

Online Registration Instructions – New Athlete (Supported)

Start up		
Step 1	Go to site	Navigate to registration page on https://portal.specialolympics.ca/home
Step 2	Click New Athlete - Join Program	On the right hand side, click on New Athlete - Join Program
Step 3	Choose your Chapter/Province/Territory	Select 'SO Saskatchewan' from the list under "Your Chapter/Province/Territory"
Step 4	Select "Someone Else"	Select "Someone Else" under the question "Are you filling this application for yourself or someone else?"
Step 5	Fill out Participant Information and the Guardian Information (referring to yourself)	Fill out the fields under "Participant Information" and "Guardian Information". The "Guardian" is a misnomer, and is actually referring to the individual completing the registration.
Step 6	Click "Next Step..."	Click on the "Next Step - Validate Member" button to initiate the process.
Step 7	No profile found	A message will display that your profile is not found in the system. We are asking that all new athletes complete new registrations in order to ensure accurate information.
Step 8	Click "Next Step..."	Click on the "Next Step – Waivers" to continue with the process and review the waivers.
Step 9	Waivers	Check off the appropriate boxes for the legal waivers. You may read the full waivers by clicking - Read Full Waiver
Program Search Criteria		
Step 1 <i>(Optional)</i>	Postal Code & Distance	In order to display all of the programs in the city, do not 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. At this time you can only select one program at a time.
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 (*). However, 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 include 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	Athletes are not required to submit a CRC. However, if a record does exist, please connect with the Provincial Office for further details.
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.

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Emergency Contacts		
Step 1	Add Emergency Contacts	You MUST 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 (*).
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