Online Registration Instructions – New/Returning Athlete (Supported)

Start up		
Step 1	Follow the Registration Link	Navigate to the registration page by following the link: https://portal.specialolympics.ca/home
Step 2	Click **Athlete - Join Program**	On the right hand side, click on New Athlete - Join Program
Step 3	Choose SO Alberta	Select **SO Alberta** from the list under "Your Chapter/Province/Territory"
Step 4	Select "Someone Else"	Select **"Someone Else"** under the question "Are you filling this application for yourself or someone else?"
Step 5	Fill out Participant Information and the Guardian Information (referring to yourself)	Fill out the fields under "Participant Information" and "Guardian Information". The "Guardian" is just wording, and is actually referring to whomever the individual completing the registration is. • **Your Information = Caregiver filling out the form's information,** This is where Caregivers/Parents/Guardians/Group Home Workers put **YOUR** information • **Participant information = Athlete Information (the email entered here will be your portal registration & the one where you will get notifications about your enrollment – PLEASE use an email that is easily accessible to the caregiver)**
Step 6	Click "Next Step…"	Click on the "Next Step - Validate Member" button to initiate the process.
Step 7	"Profile Not Found" OR "Participant Unique ID Verification"	IF Last Name, First Name, Date of Birth, AND Email Address for the athlete in the "Participant Information" section match what SOA has on file for the athlete, you will get the message "Participant Unique ID Verification". STOP and check the inbox of the email address that you entered – there will be a verification code. Enter this code in to the "Member Unique ID Confirmation" box – then click "Next Step – Waivers". IF the information does not match exactly, you will get "Profile Not Found" message. It could be because your email has changed, or because we have entered it wrong in the system. Check your information, be sure that you have spelled everything correctly, and enter it one more time. IF still "Profile Not Found" – **go ahead** and click "Next Step –

		Waivers". This does not mean that anything is wrong – you will still be registered.
Step 8	Click "Next Step…"	Click on the "Next Step – Waivers" to continue with the process and review the waivers.
Step 9	Waivers	**If you are the Legal Guardian-** Check off the appropriate boxes for the legal waivers. READ the full waivers by clicking – Read Full Waiver **IF you are NOT the Legal Guardian**- If you are not the Legal Guardian, please use the link "View Printable Version" on each waiver to print the forms and have them signed by the Legal Guardian. You MUST submit the forms, signed by the athlete's legal guardian to your local community prior to the start of programs.
Step 10	Click "Next Step…"	Click on the "Next Step – Program Search" to continue with the process and register in programs.
Program Search Criteria		
Step 1	Select Related Chapter, Region & Community	For Alberta athletes – Chapter/Province/Territory: SO Alberta Region: See attached guide 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.
Member Profile		
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 **athlete** lives
Step 2	Click "Next Step…"	Click on the "Next Step – Address" to continue with the process.

Address		
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.
Criminal Record Check (CRC) Information		
	Skip this section	Athletes in Alberta are not required to complete this section.
Medical Information		
Step 1	Fill out Medical Information	Provide the details of your medical information. IMPORTANT - this entire section is mandatory for all athletes in Alberta, although some fields may not be marked with (*).
Step 2	Medical Conditions	IF you have other medical conditions that are not listed, add them in the same field, using the following format. • Click "+ Add" button. • Medical Condition – Other Condition • Other Condition – Add disability information & any relevant notes • Click "Submit"
Step 3	Click "Next Step…"	Click on the "Next Step – Emergency Contacts" to continue with the process.
Emergency Contacts		
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.
Member Training		
	Skip this section	Athletes in Alberta are not required to complete this section.
Participant Profile		
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

Enrollment Details		
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
Payment		
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.
Enrollment Details		
Step 1	Go to Portal Registration OR Add another program enrollment, if applicable.	"Go to Portal Registration" is the final step in the process. If you are only registering in one program, click this button. This will give you access to change review your enrollments, change your contact information, etc. Skip to Portal Registration section. **OR** IF you would like to add another sport, click "Add Program Enrollment" and follow the steps in the next section.
IF You are Adding Another Program… (Optional)		
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.
Step 2	Select Related Chapter, Region & Community	For Alberta athletes – Chapter/Province/Territory: SO Alberta Region: See the attached region guide Community: Your local affiliate
Step 3	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 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. 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 5	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.
Step 6	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.
Step 7	Click on "Next Step – Payment Information"	Confirm that the program session is correct for which program you would like to join.
Step 8	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 OR Click "Go to Portal Registration" – the final step!
PORTAL REGISTRATION		
Step 1	Fill out the Portal Registration Details	Here, you MUST enter the athlete's information, entered in the "Participant Information" section. The name and email MUST match what you entered as the "Participant Information" section, NOT the guardian information section.
Step 2	Click on "Register"	At this point, you will be able to login to the portal using the email & password that you provided.

Region/Zone Guide

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