

Online Registration Instructions – Returning Athlete

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 Returning Athlete
Step 3	Choose your Chapter/Province/Territory	Select 'SO Saskatchewan' from the list under "Your Chapter/Province/Territory"
Step 4	Fill out Volunteer Information	Fill out the fields under "Participant Information" - Note you MUST fill in all information as you entered it previously with your paper registration last year. (i.e., the email that you listed on your form last year will be the address that populated into the new system)
Step 5	Click "Next Step..."	Click on the "Next Step - Validate Member" button to initiate the process.
Step 6	Unique ID Verification	A message may display saying that <i>'We have found your profile in our system, please check the participant email for a Unique Verification ID and type it in the field "Member Unique ID Confirmation" in order to continue with the Enrollment'</i>
Step 7	Retrieve Unique ID Verification from email	Login to your personal email that was listed and retrieve the unique ID number provided. Enter this number in the 'Member Unique ID Confirmation' box.
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.
Step 5	Click "Next Step..."	Click on the "Next Step – Member Profile" to continue with the process.
Member Profile		
Step 1	Edit/review Main Information & Communication Preferences	Edit/review the information that populated from 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	Edit/review Primary Address	Edit/review 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 – Criminal Record Check" to continue with the process.

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Criminal Record Check (CRC) Information - Review		
Step 1	Review CRC Information	Athletes are not required to submit a CRC. However, if a record does exist, please connect with the Provincial Office for further details.
Step 2	Click "Next Step..."	Click on the "Next Step – Medical Information" to continue with the process.
Medical Information		
Step 1	Edit/review Medical Information	Edit/review the details of your medical information. Note – Any medical conditions that are associated with your profile will be listed automatically.
Step 2	Add Medical Conditions if applicable	If you have any edits that need to be made or additional medical information to add, 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	Edit/review Emergency Contacts	Edit/review the details of your Emergency Contacts. Note – Any contacts that are associated with your profile will be listed in this area automatically.
Step 2	Add Emergency Contact information	If you have any edits that need to be made or additional emergency contact information to add - 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.
Member Training		
Step 1	Add Training	If you want to provide information about your training, please click on the "Add" button to enter the details.
Step 2	Click "Next Step..."	Click on the "Next Step – Volunteer Profile" to continue with the process.
Participant Profile Additional Information		
Step 1	Fill out Profile Additional Information	Complete all fields that apply
Step 2	Add References	Click on "Add" button on the Personal References section to add a reference.
Step 3	Click "Next Step..."	Click on the "Next Step – Enrollment Details" to continue with the process.
Enrollment Details		
Step 1	Confirm Enrollment	This is the final step of the application process, click on "Add Program Enrollment" if you wish to enroll into another program.
Step 2	Enrollment Fees	Enrollment fees should be listed as \$0.00 – Note: As a province we are not accepting online payments for programs. Program fees will be outlined and paid for at the community level. Please ensure that all fees are settled-up prior to participation.
Step 3	Click "Next Step..."	Even though the Enrollment Fees will be set at \$0.00 - Click on the "Next Step – Payment Information" to continue with the process.

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Step 4	Click "Submit Enrollment"	Review enrollment information and/or click on "Add Program Enrollment" if you would like to add an additional program(s)
Step 5	Check your E-mail for Membership Portal access	Once the application is submitted, you will receive an email with instructions to register to use the Membership Portal.
Step 6	Click on "Go to Portal Registration"	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.