



Special Olympics Texas

SPECIAL OLYMPICS TEXAS

CENTER OF EXCELLENCE

How to Access Your Parent / Guardian Zone and register your athletes to participate!



Special Olympics Texas

Step 1: Visit our Special Olympics Volunteer Portal at

portals.specialolympics.org

And Click on *Create an Account* to create your Special Olympics Account.



Welcome to the Special Olympics Portal

Be a part of something bigger

Discover the joy of sports and inclusion by becoming a Special Olympics athlete, volunteer, or coach.

If you do not have a Special Olympics account, start here:

[CREATE AN ACCOUNT](#)

[Already have an Account?](#)



< Cancel



Special Olympics

Create an account

Select your program to see role options

What program do you participate in?

Texas

What is your role?

Select a role

Athlete: I am registering myself to participate in Special Olympics as an Athlete.

Parent/Guardian/Family: I will be registering someone to participate in Special Olympics as an Athlete or Unified Partner.

Volunteer: I want to volunteer as a Coach, Event Volunteer, LETR, or become a Unified Partner.

Step 2: Select your Special Olympics Program (Texas) and your role: Parent / Guardian Family



Special Olympics Texas

Step 3: Verification

You will receive a code to your email address to verify your account (if you do not see the email, check your spam/junk folder)

After you are verified, create a password and provide your First and Last Name



Special Olympics

Create an account

Please start by verifying your email address.

State : **Texas**

Role : **Volunteer**

I want to volunteer as a Coach, Event Volunteer, LETR, or become a Unified Partner.

Email Address*

Email Address

Send verification code

New Password

Step 4: Finish Our Account Questionnaire

Finish creating your account by answering our required profile questions. We require this for liability purposes and to ensure you have the best Special Olympics Volunteer Experience



Seb Ojeda ▾

Your progress

0%
Registration

We'll start with a few things about you

Please type your information.

Required fields marked with an asterisk (*). Fields with no symbol are optional. Then hit 'Save & Continue'.

First Name *

Volunteer

Middle Name

John, Elizabeth

Last Name *

Name

Suffix

Example: Jr., II



Special Olympics Texas

Once your checklist
has been completed,
you will be given access to
the Parent/Guardian
Zone



Special Olympics

My Participants

Do More

Home ▾

Sebastian Oj... ▾

Welcome to the Parent/Guardian Zone,
Sebastian Ojeda

What do you need to do today?



Register and Manage Participants

*Complete your athlete or unified partner's profile and
required documents on their checklist*



Team Invitations

*Manage your athlete or unified partner's invitations to join
a team*

Manage Participant

If you are in charge of registering an athlete. under “Manage My Participants”, select “Register New Participant”. There, you can create a profile for an Athlete or Unified Partner so they can begin completing their registration form. If your athlete or Unified Partner does not have an email address or device to create an account, you can select Yes to “Do you receive email on behalf of this participant?” to receive all communication for the athlete or Unified Partner.

If you do not share an email address with them, the email address you provide for them will send them an invitation to complete their registration.

Your Participants ⓘ

1. Click "Register New Participant".

2. Complete the registration form for each new athlete.

3. Use the dropdown menu to manage existing athletes or click on the hyperlinked health history status to access their checklist.

Total Participants

Unregistered Participants

Registered Participants

Pending Staff Review

0

Register New Participant

Keyword:

Show more filters

Athletes

Unified Partners

Name	Preferred Name	Age	Profile Status	Health History	Expiration Date
No data available in table					

Showing 0 to 0 of 0 entries

Previous

Next

10



Your Athlete Will now be available for you to Manage, Access their Registration, and assist with

John Athlete's Checklist ⓘ

View and complete items below to complete role requirements or renewals.

Completed
0

Incomplete
1

Expiring Soon
0

All items statuses

All roles

Role Progress
Athlete : 0 %

Form Name	Role	Status ⓘ	Expiration Date	Actions
Health History & Release	Athlete	Incomplete	N/A	Edit Form

Team Invitations

Manage all your managed participants' invitations to join a team, whether they are pending or completed. In order to facilitate your participation, both on and off the field with Special Olympics, accepting this invitation will allow:

- Coaches & Administrators of the team to see your managed participants' profile information.
- Administrators of the team to edit your managed participants' profile information.
- Administrators of the team to view & download your managed participants' health history & medical forms.
- Coaches & Administrators of the team to see the status of your managed participants' registration forms including expiration date.
- Coaches & Administrators of the team to register your managed participant for competitions.
- Coaches & Administrators of the team to add your managed participant to other teams for competitions.

Privacy Policy: Personal information may be used and shared consistent with the registration form and as further explained in the Special Olympics privacy policy at www.SpecialOlympics.org/Privacy-Policy.

Invitee	Inviter	Team	Status	Role	Actions
There are no records to display.					

Manage Team Invitations

Click on the “Team Invitations” to manage their pending invitations to delegations and teams

Frequently Asked Questions

- **How often should I come back to the portal?**
 - *As often as you need, you can log in to check on any updates to your form submissions, however, all the updates will be communicated to you via email once the form is submitted.*
- **Will we have to do medical forms?**
 - *Medical forms will not be required unless the registration form has answered 'Yes' to either the limitation in sports question, or if an athlete indicates they have had a concussion within the last 30 days.*
- **My Athletes do not have emails or devices, what can I do?**
 - *Athletes that do not have an email address can share an email address either with their parent or guardian or a Coach, so there can be a record of their registration and so HOD's can see their entire roster. If they are unable to complete the COE account registration process digitally, please contact our data team and we will add in your registration manually through the old PDF form.*



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THANK YOU

ANY QUESTIONS?

PLEASE REACH OUT TO COE@sotx.org for any additional questions