

1. For a NEW Parent/Guardian to register on behalf of an athlete in a Special Olympics Program, go to <https://portal.specialolympics.ca/>. This is for NEW Parent/Guardians only, ie: you have never registered an athlete using the portal before. If you are not sure if you have been set up on the portal before, contact Jaret Dezotell @ jdezotell@specialolympics.sk.ca

- 2. - Click Registration on the right hand side menu
 - Select SO Saskatchewan from the drop down
 - Type in the information for you YOURSELF (ie: the Parent/Guardian Info)
 - Select the Parent/Guardian Option, and click Register- Validate Member

to start all over again.

Please be aware that if your Chapter does not show in the list, then online registration is not available, please approach your community to process your enrollment.

For additional help on this page, please watch [this video](#)

REGISTRATION

LOGIN

Your Chapter / Province / Territory *

SO Saskatchewan

YOUR INFORMATION

First Name * Date of Birth * MM/dd/yyyy

Parent 01/01/1970

Last Name * Email Address *

Name jdez@specialolympics.sk.ca

TELL US WHO YOU ARE...

Athlete/Participant

Volunteer

Parent/Guardian

Group Home Coordinator

Register - Validate Member

3. It will ask you to re-enter your email address, and set a password. Be sure to follow the password rules that the site lays-out.

REGISTRATION

First name * Last name *

Parent Name

Reenter Email *

jdez@specialolympics.sk.ca

Password * Repeat password *

***** *****

Register

4. On the next screen, on the right hand side on the pink menu, click “add athlete enrollment”



5. For the legal guardian dropdown- select Yes or No. Select SO Saskatchewan from the drop-down menu. For the First Name, Last Name, Date of Birth, now you enter the info for the **ATHLETE**, you are registering for. When done click next step validate member.

Participant

Are you the Legal Guardian? *

Yes

PARTICIPANT INFORMATION

Your Chapter / Province / Territory *

SO Saskatchewan

First Name *

Athlete

Date of Birth *

02/01/2004

Last Name *

Name

Email Address

Next Step - Validate Member

6. On the next page, click Next Step-Waivers.

PARTICIPANT INFORMATION

| | |
|--------------------------------------|---|
| First Name | Date of Birth |
| <input type="text" value="Athlete"/> | <input type="text" value="02/01/2004"/> |
| Last Name | Email Address |
| <input type="text" value="Name"/> | <input type="text"/> |

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

7. On the waivers page, be sure to click Yes/No on ALL the drop-downs. When done click Next Step-Program Search.

| | | | |
|--|--|--|---|
| I Agree * | I Agree * | | |
| <input type="text" value="Yes"/> | <input type="text" value="Yes"/> | | |
| Liability Accepted By | Liability Accepted On | Privacy Policy Accepted By | Privacy Policy Accepted On |
| <input type="text" value="Parent Name"/> | <input type="text" value="05/19/2021"/> | <input type="text" value="Parent Name"/> | <input type="text" value="05/19/2021"/> |
| Have you/they ever been charged/convicted of any criminal offence as outlined in the waiver? * | | | |
| <input type="text" value="Yes"/> | | | |
| Media Release Opt-Out * | | | |
| <input checked="" type="radio"/> I allow Special Olympics to use my/their picture, words or voice in promotional media | | | |
| <input type="radio"/> 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. | | 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? * | I Agree * | | |
| <input type="text" value="Yes"/> | <input type="text" value="Yes"/> | | |
| Contact Regarding Membership Activities? * | Code of Conduct Accepted By | Code of Conduct Accepted On | |
| <input type="text" value="Yes"/> | <input type="text" value="Parent Name"/> | <input type="text" value="05/19/2021"/> | |
| Previous Step - Member ID Validation | Next Step - Program Search | | |

8. For the Program Search, you can either find the program you wish to register for on the screen, or refine your search, by putting in the Region, and Community:

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

Program Search Criteria

Chapter / Province / Territory

SO Saskatchewan

Region

District 8 - Melfort/Nipawin/Prince Albert/Tisdale (Lakeland)

Community

Prince Albert

Club

Sport

Day of the Week

Search Guide

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

9. After refining your search, click "ADD" for the program you are registering for. You can register for more than one program at a time!

| Add | | Organization Name | Program | Start Date | End Date | Enrollment Fee |
|-----|---|----------------------|---------|------------|------------|----------------|
| Add |  | Prince Albert Soccer | Soccer | 2020-09-01 | 2021-08-31 | \$0.00 |
| Add |  | Prince Albert Golf | Golf | 2020-09-01 | 2021-08-31 | \$0.00 |

10. Click "Confirm"

Category
Participant

Organization Role
SO Athlete

Notes

Confirm **Cancel**

11. On the Next page click next Step Member Profile.

1 - 1 of 1 items 

Next Step - Member Profile

12. There is a lot of info to fill out in this section. Make sure you navigate through all the tabs at the top, and at a bare minimum fill out the required fields, but fill out as much info as you can.

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

Member Unique ID: 000402766 Birthday: 02/01/2004

13. When you are all done, click next step enrollment details, the red button on the bottom right of the screen.

Next Step - Enrollment Details

14. Click Next Step- Payment Information



15. Click Submit Enrollment (you can ignore any reference to payments using the portal. Check in with your local Special Olympics Community Executive as to what would be required for registration fees)

In Progress Enrollments

Check All Uncheck All Total Selected: \$0.00

| Club / School Pro... : | Community / Sch... : | Category : | Organization |
|--|----------------------|-------------|--------------|
| <input checked="" type="checkbox"/> Prince Albert Golf | Prince Albert | Participant | SO Athlete |

100 items per page



16. You are now done your enrollment(s). If you have any issues, please reach out to Jaret Dezotell @ jdezotell@specialolympics.sk.ca 306-780-9450.