

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 login in the future. Once on the Special Olympics Portal, you will select **“Create An Account”** and follow the prompts to create **YOUR** profile, not the athletes.

1. Choose **Hawaii** as the program you participate in and the role **you** are applying for.

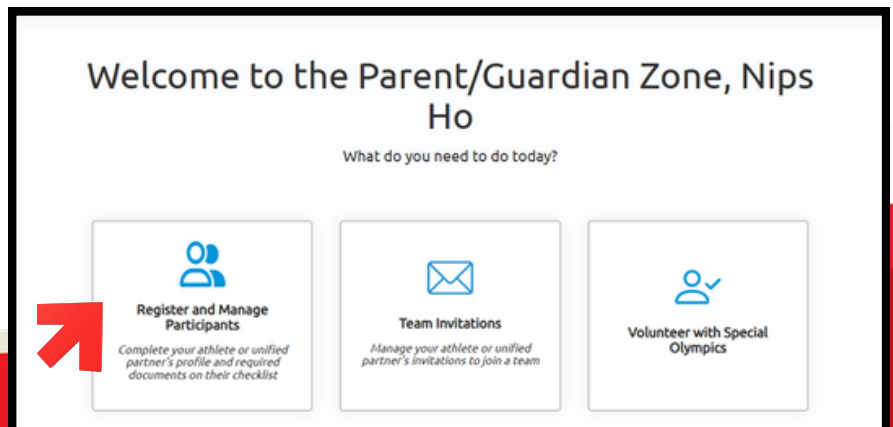
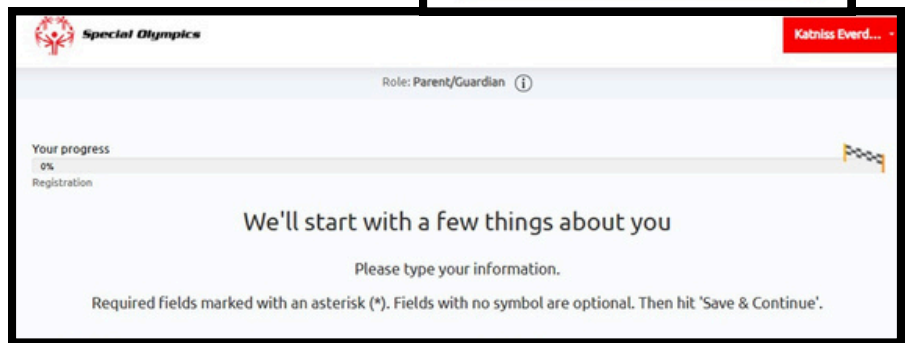
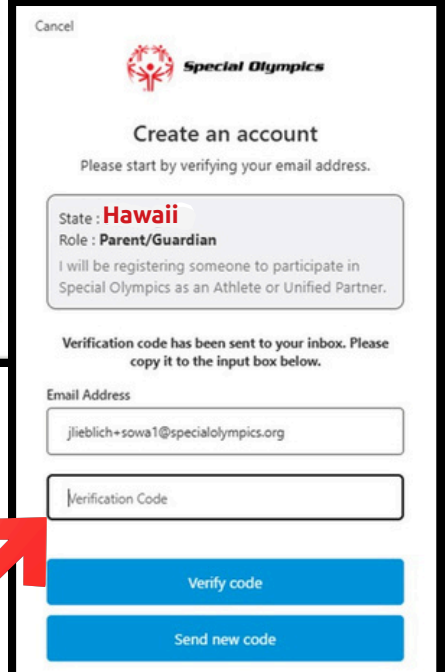
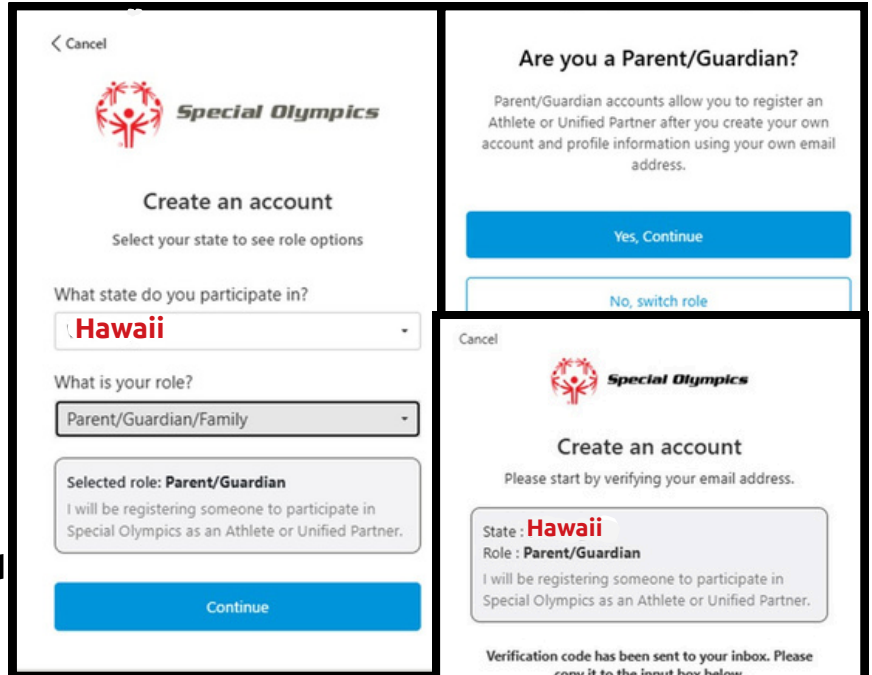
Read the role description and confirm you are indeed a parent/guardian/family and will be using **your** account to register your participant.

2. 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, your participant information will be added in your account later.

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

4. Once you have completed **your** profile, you will see the Register Zone. Click **“Register and Manage Participants”** to start managing your Participant’s (child’s) profiles.



Parent/Guardian & Registering Participants

5. To add your participant to your roster, select the blue **“Register New Participant”** button.

*As a parent/guardian/family you should only be adding athletes or unified partners you are the parent/guardian of.

6. Complete Participant’s contact information with accurate data.

Select the **“Person Type”** for your participant: Athlete or Unified Partner. **“Do you receive emails on behalf of this person.”**

If you share an email with your participant select **“Yes”**. If your athlete has their own email and will receive notifications select **“No”** and enter their email.

*If your participant is under the age of 18 or is not their own guardian be sure to mark the box.

7. Once you have submitted your participant’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. Every participant will have a checklist that includes the required forms. Be sure to complete all items listed in order for your athlete to be eligible to participate.

NOTE: This is just an example of forms and not be accurate to your child’s form list.

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

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

Person Type *

Athlete

Unified Partner

Do you receive email on behalf of this person?

No Yes

Shared Email

jlieblich+sowa1@specialolympics.org

This Participant requires a Parent/Guardian to complete forms on their behalf?

Show more filters

Name	Preferred Name	Age	Profile Status	Health History	Expiration Date
▼ Kimiko Finster	Kimi	9	Incomplete	Incomplete	N/A
	Role		Role Status		
	Athlete		Pending		

Complete Profile
Go To Checklist
Delete

Primrose Everdeen's Checklist ⓘ

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

Completed 0 Incomplete 2 Expiring Soon 0

All Items statuses: All All roles: All Role Progress: Athlete: 0%

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

