



Special Olympics Alberta Volunteer Registration Guide

August 21, 2020

Special Olympics
Alberta





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Volunteer Enrollment

Please follow the Portal Registration Guide if you do not already have a Portal account. If you already have a Portal account, upon logging in you will be presented the following:

Step 1 → Current Enrollments will be Viewed under Volunteer roles

Step 2 → To add a new enrollment choose Add Me As Volunteer from the menu on the right of the page.



[EN](#) | [FR](#)

HOME > MY ROLES

Member
JustinTest Hebert

Membership Status
Active

Important Information

In order to continue, please select one role below and click the "Continue" button. The information you will see is based on which role you select. You may return here later by clicking the "My Roles" option from the right menu to select a different role if you have more than one.

- MY PROFILE
- MY ENROLLMENTS
- MY CLUBS AND SCHEDULE
- MY COMMITTEES
- MY ROLES**
- MY PAYMENT INFO
- MY BALANCE
- ADD ME AS ATHLETE
- ADD ME AS VOLUNTEER
- CHANGE PASSWORD
- LOGOUT

Participant Role

Start Date	End Date	Club / School ...	Community / S...	Region / District	
No items to display					

Volunteer Roles

Start Date	End Date	Role	Club / Sch...	Communit...	Region / D...	
2020-05-08	2100-01-01	Family Admin				Continue



Legal Waivers

If you answered “**Yes**” to the legal guardianship question, you will see the fields to agree to the waivers shown in the picture on the next page.

Note that all fields must be answered to continue. See below for details.

Step 1 → At the top, is the name of the individual the waivers are for (yourself in this case). Under each waiver is your name as the person signing the waivers, and the current date.

Steps 2-5 → For each Waiver you can read the full version by clicking on the “Read Full Waiver” link. The waivers can also be printed using the Printable Version link.

Steps 6 – 7 → For “Include on our Mailing list” and “Allow to Contact Regarding Membership Activities, when your mouse is over the box, more information is displayed about these questions.

These waivers and confirmations must be accepted (answer Yes) before you can continue with the application:

- Participation Waiver
- Privacy Policy Confirmation
- Code of Conduct Confirmation

The questions below can be answered No and you can continue with the application:

- Media Release
- Include on our Mailing List
- Allow to Contact Regarding Membership Activities

****New Step: You must also answer the question of criminal record as outlined in the waiver.** If you answer yes, please contact the Special Olympics Office.**

Step 8 → Click on the “**Previous Step – Member ID**” button to go back and makes changes if required.

Step 9 → Click on the “**Next Step – Program Search**” to continue with the process.

Waivers Screen shown on next page

****If you answered “No” to the legal guardianship question (you are under the age of 18), you will not see the fields to agree to the waivers. You must print the waivers, have the parent/legal guardian sign them, and forward them to the your local Special Olympics council.****



Waivers Page

Legal Waivers

Participation Waiver

Please click on the link below to open and read the full waiver.

[Read Full Waiver](#) [View Printable Version](#)

Privacy Policy Confirmation

Please click on the link below to open and read the full waiver.

[Read Full Waiver](#) [View Printable Version](#)

I Agree *

Liability Accepted By

Soa-Test Test

Liability Accepted On

09/10/2020



I Agree *

Privacy Policy Accepted By

Soa-Test Test

Privacy Policy Accepted On

09/10/2020



Do you have a criminal record as outlined in the Waiver? *

Required field.

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.

[More Info here](#)

Code of Conduct Confirmation

Please click on the link below to open and read the full waiver.

[Read Full Waiver](#) [View Printable Version](#)

I Agree *

Code of Conduct Accepted By

Soa-Test Test

Code of Conduct Accepted On

09/10/2020



Include on Mailing List? *

Allow to Contact Regarding Membership Activities? *

[Previous Step - Member ID](#)

[Next Step - Program Search](#)



Program Search

This Program Search allows you select specific programs and use them for the application process.

Step 1 → The “Search Guide” tells you how to search

Step 2 → Use the filters in the Program Search Criteria filter section to look for our programs. Please enter Chapter (SO Alberta), Region your community belongs to, and Community. If you know the specific sport you want to enroll in, you can add that to the search criteria and then hit search.

Step 3 → The “Search Results” grid will display the matching clubs based on your search criteria. Be sure to use the scroll bar to see more information about the program

Special Olympics
Olympiques spéciaux
Canada

HOME · SELF PROGRAM PROXIMITY SEARCH

Member
Quilter Journey

Program Search Criteria 2

Chapter / Province / Territory: SO Ontario
Region: Greater Toronto Area
Community: [Empty]
Club: [Empty]
Sport: [Empty]
Day of the Week: [Empty]

Search Guide 1
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.

Search Results 3

Se...	Organization Name	Program	Start Date	End Date	Enrollment Fee
<input type="checkbox"/>	Ajax Skating Club	Swimming	2019-05-16	2020-08-23	\$127.50
<input type="checkbox"/>	Durham (Ajax) Heat C Basketball	Basketball	2019-09-01	2020-08-31	\$0.00
<input type="checkbox"/>	Grandravine Raptors Basketball Club	Basketball	1979-01-01	2020-03-31	\$0.00
<input type="checkbox"/>	Toronto Cricket Club	Cricket	2018-09-20	2019-12-31	\$55.00

1 - 4 of 4 items

Previous Step - Waivers | Next Step - Member Profile



Program Search Continuation

Step 1 → 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**.

Step 2 → You can click on the detail icon to view details of the club and program offered.

Step 3 → Click on “Previous Step – Waivers” to go back and makes changes if required.

Step 4 → Click on the “Next Step – Member Profile” to continue with the process.

Note: You must select a program in order to continue to the next step.

Search Results

Se...	Organization Name	Program	Start Date	End Date	Enrollment Fee
<input type="checkbox"/> 1	Ajax Skating Club	Swimming	2019-05-16	2020-08-23	\$127.50
<input type="checkbox"/> 2	Durham (Ajax) Heat C Basketball	Basketball	2019-09-01	2020-08-31	\$0.00
<input type="checkbox"/>	Grandravine Raptors Basketball Club	Basketball	1979-01-01	2020-03-31	\$0.00
<input type="checkbox"/>	Toronto Cricket Club	Cricket	2018-09-20	2019-12-31	\$55.00

< 1 - 4 of 4 items

Previous Step - Waivers

3

4

Next Step - Member Profile



Member Main Profile Tab

Fill out the Main Information section. Make sure you provide information for the mandatory fields marked with (*). Some information we be populated from the participants account, ensure all information is correct.

Communication Preferences

Fill in your Communication Preferences:

When you are finished with the page:

1 → Click Next Step - Addresses

Main Information

Member Unique ID 000372750	Birthdate 01/01/1990
Salutation ▼	Portal Email Address jdhebert@ualberta.ca
First Name JustinTest	Sex* Male ▼
Middle Name 	Gender Identity
Last Name Hebert	Cultural Background ▼
	Do you identify as Aboriginal? ▼

CONTACT INFORMATION

Email Address 2 	Email Address 3 	
Home Phone 	Mobile Phone 	
Business Phone 	Business Phone Ext 	Nickname
Fax 	Fax Ext 	

COMMUNICATION & PREFERENCES

Primary Language Preference* English ▼	Twitter
Communication Preference CONTACT ALLOWED ▼	LinkedIn
Facebook 	Snapchat



Addresses

Step 1 → Primary Address is required, make sure to fill in fields marked with (*).

Step 2 → One complete click on Next Step – Criminal Record Check

Primary Address

Street 1 *

ⓘ Required field.

City *

ⓘ Required field.

Street 2

Province / State *

Street 3

Country *

Postal Code *

ⓘ Required field.

Secondary Address

Street 1

City

Street 2

Province / State

Street 3

Country

Postal Code

Previous Step - Main Information

Next Step - Criminal Record



Criminal Record Checks

Step 1 → If you have been charged with any Criminal Offenses, please select “Yes”.

Step 2 → 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. If you do not have a criminal record check, you can proceed and the community you are enrolling to volunteer in will contact you about completing a CRC and provide instructions on how.

Member Unique ID	Full Name
<input type="text" value="000372750"/>	<input type="text" value="JustinTest Hebert"/>
Have you been charged with any criminal offences?	Important Information If you have a Criminal Record Check, please add a record below, otherwise, move to the next step.
<input type="text" value="No"/>	

CRIMINAL RECORD CHECK (CRC) INFORMATION

<input type="button" value="Add"/>		
CRC Completed	CRC Requested	CRC Renewal

[Previous Step - Address](#)

[Next Step - Medical Information](#)

Continued on the next page.



Add a Criminal Record Check document

Before adding this record, please scan your Criminal Record check paper, and save it on your computer.

Step 1 → Please Save the record. There is nothing to key on this page, but the record **MUST** be saved so that the CRC can be attached.

Step 2 → Click on the “Add new document” button to attach a document.

Step 3 → Click on the “Submit” button to save the CRC record. Note that you will not see the CRC document until you submit the page. As well, when you return to the Profile page, you may need to refresh the page to see the CRC in the list of documents.

Criminal Record Check Information

CRC Completed

CRC Requested

CRC Renewal

Attachment Guide

You must attach a CRC document, please save the record first using the “Save” button. When you are done, please use the “Submit” button to save and close the window.

When
the

Save ← 1

Documents

Document Name	Document Size	Created On	Modified On
No records available.			

2

3

document is uploaded, it will appear in the list in your Profile:

CRIMINAL RECORD CHECK INFORMATION

CRC Completed	CRC Requested	CRC Renewal
2020-01-21		2023-01-21



Medical Information

Step 1 → Complete the medical fields that apply to you. Medications & Dietary Restrictions fields are required.

Step 2 → If you have Medical Conditions, need to upload a Medical Form, or have Disabilities please click on the “Add” button in the grid to add this information.

Note: if your Medical Condition or Disability is not listed, select “Other”, to type in the information

Step 3 → When you are finished, click on Submit to save the information.

Step 4 → When all required information is filled out, please click Next Step - Emergency Contacts

Medical Information

Health Card # <input type="text"/>	Doctor's Name <input type="text"/>
Card issued By <input type="text"/>	Doctor's Phone <input type="text"/>
Card Expires On <input type="text"/>	Doctor's Phone Ext. <input type="text"/>
Other Medical Notes <input type="text"/>	What Medications do you take and Dosages** <input type="text"/>

MEDICAL CONDITIONS

Add	
Condition	Other Condition
<input type="text"/>	

MEDICAL FORMS

Add	
Name	Date Completed
<input type="text"/>	

DISABILITIES

Add	
Member Disability	Other Disability
<input type="text"/>	

Do you have Down Syndrome? <input type="text"/>	Do you have Seizures? <input type="text"/>
Atlanto Axial Xray Date <input type="text"/>	Seizures Controlled By <input type="text"/>
Atlanto Axial Xray Result <input type="text"/>	Do you have Allergies? <input type="text"/>
Dietary Restrictions* <input type="text"/>	Allergy Detail <input type="text"/>
Other Health Devices <input type="text"/>	How do you treat your allergies? <input type="text"/>

Previous Step - Criminal Record

Next Step - Emergency Contacts



Emergency Contacts

You must submit at least one emergency contact in order to participate in Special Olympics activities.

Step 1 → Please click on the “Add” button to provide the details below

Step 2 → When you have your emergency contacts, click on Submit to complete the process.

The screenshot shows the Special Olympics Canada user profile page. The 'Emergency Contacts' tab is selected. A table lists one contact: Chris Doe, Child. The 'Add' button is highlighted with a red '1' and the 'Submit' button with a red '2'.

	First Name	Last Name	Relationship	Primary Pho...	Mobile Phone
<input type="checkbox"/>	Chris	Doe	Child		

Step 1 → Enter the emergency contact details. Make sure you fill in the mandatory fields marked with (*), including at least the Primary Phone. There must only be one Priority “Primary” Emergency contact.

Step 2 → Click on “Submit” button to save the emergency contact. Click add again on the previous to add another emergency contact once submitted.

The screenshot shows the Special Olympics Canada user profile page. The 'Emergency Contact' form is displayed. The 'Add' button is highlighted with a red '1' and the 'Submit' button with a red '2'.

Emergency Contact 1

First Name *

Last Name *

Primary Phone *

Primary Phone Ext

Primary Email

Relationship *

Mobile Phone

Secondary Phone

Secondary Phone Ext

Priority *



Member Training (optional)

Step 1 → To add information about training the participant have taken, please click on the “Add” button. This is where you would provide information regarding First-aid or NCCCP training.

Step 2 → Click on Submit when all Training Courses have been added.

Special Olympics
Olympiques spéciaux
Canada

HOME · MY PROFILE

Profile Addresses Medical Info Emergency Contacts **Training** Participant Profile Volunteer Profile

Member Training

1

Training Co...	Other Course	Certificate #	Date Compl...	Renewal Date

0 items per page No items to display

2

When add Member Training is selected

Step 1 → Select the course from the list, and fill in the rest of the fields as applicable to that course. If your course is not listed, and you feel it is relevant, select “Other Course” from the list. The “Other Course” field will open so you can type in the name of the course.

Step 2 → Click on Submit.

Special Olympics
Olympiques spéciaux
Canada

1

Training Course ▾

Other Course

Is Certified ▾

Date Completed

Certificate #

Renewal Date

2



Volunteer Profile

This page will be displayed if you selected “Volunteer” when you started registering

Step 1 → Provide additional details about your profile.

Step 2 → Add at least two Personal References. Your application cannot be processed without references.

Step 3 → Click on “Previous Step – Member Training” to go back and makes changes if required.

Step 4 → Click on the “Next Step – Enrollment Details” to continue and click [here](#) to continue

HOME · SELF PROGRAM VOLUNTEER PROFILE

Profile Additional Information

<p>Profile Name Alberta2 Province</p> <p>Shirt Size [Dropdown]</p> <p>Volunteer Notes [Text Area]</p> <p>Short Biography [Text Area]</p>	<p>Reason Joined [Dropdown]</p> <p>ALP Mentor? <input type="checkbox"/> Yes 1</p> <p>Healthcare Professional? <input type="checkbox"/> Yes</p> <p>Are you an Educator? No [Dropdown]</p> <p>Career Commitment [Dropdown]</p>
--	--

Important Information

You must provide 2 references not related to you for your application to be processed.

PERSONAL REFERENCES

Add 2

	First Name	Last Name	Relationship T...	Primary Phone	Email

⏪ ⏩ 0 ⏪ ⏩ 🔄

Previous step - Member Training

← 3

4 →

Next Step - Enrollment Details



Enrollment Details

Step 1 → On this tab please ensure all information is accurate and it is the correct program Information.

Step 2 → Make sure you fill out the Category / Role section.

Step 3 → Click Submit Enrollment and your local community will contact you!

Step 4 → Once submitted you can follow the same process to add a new enrollment.

Enrollment Details

Important Information

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 program search. Once you submit the enrollment you won't be able to go back.

Member

JustinTest Hebert

Volunteer

JustinTest Hebert

Chapter

SO Alberta

Region / District

Region/Zone 6 -
Edmonton

Community / School

Edmonton

Club / School Program

Edmonton Athletics

Program Session

Edmonton Athletics - Athletics - 9/1/2019

Enrollment Status

In Progress

Category and Role Guide

Please select a "Category" from the list below to display the "Organization Roles" available. If you do not know what Category and Role to use or want to volunteer for any role available, please let us know in the "Enrollment Notes" field and the Community Coordinator will contact you for more information.

Category *

Required field.

Volunteer Information

If you don't know what role you are interested in, please tell us your area of interest below. If you are registering as an event volunteer, please choose Category – Program, and Role – Event Volunteer.

Enrollment Notes

Previous Step - Program Search

Submit Enrollment



My Enrollments

By clicking on the My Enrollment tab on the menu on the right side of the webpage, you can see what programs you are actively enrolled in, and which are submitted and still awaiting processing.

Full Name: JustinTest Hebert
 Membership Status: Active

My Enrollments

	Start Date	End Date	Role	Status	Club / Scho...	Community ...
<input checked="" type="checkbox"/>	2019-09-01	2020-08-31	Data Administrator	Submitted	Edmonton Athletics	Edmonton
<input checked="" type="checkbox"/>	2020-05-08	2100-01-01	Family Admin	Active		

100 items per page | 1 - 2 of 2 items

- MY PROFILE
- MY ENROLLMENTS**
- MY CLUBS AND SCHEDULE
- MY COMMITTEES
- MY ROLES
- MY PAYMENT INFO
- MY BALANCE
- ADD ME AS ATHLETE
- ADD ME AS VOLUNTEER
- CHANGE PASSWORD
- LOGOUT