



Special Olympics Alberta Group Home Coordinator Registration

August 21, 2020

Special Olympics
Alberta





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Register as a Group Home Coordinator

To register as a Group Home Coordinator, it means that the individual in this role is registering on behalf of an athlete. If you are in this role but you do not have the legal authority to sign the waivers & confirmations on behalf of the athlete, you can still register them, but you must print all the waivers and confirmations, and have them signed by the parent/legal guardian.

Please follow the account verification guide to set up your account.



Athlete Enrollment

Once your Portal account has been created, and you have been given the role of “Group Home Coordinator”. This is shown at the top of the grid.

Item 1 → The “Logout” menu item means you are logged in

Item 2 → **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 “Group Home Coordinator Options” menu lists the options for viewing/updating your athlete(s) record(s).

Item 4 → Select “Add Athlete Enrollment” to enroll your resident Athlete.

The screenshot displays the Special Olympics Canada portal. At the top left is the logo and name. On the top right are language options (EN, FR). Below the logo is a breadcrumb trail: HOME > ROLE LANDING PAGE. A 'Guide Me' button is visible. The main content area shows user profile details: 'Your Role' (Group Home Coordinator), 'Expiry Date' (01/01/2100), 'Your Organization' (SO British Columbia), 'Your Organization Type' (Chapter), 'Organization Parent', and 'Your Chapter'. Below this is a red-bordered box with the text: 'Add Participants. Please click on the "ADD ATHLETE ENROLLMENT" menu option to add your athletes.' An arrow points from this box to the 'ADD ATHLETE ENROLLMENT' option in the sidebar. The sidebar on the right contains a 'MY PROFILE' menu (2) with options like 'MY ENROLLMENTS', 'MY CLUBS AND SCHEDULE', 'MY COMMITTEES', 'MY ROLES', 'MY PAYMENT INFO', 'MY BALANCE', 'ADD ME AS ATHLETE', and 'ADD ME AS VOLUNTEER'. Below this is the 'Group Home Coordinator Options' menu (3) with options like 'GROUP HOME PARTICIPANTS', 'ENROLLMENT HISTORY', 'CURRENT ENROLLMENTS', 'ADD ATHLETE ENROLLMENT', 'FAMILY/GROUP BALANCE', 'HELP', and 'CHANGE PASSWORD'. At the bottom of the sidebar is a 'LOGOUT' button (1). Below the profile information is an 'Organization Notifications' section with an 'Export to Excel' button (4) and a table with a 'Date Posted' column. The table is currently empty. At the bottom of the page, there is a pagination control showing '0' items per page and 'No items to display'.



Add an Athlete

This function can also be used by existing registered Group Home Coordinators 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 Group Home Coordinator, select the Athlete here. You can click the arrow to select from the drop down list, or start typing their name.

Step 2 → Whether a new or existing Group Home Coordinator, answer the question “Are you the Legal Guardian?” If you are not the legal guardian, you can continue registering the Athlete, but you must print the waiver forms, get the athlete’s parent/legal guardian to sign them, and forward them to your Chapter office/local representative.

Step 3 → Fill in the first athlete’s information here. All fields are required except email address.

If you are a new Group Home Coordinator 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 about your Group Home to do this.

Step 4 → 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.

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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**

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 Admin Options

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.

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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 PROI
- MY ENRI
- MY CLUE
- MY COM
- MY ROLI
- MY PAYP
- MY BALU
- ADD ME
- ADD ME

Family /

FAMILY I



Legal Waivers

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

If you are the legal guardian, note that all 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 there is a specific sport you would like to enroll the athlete in, you can add that to the search criteria. 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

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HOME SELF PROGRAM PROXIMITY SEARCH

Member
Quilter Journey

Program Search Criteria 2

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

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

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	

< [Progress Bar] >

⏪ ⏩ 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 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. | Birthday: 11/05/1957

First Name *: SOC Portal Admin | Sex *: Female

Middle Name: | Gender Identity:

Last Name *: Sandbox | Cultural Background: Not a visible minority

Nickname: | Do you identify as Aboriginal?: No

1 Have you been charged with any criminal offences?

CRIMINAL RECORD CHECK INFORMATION

2 Add

	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

For 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.

Continued on the next page



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.



Documents

+ Add new document
2

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

⏪ ⏩ 0 ⏪ ⏩

25 items per page

No items to display 🔄



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

CRIMINAL RECORD CHECK INFORMATION

	CRC Completed	CRC Requested	CRC Renewal
📄	2020-01-21		2023-01-21



Communication Preferences

Fill in your Communication Preferences:

COMMUNICATION & PREFERENCES 3

Primary Language Preference *

Communication Preference

Facebook

Instagram

Twitter

LinkedIn

Snapchat

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 *

Street 2

Province / State *

Street 3

Country *

Postal Code *

Secondary Address

Street 1

City

Street 2

Province / State

Street 3

Country

Postal Code



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

MEDICAL FORMS

+ Add

Name	Date Completed

DISABILITIES

+ Add

Member Disability	Other Disability

Do you have Down Syndrome? Do you have Seizures?

Atlanto Axial Xray Date Seizures Controlled By

Atlanto Axial Xray Result

Dietary Restrictions *

Other Health Devices

Do you have Allergies?

Allergy Detail

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.



HOME : MY PROFILE

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

Emergency Contacts

Add **1**

	First Name	Last Name	Relationship	Primary Pho...	Mobile Phone
	Chris	Doe	Child		

1 - 1 of 1 items

Submit **2**



Emergency Contact **1**

First Name *	Relationship *
<input type="text"/>	<input type="text"/>
Last Name *	Mobile Phone
<input type="text"/>	<input type="text"/>
Primary Phone	Secondary Phone
<input type="text"/>	<input type="text"/>
Primary Phone Ext	Secondary Phone Ext
<input type="text"/>	<input type="text"/>
Primary Email	
<input type="text"/>	
Priority *	
<input type="text"/>	

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 a contact is submitted, you can add another by clicking the “Add” button 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. Once all Training is submitted proceed to Participant Profile Tab.

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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.

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Canada

1

Training Course ▾

Other Course

Is Certified ▾

Date Completed

Certificate #

Renewal Date

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**

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

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



Group Home Admin Functions

Once you have finished putting in your athlete(s), you may want to update your own profile with additional contact information such as work phone and/or cell phone. Use the “My Profile” menu selection for this, located in the blue menu on the right side of the webpage.

After you have been approved as a Group Home Admin, and the links have been made between you and your Athletes, you will be able to use the following functions

Group Home Participants

This page displays all participants linked to the Group Home that have an active enrollment in a program.

Item 1 → List of participants linked to the Group Home

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

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

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

The screenshot shows the 'GROUP HOME PARTICIPANTS' page. At the top, there are input fields for 'Coordinator' (Juan Training) and 'Unique ID' (000325). Below this is the 'Group Home Participants' section, which includes an 'Export to Excel' button (labeled 4) and a drag-and-drop area for grouping records (labeled 3). A table of participants is displayed below, with a red box highlighting the first row (labeled 2) and the 'Unique ID' column header (labeled 1).

Participant	Portal Email Address	Home Phone	Unique ID
<input checked="" type="checkbox"/> Ila Roman			000183
<input checked="" type="checkbox"/> Alex Sanchez			000120
<input checked="" type="checkbox"/> adffs asdfs			000244
<input checked="" type="checkbox"/> Daniel Restrepo			000019
<input checked="" type="checkbox"/> Chino Gomez			000180



All Enrollments in your Group Home

This page displays all enrollments for the members linked to you.

Step 1 → List of enrollments for the Athletes 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...
<input checked="" type="checkbox"/> 2	Chino Gomez	2018-02-14	2018-11-27	SO Athlete		Burlington Soccer Club	Burlington Community 1
<input checked="" type="checkbox"/>	Chino Gomez	2018-01-28	2018-10-16	SO Athlete	Expired	Burlington Basketball	Burlington Community
<input checked="" type="checkbox"/>	Chino Gomez	2018-01-28	2018-10-16	SO Athlete	Submitted	Burlington Basketball	Burlington Community



When you have opened an enrollment, you can do the following:

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

Step 2 → Provide enrollment notes if applicable.

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			Enrollment Notes	sserer		
Change Status	Active			Total Enrollment	\$16.50	Enrollment Paid	No
Committee				Submit			

The form is annotated with three red callouts: 1 points to the 'Change Status' dropdown menu, 2 points to the 'Enrollment Notes' text field, and 3 points to the 'Submit' button.



Current Enrollments in your Group Home

In this page you can see the schedule for all the active programs the participants are currently enrolled into. 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.

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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"/> 2	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