

## Online Registration Instructions - Multi New Athletes (Supported)

Start up		
If you are registering multiple athletes for Special Olympics, please contact the SOC office to create an account for you and to give you access to the athletes that you wish to register.		
Enrolling Athletes in Programs		
Step 1	Go to site	Navigate to registration page on <a href="https://portal.specialolympics.ca/home">https://portal.specialolympics.ca/home</a>
Step 2	Login to your account	
Step 3	Click on "My Roles"	
Step 4	Find the "Family Admin" and click "Continue"	
Step 5	Click on "Participants Enrollments" to view current enrollments	List of enrollments for the members linked to you.
Step 6	Click on "Add Program Enrollments"	In this page you can enroll a participant into a new program or you can link a new participant to your profile.
Step 7	Choose Athlete from list	If the athlete already exists in the organization, you will be able to continue with the enrollment.
Program Search Criteria		
Step 1 <i>Optional</i>	Postal Code & Distance	In order to display all of the programs in the city, <b>do not</b> specify your Postal Code and distance. However, in order to find a program closest to you, enter your postal code for a more accurate search.
Step 2	Select Related Chapter, Region & Community	To view all of the sports in the community, select the Chapter, Region & Community
Step 3	Click "Search"	Search results will appear after you click "Search"
Step 4	Select a program	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. You can click on the detail icon to view details of the club and program offered.
Step 5	Click "Next Step..."	Click on the "Next Step – Member Profile" to continue with the process.
Member Profile		
Step 1	Fill out Main Information & Communication Preferences	Fill out the information about your profile. Make sure you provide information for the mandatory fields marked with (*). The mandatory fields will be required to move on, but please fill in all applicable fields to the best of your ability.
Step 2	Click "Next Step..."	Click on the "Next Step – Address" to continue with the process.
Address		
Step 1	Fill out Primary Address	Fill out the information about your address. Make sure you provide information for the mandatory fields marked with (*). If you have a secondary address, make sure to enter that as well.
Step 2	Click "Next Step..."	Click on the "Next Step – Address" to continue with the process.
Criminal Record Check (CRC) Information		
Step 1	Selecting yes or no	Depending on whether or not you have a criminal record check, select yes or no. If no, you can move on to the next page. If yes, please enter a CRC under the "Add document" button, and follow the instructions given.

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Medical Information		
Step 1	Fill out Medical Information	Provide the details of your medical information.
Step 2	Add Medical Conditions if applicable	If you have medical conditions, please click on the "Add" button under Medical Conditions to enter them.
Step 3	Click "Next Step..."	Click on the "Next Step – Emergency Contacts" to continue with the process.
Emergency Contacts		
Step 1	Add Emergency Contacts	You <b>MUST</b> provide emergency contacts, please click on the "Add" button to provide the details.
Step 2	Fill out Emergency Contact information	Enter the emergency contact details. Make sure you provide information for the mandatory fields marked with (*), but please fill in all applicable fields as best you can.
Step 3	Submit Emergency Contacts	Click on "Submit" button to save the emergency contact.
Step 4	Click "Next Step..."	Click on the "Next Step – Enrollment" to continue with the process.
Enrollment Detail		
Step 1	Review Enrollment Details	Review the enrollment details including the fees if applicable.
Step 2	Click "Next Step..."	Click on the "Next Step – Payment Information" to continue with the process