Parent/Guardian & Registering Your Athlete

To begin, visit portals.specialolympics.org It is recommended that you bookmark this link, as this is how you will log in in the future. Once on the Special Olympics Portal, you will select "Create An Account" and follow the prompts to create YOUR profile.

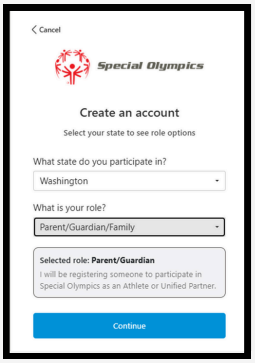
1.

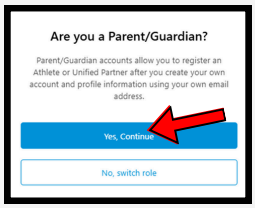
Choose the state you participate in and the role **you** are applying for.

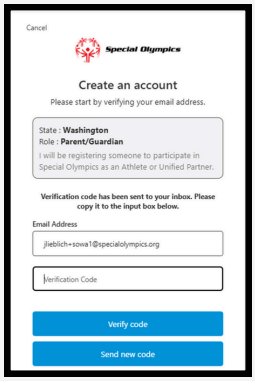
Read the role description and confirm you are indeed a parent/guardian/family and will be using **your** account to register your athlete.

After entering **your** email address, be sure to select "Send verification code". A code will be sent to your email to enter into the "Verification Code" box. Then select "Verify Code"

Note: you are creating **your** profile, athletes information will be added with in your account later.

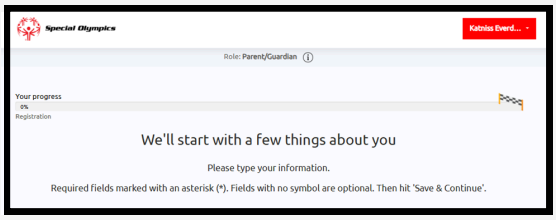






2.

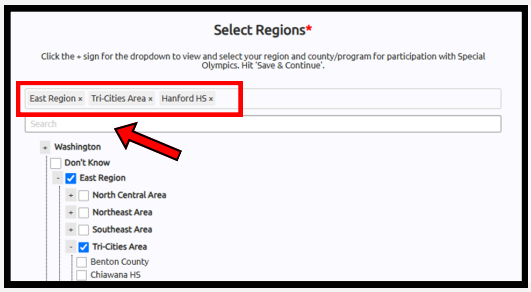
You will then need to complete **your** profile first before you can add your athlete. Questions with the red asterisks* are required. **Complete all questions with your information first.**



3.

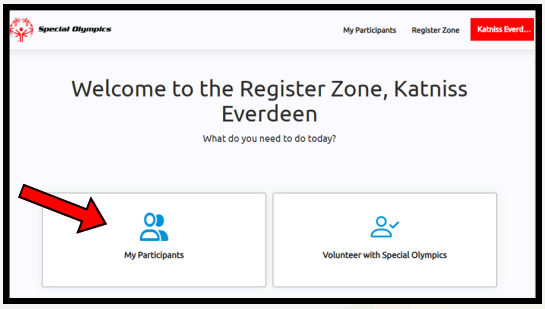
Ensure that you are selecting the correct Region AND selecting the + to select any of the regions that apply.

You can utilize the search bar by typing in the specific region you are looking for. This will help narrow down the options.



4.

Once you have completed **your** profile, you will see the Register Zone. Click **"My Participants"** to start managing your Athlete's profiles.



Access Portal

Special Olympics
Center of Excellence

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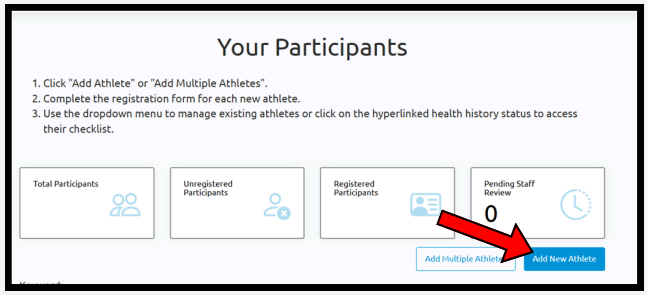
5.

To add an Athlete to your roster, select the blue "Add New Athlete" button.

*As a parent/guardian/family you should only be adding athletes you are the parent/guardian for here.



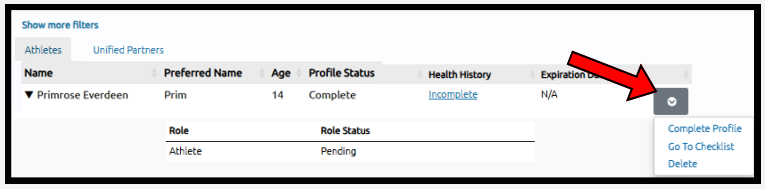
6.

Complete Athlete's contact information with accurate data.

- If your athlete is under the age of 18 or your athlete is not their own guardian be sure to select the box.
- If you share an email with your athlete select "Yes" for "Do you receive emails on behalf of this person." If your athlete has their own email and will make a profile for themselves choose "No" and enter their email.

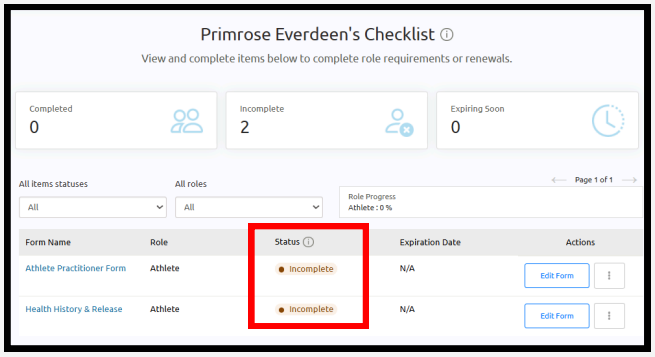
7.

Once you have submitted your athlete's contact information, they will appear on the **"Your Participants"** page. You can then use the down arrow to update their profile information, go to their checklist to see what items they are missing or remove them from your participants.



8.

Depending on your state's athlete requirements the checklist may vary slightly than shown. Every athlete will have a checklist that includes the required forms for your state. Be sure to complete all items listed in order for your athlete to be eligible to participate.



Quick Status Guide:

- Incomplete: has not started the process and needs to be done
- Submitted: you have done all you can on your end and are waiting for your SO program to review the forms
- Approved: that form has been reviewed and approved for participation