Step Waivers.

Participant

Are you the Legal Guardian? *

No

PARTICIPANT INFORMATION

Your Chapter / Province / Territory

First Name Date of Birth

Last Name Email Address

Next Step - Waivers

5. On the waivers page, if you selected “YES” for being the legal guardian, you will be able to sign waivers on this page. If you selected “NO” the waivers would need to be printed off, and mailed to the parent/guardian for signing, or they could be signed in person by the parent/guardian. A PDF version of the waiver, is [available here](#) if you want to email a copy. Once the waiver is signed it should be returned to your local Special Olympics Community Executive. When done on this page, click next step program search.

Legal Waivers

Not Legal Guardian

If you are not the Legal Guardian, please use the link "View Printable Version" on each waiver to print the forms and have them signed by the Legal Guardian.

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

Communications

Please answer the questions below related to Communications.

Code of Conduct Confirmation

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

Read Full Waiver View Printable Version

Previous Step - Member ID

Next Step - Program Search

6. For the Program Search, search by entering in the Region, and Community, and then click Search:

The Regions/Communities are as follows:

Region 1- Estevan & Weyburn

Region 2- Regina

Region 3- Moose Jaw & Swift Current

Region 4- Yorkton

Region 5- Humboldt

Region 6- Saskatoon

Region 7- Battlefords, Unity, Kindersley, Meadow Lake

Region 8- Prince Albert, Melfort, Nipawin

Region 9- La Ronge

7. The programs that are available for online registration in that community will pop up. Click "Add" next to the Program you are wanting to register an athlete in.

Search Results

Add		Organization Name
Add		Unity & District Virtual Fitness

8. It will ask you to confirm. Click Confirm.

Category

Participant

Organization Role

SO Athlete

Notes

Confirm

Cancel

9. After clicking confirm, click next step member profile.

1 - 1 of 1 items 

Next Step - Member Profile

10. Go through the member profile, and be sure to update any info that you have that needs updating. Especially for things like medical info, emergency contacts, etc.

Please Note: You must fill in all mandatory fields ON ALL TABS before you will be able to progress with the enrollment. Be sure to click on all tabs to look for mandatory fields.

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

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

MEDICAL CONDITIONS

11. Once you are done updating info, click “Next Step- Enrollment Details”



Next Step - Enrollment Details

12. Click next step payment information, (note: Saskatchewan does not have payments set-up online on the portal, contact your local Special Olympics Committee for info on how group athletes should pay for programming)



Next Step - Payment Information

13. Click Submit Enrollment



Submit Enrollment

14. To do another enrollment, click “Add Athlete Enrollment” on the pink menu on the right hand side, and complete the steps again.

Group Home Coordinator Options



GROUP HOME PARTICIPANTS

ENROLLMENT HISTORY

CURRENT ENROLLMENTS



ADD ATHLETE ENROLLMENT

FAMILY/GROUP BALANCE