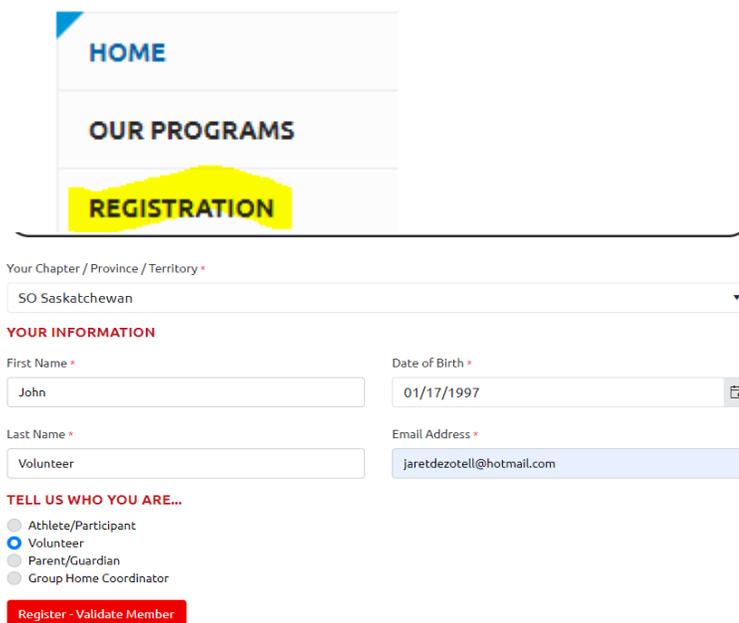


Special Olympics Returning Volunteer Portal Instructions

1. **If you already have a Special Olympics Volunteer Portal account, go to <https://portal.specialolympics.ca/login> and enter your email and password. If you forget your password, click forgotten password. **If you don't get an email with the password reset link, you likely do not have a portal account set up.** Only volunteers who in previous years have fully set up a portal account and **enrolled themselves** in programming & signed waivers online, will have a portal account. If you are not sure if you have a portal account, check with Jaret at <mailto:jdezotell@specialolympics.sk.ca>. If you need to reset your password, **reset it ensuring that it is at least 8 characters long (using an uppercase letter, lowercase letter, a number, and a symbol (ex:\$))****



2. If you DO NOT already have a Special Olympics Volunteer Portal account, go to <https://portal.specialolympics.ca/registration>, and fill out the information.

A screenshot of a registration form. At the top, a navigation menu has 'REGISTRATION' highlighted in yellow. Below the menu is a dropdown for 'Your Chapter / Province / Territory' with 'SO Saskatchewan' selected. The 'YOUR INFORMATION' section contains four input fields: 'First Name' (John), 'Date of Birth' (01/17/1997), 'Last Name' (Volunteer), and 'Email Address' (jaretdezotell@hotmail.com). The 'TELL US WHO YOU ARE...' section has radio buttons for 'Athlete/Participant', 'Volunteer' (selected), 'Parent/Guardian', and 'Group Home Coordinator'. A red button at the bottom says 'Register - Validate Member'.

3. If the system recognizes that you were previously enrolled as a volunteer it will match your existing Special Olympics Database contact with your new portal account. It will send you an email with a link to complete your registration. Navigate to your email to find the link to complete your registration.

Profile Found

We have found your profile in our system, please check your email for a link to complete the portal registration and continue with your Enrollment.

Once logged in, on the right hand side blue menu. Click “Add me as Volunteer”



4. If you 18 years of age or older, click next step waivers. If you are under 18, you can print off the waivers and have a parent/guardian sign them on the next page.

Volunteer

Returning Volunteer

Do you have Guardianship over yourself? (Are you able to sign for yourself when renting an apartment or open

Yes

Next Step - Waivers

5. On this page, you will be able to sign all the waivers. For the Criminal Record question dropdown, it is asking if you ever been charged with a criminal offence before, select yes or no.

I Agree + Yes

I Agree + Yes

Liability Accepted By: Returning Volunteer

Liability Accepted On: 05/09/2021

Privacy Policy Accepted By: Returning Volunteer

Privacy Policy Accepted On: 05/09/2021

Have you/they ever been charged/convicted of any criminal offense 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?+ Yes

I Agree + Yes

Allow to Contact Regarding Membership Activities?+ Yes

Code of Conduct Accepted By: Returning Volunteer

Code of Conduct Accepted On: 05/09/2021

Previous Step - Member ID

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 2- Regina

Region 3- Moose Jaw & Swift Current Region 8- Prince Albert, Melfort, Nipawin Region 4-

Yorkton Region 9- La Ronge

Region 5- Humboldt

Region 6- Saskatoon

Region 7- Battlefords, Unity, Kindersley,

Meadow Lake

Program Search Criteria

Chapter / Province / Territory	Region
SO Saskatchewan	District 2 - Regina
Community	Club
Regina	
Sport	Day of the Week

Search

Search Guide

To search for a sport/pr select a Sport if you kno you want to do.

Please indicate the Cha First and then the Regio Community where you li

7. Click “Add” beside the program you wish to enroll in. FYI, you can “add” more than one program at a single time if you are in more than one program as a volunteer.

Add	<input checked="" type="checkbox"/>	Regina Adult Bowling - 10 Pin	Community Club	Bowling - 10 pin	2020-09-01	2021-09-01
Add	<input checked="" type="checkbox"/>	Regina Soccer	Community Club	Soccer	2020-09-01	2021-09-01
Add	<input checked="" type="checkbox"/>	Regina Figure Skating	Community Club	Skating - Figure	2020-09-01	2021-09-01

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”.

Category

Program

Organization Role

Program Volunteer

Notes

Confirm

Cancel

9. Click "Next Step – Enrollment Details"

1 - 1 of 1 items



Next Step - Enrollment Details

10. Click submit enrollment.

1 - 1 of 1 items



Submit Enrollments