

Online Registration Instructions – Returning Volunteer

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 Volunteer
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 "Volunteer 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 your 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 <small>(Optional)</small>	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 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	The current information that is on file will be populated into the CRC Information area. This will indicate when your last CRC was completed and when your next renewal is due. If no changes or edits are needed or required – Click on “Next Step – Medical Information” to continue with the process.
Criminal Record Check (CRC) Information – Adding CRC (Positive and/or Negative)		
Step 1	Indicate whether you have a criminal record	If you have criminal record check, please indicate “Yes”.
Step 2	Submit your Criminal Record Check	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	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.
Volunteer 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.

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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	Select your Volunteer Category and Organizational Role	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	Check your E-mail for Membership Portal access	Once the application is submitted, you will receive an email with instructions to register to user the Membership Portal.
Step 4	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.