

New Volunteer Registration Portal Instructions

1. Go to <https://portal.specialolympics.ca/> and go to “Registration” on the right hand side menu. ***Please ensure you have lots of time (20+minutes) to register and complete the process the full way through!**

2. From the drop down menu, select SO Saskatchewan. Then type your first name, last name, date of birth, and email address. Select Volunteer from the options, and click the Red “Register- Validate Member” button.

Your Chapter / Province / Territory *

SO Saskatchewan

YOUR INFORMATION

First Name * Date of Birth *

Chris 01/01/1990

Last Name * Email Address *

Dezotell cdezotell89@gmail.com

TELL US WHO YOU ARE...

Athlete/Participant

Volunteer

Parent/Guardian

Group Home Coordinator

Register - Validate Member

3. On the next page, it will have you re-enter your email address, and set a password. Once you are done click “Register”

REGISTRATION

First name * Last name *

Chris Dezotell

Reenter Email *

cdezotell89@gmail.com

Password * Repeat password *

.....

Register

4. The next page will ask you if you have guardianship over yourself. Select yes or no and click next step waivers. If you don't have guardianship over yourself you will have to print off the waivers from the next page and have your guardian sign them. If you select yes, you can fill out the waivers online on the next page.

Volunteer

Chris Dezotell

Do you have Guardianship over yourself? (Are you able to sign for yourself when renting an apartment or opening a bank account?) *

Yes

Next Step - Waivers

5. On the waivers page, ensure you answer either yes or no on all of the drop down boxes. Be sure to read carefully. When you are done, click "Next Step- Program Search"

I Agree * Yes

I Agree * Yes

Liability Accepted By: Chris Dezotell Liability Accepted On: 05/02/2021

Privacy Policy Accepted By: Chris Dezotell Privacy Policy Accepted On: 05/02/2021

Have you/they ever been charged/convicted of any criminal offence as outlined in the waiver? *

No

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.

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 * Yes

Allow to Contact Regarding Membership Activities? *

Yes

Code of Conduct Accepted By: Chris Dezotell Code of Conduct Accepted On: 05/02/2021

[Previous Step - Member ID](#) [Next Step - Program Search](#)

6. Go to where it says “Program Search Criteria” with the drop-down menus. I suggest typing in JUST the Region & Community if necessary, that you are in and then click search. The Regions/Communities are as follows:

District 1: Estevan & Weyburn

District 2: Regina

District 3: Moose Jaw & Swift Current

District 4: Yorkton

District 5: Humboldt

District 6: Saskatoon

District 7: Battlefords, Unity, Kindersley, Meadow Lake

District 8: Prince Albert, Melfort, Nipawin

District 9: La Ronge

Program Search Criteria

Chapter / Province / Territory
 SO Saskatchewan

Region
 District 6 - Saskatoon

Community
 [Empty]

Club
 [Empty]

Sport
 [Empty]

Day of the Week
 [Empty]

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.

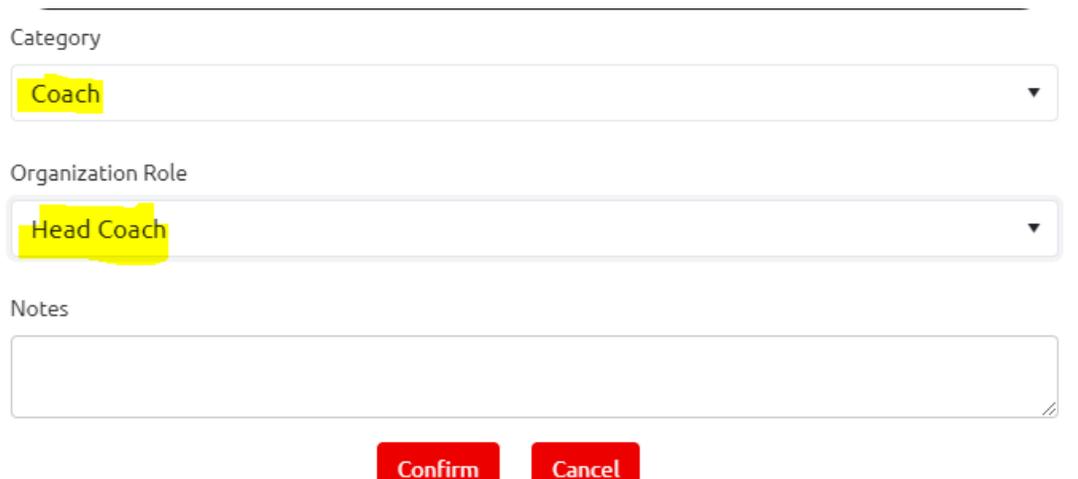
Search

7. The list of programs will then pop up for that community. To enroll in a program, click the red “Add” Button to the left of the program. More than one program can be selected at a time. If the program you are looking for does not appear in the list, please contact jdezotell@specialolympics.sk.ca

Search Results

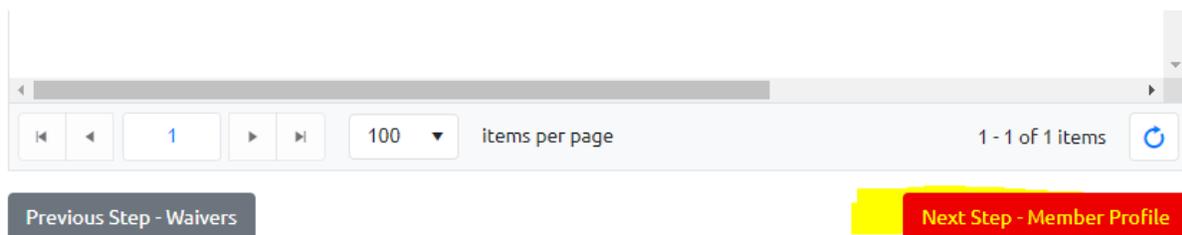
Add	Organization Name	Type	Program	Start Date	End Date
Add	Wagner School SOActive 5-pin Bowling	School Club	Bowling - 5 pin	2020-09-01	2021-08-31
Add	Nipawin	Community			
Add	Central Park Elementary SOActive Program	School Club	Bowling - 5 pin	2020-09-01	2021-08-31
Add	Nipawin Bocce	Community Club	Bocce	2020-09-01	2021-08-31
Add	Nipawin Golf	Community Club	Golf	2020-09-01	2021-08-31
Add	Nipawin Sr. Bowling	Community Club	Bowling - 5 pin	2020-09-01	2021-08-31

8. Select the Role that you will have as a volunteer with that program. The most common roles are Head Coach and Assistant Coach which are found under “Category”. If you are a program volunteer, it is under Category “Program” and then “Program Volunteer”. When done, click “Confirm”



A screenshot of a web form. At the top, there is a horizontal line. Below it, the label "Category" is followed by a dropdown menu with "Coach" selected and highlighted in yellow. Below that, the label "Organization Role" is followed by a dropdown menu with "Head Coach" selected and highlighted in yellow. Below the dropdowns is a text area labeled "Notes" which is currently empty. At the bottom of the form are two red buttons: "Confirm" and "Cancel".

9. Fill out the info, and then click next step member profile.



A screenshot of a pagination control and navigation buttons. The pagination control shows "1" in a box, "100" in a dropdown menu, and "items per page". To the right, it says "1 - 1 of 1 items" and has a refresh icon. Below the pagination control are two buttons: "Previous Step - Waivers" (grey) and "Next Step - Member Profile" (red and highlighted in yellow).

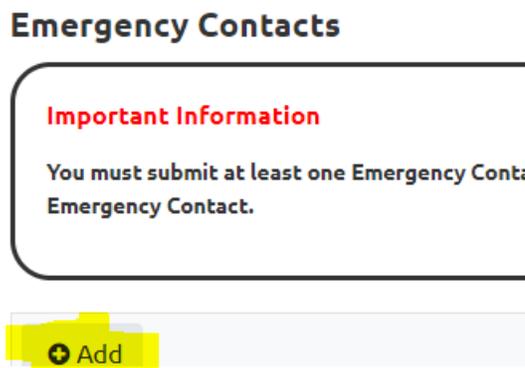
10. Fill out the required info, then click next step “Address”

11. Fill out the required info, then click next step “ Criminal Record”

12. Fill out the required info, then click next step “Medical Info”

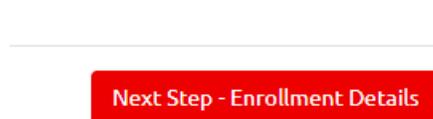
13. Fill out the required info, then click next step “Emergency Contacts”

14. To add an emergency contact, click the “+Add” Button, see the below screenshot where it is highlighted in yellow. When done click “next step”

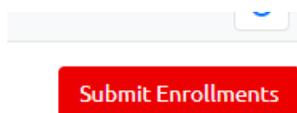


15. Fill in the info, and click next step

16. Fill in the info, and click next step “Enrollment Details”



17. Review your enrollment details, and if everything looks good, click “Submit Enrollments”



18. You have now created a volunteer account, and submitted the enrollment. If you get stuck at any point, please contact Jaret Dezotell @jdezotell@specialolympics.sk.ca or 306-780-9450.