

# Online Registration Instructions – New Volunteer

Start Up		
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	Click New Athlete - Join Program	On the right hand side, click on New Volunteer - Join Program
Step 3	Choose your Chapter/Province/Territory	Select 'SO Saskatchewan' from the list under "Your Chapter/Province/Territory"
Step 4	Select Myself	Select "Myself" under the question "Are you filling this application for yourself or someone else?"
Step 5	Fill out Volunteer Information	Fill out the fields under "Volunteer Information" - note you must be 18 years of age or older to apply
Step 6	Click "Next Step..."	Click on the "Next Step - Validate Member" button to initiate the process.
Step 7	No profile found	A message may display that your profile is not found in the system. We are asking that all <b>NEW</b> athletes and volunteers 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, <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	<b>To view all of the sports in the community, select the Chapter, Region &amp; Community</b>
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 (*).
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 (*).
Step 2	Click "Next Step..."	Click on the "Next Step – Address" to continue with the process.
Criminal Record Check (CRC) Information		
Step 1	Indicate whether you have a criminal record	If you have criminal record check, please indicate "Yes".

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<b>Criminal Record Check (CRC) Information - Continued</b>		
Step 2	<b>Submit your Criminal Record Check</b>	There are several options for submitting your CRC. 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. You may also fax or send the original to the SOS office.
Step 3	<b>Click "Next Step..."</b>	Click on the “Next Step – Medical Information” to continue with the process.
<b>Medical Information</b>		
Step 1	<b>Fill out Medical Information</b>	Provide the details of your medical information
Step 2	<b>Add Medical Conditions if applicable</b>	If you have medical conditions, please click on the “Add” button under Medical Conditions to enter them.
Step 3	<b>Click “Next Step...”</b>	Click on the “Next Step – Emergency Contacts” to continue with the process.
<b>Emergency Contacts</b>		
Step 1	<b>Add Emergency Contacts</b>	You <b>MUST</b> provide emergency contacts, please click on the “Add” button to provide the details.
Step 2	<b>Fill out Emergency Contact information</b>	Enter the emergency contact details. Make sure you provide information for the mandatory fields marked with (*).
Step 3	<b>Submit Emergency Contacts</b>	Click on “Submit” button to save the emergency contact.
Step 4	<b>Click "Next Step..."</b>	Click on the “Next Step – Enrollment” to continue with the process.
<b>Member Training</b>		
Step 1	<b>Add Training</b>	If you want to provide information about your training, please click on the “Add” button to enter the details.
Step 2	<b>Click "Next Step..."</b>	Click on the “Next Step – Volunteer Profile” to continue with the process.
<b>Volunteer Profile Additional Information</b>		
Step 1	<b>Fill out Profile Additional Information</b>	Complete all fields that apply
Step 2	<b>Add References</b>	Click on “Add” button on the Personal References section to add a reference.
Step 3	<b>Click "Next Step..."</b>	Click on the “Next Step – Enrollment Details” to continue with the process.
<b>Enrollment Details</b>		
Step 1	<b>Confirm Enrollment</b>	This is the final step of the application process, click on “Add Program Enrollment” if you wish to enroll into another program.
Step 2	<b>Select your Volunteer Category and Organizational Role</b>	Select the “Category” and “Organization Role” you wish to volunteer for. Once approved, depending on your role, you will receive different access to your information or other athletes' or volunteers' information.
Step 3	<b>Check your E-mail for Membership Portal access</b>	Once the application is submitted, you will receive an email with instructions to register to use the Membership Portal.
Step 4	<b>Click on "Go to Portal Registration"</b>	Click on “Go to Portal Registration” to go to register and use the Membership Portal. This will give you access to change review your enrollments, change your contact information, etc.
Step 5	<b>Add another Program Enrollment if applicable</b>	Click on “Add Program Enrollment” if you wish to enroll into another program.

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