

Managing Athlete Registration (On Their Behalf) - Caregiver

When to use this guide

- You are the Parent/Guardian/Circle of Care (Includes Case Manager and Facility Coordinator) of multiple Athletes
- Your Athlete is under the age of 18, and not their own guardian
- Your Athlete does not have their own unique email address
- You are not already a volunteer within the Special Olympics Pennsylvania portal.

What you will need

- Your own personal and emergency contact information
- Information about your Athlete's medical condition(s), history, and current medications

How to create an account:

Create an account on the Registration Portal. Save this web address for future logins.

<https://portals.specialolympics.org>

1. Click the **RED "CREATE AN ACCOUNT" BUTTON.**
2. Enter Pennsylvania as the state you participate in. For your role, select "Parent/Guardian/Family"
3. Enter your preferred email address.
4. Click **SEND VERIFICATION CODE BUTTON.**
5. Visit your email inbox (email from "Microsoft on behalf of Special Olympics B2C Production") and copy the code.
6. Enter verification code into the box.
7. Follow the prompts, enter in YOUR OWN personal information, and enter the Register Zone. Your athlete's information will be required in Step 8.
8. Click on the "My Participants" tab, add your athlete/dependent and complete requirements on their behalf.

The next page will walk you through the steps of completing the Health History & Release Form.

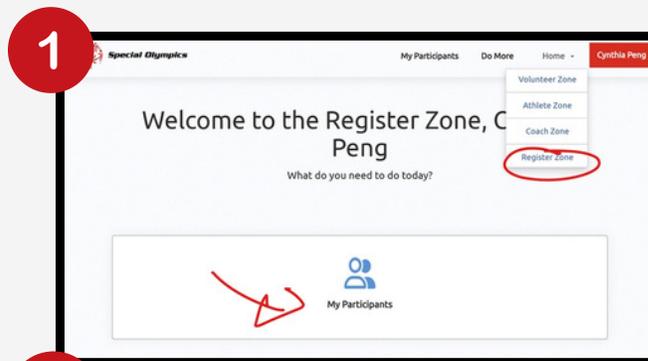


Scan to Register

Managing Athlete Registration (On Their Behalf) - Caregiver

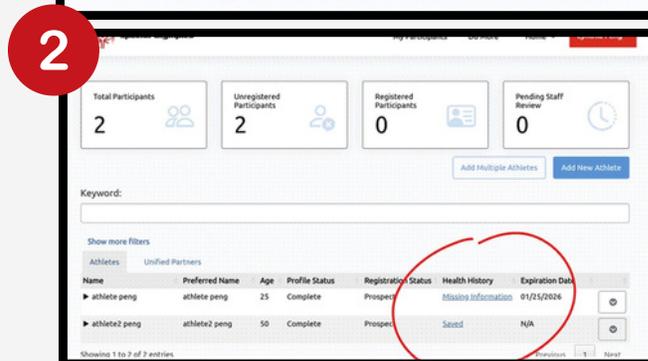
1. Access "My Participants":

- Log in to your account.
- Go to the **"Register Zone"** section.
- Click on "My Participants"(This is the section where you manage the athletes you are registering).



2. Add the Athlete and Find the Health History Form:

- Click **"Add New Athlete"**.
- Enter the athlete's basic contact information.
- You'll see a **"Health History"** link for the athlete. Click on it.

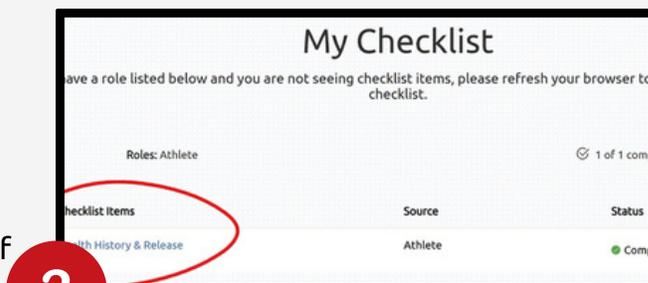


3. Complete the Health History & Release Form:

- Follow the on-screen prompts to answer the Health History questions.

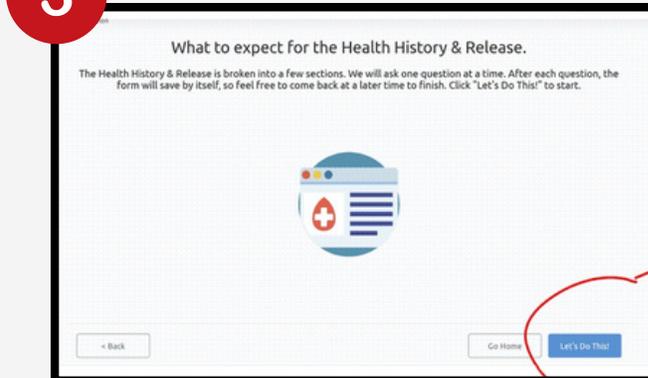
4. Sign and Submit the Release Form:

- Choose to sign electronically via Adobe Sign (recommended) or download, print, and sign manually.
- If signing electronically as a caregiver registering an athlete, a box will appear asking you to enter the email address where you want the e-form sent. You can enter your own email or another person's email if necessary



5. Review and Potential Medical Form:

- Special Olympics Pennsylvania staff will review the Health History & Release Form.
- If the athlete's health condition requires a Medical Form, it will be added to their checklist, and you'll receive a notification.



Mobile-Specific Note:

- If accessing on a mobile device, you will need to toggle between your email and the portal during the registration process.

