

1. If you have registered an athlete in a Special Olympics Program before, go to <https://portal.specialolympics.ca/> and click log-in.

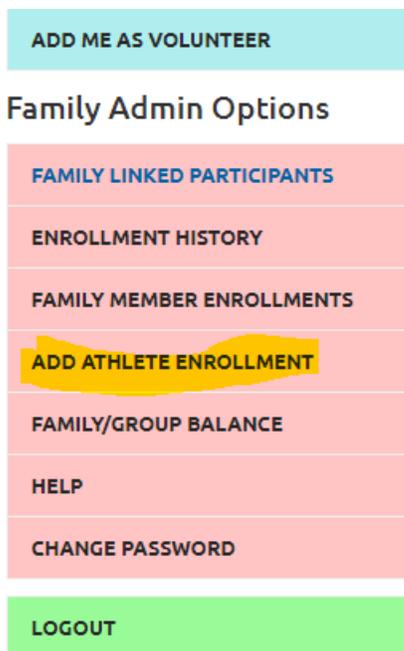


2. If you have indeed been set up to register an athlete on the portal in previous years, it will show up as a “Family Admin” role, and you will see it under your volunteer roles, click the red continue button. If you were expecting to see this and its not there, contact Jaret Dezotell, [jdezotell@specialolympics.sk.ca](mailto:jdezotell@specialolympics.sk.ca) for assistance.

## Volunteer Roles

	Start Date	End Date	Role	Club / School Pr...	Community / Sc...	Region
<b>Continue</b>	2021-05-19	2100-01-01	Family Admin			

3. Click on the “add athlete enrollment” on the right hand side pink menu.



4. Type in the name of the athlete, under the "Participant" drop-down menu, it should pop up, if not contact [jdezotell@specialolympics.sk.ca](mailto:jdezotell@specialolympics.sk.ca) for assistance. Select yes or no for the legal guardian question. Then at the bottom click the next-step waivers option.

Participant

Athlete Name

Are you the Legal Guardian? \*

Yes

**PARTICIPANT INFORMATION**

Your Chapter / Province / Territory

First Name

Date of Birth

Last Name

Email Address

Next Step - Waivers

5. On the waivers page, be sure to answer ALL the drop-down questions, when done click next step program search.

t Name

On

05/19/2021

Next Step - Program Search

6. 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 6- Saskatoon

Region 2- Regina

Region 7- Battlefords, Unity, Kindersley, Meadow Lake

Region 3- Moose Jaw & Swift Current

Region 8- Prince Albert, Melfort, Nipawin

Region 4- Yorkton

Region 9- La Ronge

Region 5- Humboldt

### Program Search Criteria

Chapter / Province / Territory

Region

Community

Club

Sport

Day of the Week

**Search**

**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.

7. Click ADD beside each program you wish to register for.

**Search**

### Search Results

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

8. Click Confirm

A confirmation dialog box with a white background and rounded corners. It contains three input fields: 'Category' with the value 'Participant', 'Organization Role' with the value 'SO Athlete', and an empty 'Notes' field. At the bottom right, there are two red buttons: 'Confirm' and 'Cancel'.

9. Click Next Step “Member Profile”



10. Go through the Member Profile Tabs, and update any info that has changed with your athlete (ie: Medical, Emergency Contact, Address, etc)

A member profile page with a horizontal tab bar at the top. The tabs are 'Profile', 'Addresses', 'Medical Information', 'Emergency Contacts', 'Member Training', and 'Participant Profile'. The 'Profile' tab is selected and highlighted in yellow. Below the tabs, there are two input fields: 'Member Unique ID' with the value '000402766' and 'Birthday' with the value '02/01/2004'.

11. Click Next Step Enrollment Details- on the bottom right hand corner- Red Button.

Next Step - Enrollment Details

12. Click Next Step Payment- Info

Next Step - Payment Information

13. 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

<input checked="" type="checkbox"/> Check All		<input type="checkbox"/> Uncheck All		Total Selected:	\$0.00
	Club / School Pro...	:	Community / Sch...	:	Category
<input checked="" type="checkbox"/>	Prince Albert Golf		Prince Albert		Participant

1 100 items per page

Process Payment

Submit Enrollment

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