

## Start up

If you are registering multiple athletes for Special Olympics, you MUST fill out a form before proceeding with the rest of this guide. As each email address can only be used *once* in the system, you will need to be connected to your athletes *before* you can register them for programs. Not to worry – it is more simple than it seems. Please follow the link below and **fill out the form in its entirety**:

<https://docs.google.com/forms/d/e/1FAIpQLSeZYCGp9HVu52SEsQaHVcz2-m8SMw7hizDZDjJDgZaVnnBzjw/viewform>

You **will not be able to proceed** until you have submitted this form & have confirmation that you have been linked to your athletes.

## Enrolling Athletes in Programs

Step 1	Follow the Registration Link	Navigate to the registration page by following the link: <a href="https://portal.specialolympics.ca/home">https://portal.specialolympics.ca/home</a>
Step 2	Register for portal account	Click "Portal User Registration" from the menu on the right of the screen. See "Portal Registration" – Page for more information about registering for the portal.  <b>**You MUST enter your name (as the guardian/caregiver) and the email address you entered on the google form from the previous step as your registration details**</b>
Step 3	Login to your portal account	Once created, you will receive an email to follow to login for the portal. Use the email & the password that you created in step 2 to login
Step 4	Click on "My Roles"	Click "My Roles" from the menu on the right of the screen
Step 5	Select "Family Admin" and click "Continue"	
Step 6	Click on "Participants Enrollments" to view current enrollments	List of enrollments for the members linked to you.
Step 7	Click on "Add Program Enrollments"	In this page you can enroll a participant into a new program or you can link a new participant to your profile.
Step 8	Choose Athlete from list	If the athlete already exists in the organization, you will be able to continue with the enrollment.

## Program Search Criteria

### Program Search Criteria

Step 1	Select Related Chapter, Region & Community	For Alberta athletes – Chapter/Province/Territory: SO Alberta Region: See attached guide
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		Community: Your local affiliate
Step 2	Click "Search"	Search results will appear after you click "Search". The above search will bring up ALL programs available in your community for the 2018-2019 year.
Step 3	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. At this time you can only select one program at a time – you will be able to add multiple sports in the Enrollment Details section.
Step 4	Click "Next Step..."	Click on the "Next Step – Member Profile" to continue with the process.
<b>Member Profile</b>		
Step 1	Fill out Main Information & Communication Preferences	Fill out the information about your profile. Make sure you provide information for the mandatory fields marked with (*). This is information pertaining to the athlete – ex. Home phone at the residence in which <b>athlete</b> lives
Step 2	Click "Next Step..."	Click on the "Next Step – Address" to continue with the process.
<b>Address</b>		
Step 1	Fill out Primary Address	Fill out the information about your address. Make sure you provide information for the mandatory fields marked with (*). IF an athlete splits time between two residences (ex. Family home & Group Home) please enter primary address as the one at which the athlete spends the most time.
Step 2	Click "Next Step..."	Click on the "Next Step – Criminal Record" to continue with the process.
<b>Criminal Record Check (CRC) Information</b>		
	<b>Skip this section</b>	<b>Athletes in Alberta are not required to complete this section.</b>
<b>Medical Information</b>		
Step 1	Fill out Medical Information	Provide the details of your medical information. <b>IMPORTANT - this entire section is mandatory for all athletes in Alberta, although some fields may not be marked with (*).</b>
Step 2	Medical Conditions	IF you have other medical conditions that are not listed, add them in the same field, using the following format. <ul style="list-style-type: none"> <li>• Click "+ Add" button.</li> <li>• Medical Condition – Other Condition</li> </ul>

		<ul style="list-style-type: none"> <li>• Other Condition – Add disability information &amp; any relevant notes</li> <li>• Click "Submit"</li> </ul>
Step 3	Click "Next Step..."	Click on the "Next Step – Emergency Contacts" to continue with the process.
<b>Emergency Contacts</b>		
Step 1	Add Emergency Contacts	You MUST provide AT LEAST ONE emergency contact. If you do not include an emergency contact, your form will be incomplete and will not be accepted. Click "+ Add" button
Step 2	Fill out Emergency Contact information	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 each emergency contact.
Step 4	Click "Next Step..."	Click on the "Next Step –Member Training" to continue with the process.
<b>Member Training</b>		
	<b>Skip this section</b>	<b>Athletes in Alberta are not required to complete this section.</b>
<b>Participant Profile</b>		
Step 1	Add Participant Additional Information	Fill out additional details. Shirt size highly recommended.
Step 2	Click "Next Step..."	Click on the "Next Step – Enrollment Details" to continue with the process
<b>Enrollment Details</b>		
Step 1	Review Enrollment Details	Review the enrollment details including the fees if applicable.
Step 2	Click "Next Step..."	Click on the "Next Step – Payment Information" to continue with the process
<b>Payment</b>		
Step 1	Click "Submit Enrollment" and pay later	If your local community is accepting online payments, you will be able to pay using the portal after you submit your enrollment and once your application is approved. Click on "Submit Enrollment" to submit your enrollment and pay for it after it has been approved. You will get an email once your application has been approved.
<b>Enrollment Details</b>		
Step 1	Click "Submit" and Add another program enrollment (if applicable).	Once you click "submit", your new program enrollment request has been submitted for your first program.  IF you would like to add more, select "Add Program Enrollment" again
<b>IF You are Adding Another Program... (Optional)</b>		
Step 1	Click "Add Program Enrollment"	Click on "Add Program Enrollment" if you wish to enroll into another program.  *If you try to submit an enrollment for a program you already have an enrollment for, you will see an error message.

<b>Step 2</b>	Select Related Chapter, Region & Community	For Alberta athletes – Chapter/Province/Territory: SO Alberta Region: See the attached region guide Community: Your local affiliate
<b>Step 3</b>	Click "Search"	Search results will appear after you click "Search". The above search will bring up ALL programs available in your community for the 2018-2019 year.
<b>Step 4</b>	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. At this time you can only select one program at a time – you will be able to add multiple sports in the Enrollment Details section.
<b>Step 5</b>	Click on "Next Step – Member Profile"	Click "Next Step – Member Profile". You do not have to add extra information here, just confirm that everything is correct.
<b>Step 6</b>	Click on "Next Step – Enrollment Details"	Click "Next Step – Enrollment Details". Please review the enrollment information before moving to the next step. If you need to make any changes, use the "Previous Step" button to go back to the profile or program search. Once you move to the next step "Payment Information" you won't be able to go back.
<b>Step 7</b>	Click on "Next Step – Payment Information"	Confirm that the program session is correct for which program you would like to join.
<b>Step 8</b>	Click on "Next Step – Submit Enrollment"	Once at this page, your new program enrollment request has been submitted for your second program.  If you would like to add more, select "Add Program Enrollment" again

### Region/Zone Guide

<b>Zone 1</b>	Brooks, Lethbridge, Medicine Hat, Crowsnest Pass
<b>Zone 2</b>	Airdrie, Drumheller, Foothills, Olds & District
<b>Zone 3</b>	Calgary
<b>Zone 4</b>	Camrose, Lacombe, Red Deer, Wetaskiwin, Rocky Mountain House
<b>Zone 5</b>	Edson, Leduc, Strathcona County, West Central, St. Albert, Barrhead, Drayton Valley, Whitecourt
<b>Zone 6</b>	Edmonton
<b>Zone 7</b>	Lakeland, Lloydminster, St. Paul, Lac La Biche, Vegreville
<b>Zone 8</b>	Grande Prairie

