



## **Special Olympics Pennsylvania - Vsys Software User Manual**

*Applicable to all Vsys software programs including Terminal Service, Vsys One, Vsys Anywhere, and the Online Volunteer Portal*

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*Last Updated: November 2018*

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# Terminology

## Terminal Service

Remote desktop connection to Special Olympics Pennsylvania (SOPA) servers and different databases including: GMS 7, Microix, and FADs. Some database tools require additional log in credentials and training. If applicable, the user will be provided the necessary materials. Local Program volunteers who are selected as Program Management Team Members can be granted access to Terminal Service upon completing their background check and receiving a status of Green: Unrestricted.

## Vsys One

SOPA's database where volunteer and athlete records are stored. Vsys One is an administrative tool for Local Program Management Team Members to manage the records of athletes and volunteers in their Local Program. To be provided access to Vsys One, users are also granted access to [Terminal Service](#).

## Vsys Anywhere

Web enabled access to [Vsys One](#). Vsys Anywhere is accessible through a web browser such as Internet Explorer, Google Chrome, Edge, Safari or Firefox and does not require access through the remote desktop connection. Vsys Anywhere includes a limited set of features compared to Vsys One. This tool can be used on-the-go and can be used on a smartphone or other mobile device when connected to the internet.

## Online Volunteer Portal

SOPA's Online Volunteer Portal is a self-management tool for Class A and B volunteers. This site does not require administrative rights to access. When submitting the volunteer registration form, volunteers create a profile and log in credentials. Within the Online Volunteer portal, volunteers can update contact information, complete and sign-up for trainings and sign-up to volunteer at events.

## Help Tools

For assistance with [Terminal Service](#), [Vsys One](#), [Vsys Anywhere](#) or the [Online Volunteer Portal](#), please reach out to [vsyshelp@specialolympicspa.org](mailto:vsyshelp@specialolympicspa.org) or call 610.630.9450 ext 232.

# General Access

## Terminal Service

### Download and Access

Downloading Terminal Service is dependent on the type of computer a user. Users are provided a welcome email including instructions on how to download and access following the request of the Local Program Manager or Field Director. The welcome email will also include login credentials specific to the user. These credentials are not to be shared with unauthorized users.

### Download Instructions

1. PC - Instruction with [screenshots](#)
2. MAC - Instruction with [screenshots](#)

### Vsys One Login

Once logged into Terminal Service

1. Select: Vsys One (Blue Icon with Yellow V)
2. Enter: Vsys One username & password
  - a. Username – (1st initial / last name – lowercase)
  - b. Password – (1st time – 1Password!)

### Vsys Anywhere Login

1. Enter the website: <https://vsysanywhere.specialolympicspa.org/>
2. Enter: Vsys One username & password (same as Vsys One Login)
  - a. Username – (1st initial / last name – lowercase)
  - b. Password – (1st time – 1Password!)

# Vsys One Getting Started

## User Preferences

### Update Password

1. Select: Change password (Blue, top left hand corner)
2. Enter: Current password followed by New Password
3. Select: Save

### Remove People in Background

1. Select: User Preferences (left hand side)
2. Change Background fade to 100
3. Select: Close

### Help Tools

1. For any Vsys questions, please email [vsyshelp@specialolympicspa.org](mailto:vsyshelp@specialolympicspa.org)

# Person Lookup

## Find People by Personal Data

1. Select: People (left hand side)
2. Select: Find People by Personal Data
3. Under person lookup tab, enter personal details of the desired profile
4. Select: Search

## Find People using Advanced Criteria

1. Select: People (left hand side)
2. Select: Find People using Advanced Criteria
3. Add preset filters, Group and People Type  
*To add additional filters such as completed trainings, athlete medical, etc.*
4. Select: Add another Filter
5. Choose from the drop down or select: Find and type desired searchable profile detail
6. Once all filters are added, select: Search

To add columns within this window

1. Right click in the search results area  
*In the options bar that appears*
2. Select: Show Columns
3. Choose desired item to appear in search results
4. Once this is added it will permanently appear when searching
5. To remove a column follow the same steps and un-check the checked items

Export Searched Items

1. Right click in the search results area  
*In the options bar that appears*
2. Select: Grid Contents
3. Select: Excel
4. Select: Save to File

# Create a Profile

## Create Athlete Profile

An athlete profiles can be created when a new Athlete Medical Form is submitted to the Local Program.

1. Select: People (left hand side)
2. Select: Find People by Personal Data  
*On the left hand side under "Tools"*
3. Select: Create a new person
4. Enter in data for profile being created using Athlete Medical form
5. Select: Create
6. A window of possible duplicates will appear. Here users can compare to see if this profile is already in the system. If so, select the matching profile. If not, see next step
7. Select: Create a new person
8. A new screen to enter personal data will appear where users can add additional data
9. Once complete, select: Save

## Create Volunteer Profile

Local Program will not create a profile for a volunteer. All volunteers must submit the Volunteer Registration Form that will create a profile in the database.

1. Any new volunteer can be provided the [Volunteer Registration Form](#) also located on the Special Olympics Pennsylvania website.

# Athlete Profiles

When reviewing an athlete profile users will see specific personal details. Some details are provided from the Athlete Medical form and used when creating the profile. Some details are created automatable by the system when the athlete completes items such as the background check or training.

## Look Up

Search for an athlete profile utilizing [Person Look Up](#) steps.

## Profile Details

1. Personal Data
  - a. Personal Data includes the following information about an Athlete
  - b. Name
  - c. Gender
  - d. Date of Birth
  - e. Person Type and Additional Person type
    - i. Athlete can have Program Management Team or Volunteer as an additional person type
  - f. Group (Local Program) and Additional Group
    - i. Athletes who train with multiple Local Programs can have additional groups

- g. Active Status
- 2. Attachments
  - a. Within, a copy of the Athlete Medical occasionally can be found. However, the Athlete Medical Form should be located within [Certifications](#)
- 3. Addresses
  - a. Within, athletes home address, emergency contact or parent/guardian (if applicable) can be found
  - b. To add a new address, select “add an address,” select the address type and save the profile

## **Certifications**

Specific athlete items within this tab are the following;

- 1. Athlete Medical
- 2. Athlete Release
- 3. Athlete Leadership Roles (if applicable)

Creating a new Certification

- 1. Open Certifications
- 2. Select: Add Certification
- 3. Select: Certification Name (list above)
- 4. Click Status Active

Make an Existing Certification Inactive

- 1. Open Certifications
- 2. Right Click and select: Status Inactive

## **Upload Athlete Medical (attached document)**

Within the certification labeled Athlete Medical a copy of the submitted Athlete Medical form is required to be uploaded.

- 1. Open Certifications
- 2. Select: Athlete Medical
- 3. Select: Attached Files (top left)
- 4. Select: Add a File
- 5. Select: Desired file
- 6. File Type: Medical Form
- 7. Status: Approved
- 8. Enter: Expiration date
- 9. Select: Save (attachment)
- 10. Select: Save (certification)
- 11. Select: Save (profile)

## **Background Checks (If Applicable)**

Some athletes are required to complete the background check clearance if they are acting as a Athlete Representative, Health and Fitness Coordinator and/or Athlete as Coach.

To review within a profile, view the Background Check line and open to view available information.



## Trainings (If Applicable)

Trainings are automatically created when an [Online Volunteer Portal Training](#) is completed or when a training record is submitted to [trainings@specialolympicspa.org](mailto:trainings@specialolympicspa.org).

# Volunteer Profiles

## Look Up

Search for a volunteer profile utilizing [Person Look Up](#) steps.

## Profile Details

1. Personal Data
  - a. Personal Data includes the following information about a Volunteer
  - b. Name
  - c. Gender
  - d. Date of Birth
  - e. Person Type and Additional Person type
    - i. Volunteers can have Program Management Team or Unified Partner as an additional person type
  - f. Group (Local Program) and Additional Group
    - i. Volunteers who coach or volunteer Local Programs can have additional groups
  - g. Active Status
2. Attachments
  - a. Within, the PA Disclosure Statement can be found.
3. Addresses
  - a. Within, a volunteer home address and emergency contact can be found
    - i. Details were submitted on the volunteer application
  - b. To add a new address, select "add an address" select the address type and save the profile
4. Application Forms
  - a. Within, the volunteer application that was submitted by the volunteer can be found

## Certifications (If Applicable)

Specific volunteer items within this tab are the following;

1. Coach
2. Certified Coach
3. Management Team Member
  - a. Role: "*Team Listing*"
4. Athlete Medical – Unified Partners
5. General Orientation, Protective Behavior and Heads Up Concussion Awareness Training
  - a. Automatically updated when an [Online Volunteer Portal Training](#) is completed

#### Creating a new Certification

1. Open Certifications
2. Select: Add Certification
3. Select: Certification Name (list above)
4. Click Status Active

#### Make an Existing Certification Inactive

1. Open Certifications
2. Right Click and select: Status Inactive

### **Background Checks (If Applicable)**

As required by PA law and in accordance with SOPA policy, all volunteers need to complete background checks in order to become or remain a Class A volunteer. Here are the steps to follow below, or [download the steps as a PDF](#).

To review within a profile, view the Background Check line and open to view available information.

#### Background Check Complete

1. Green: Unrestricted - the background check is completed and cleared
2. Yellow: Restricted - the background check is complete and the person has volunteer restricts that may be (but not limited too) unable to drive athlete or must maintain a smaller ratio.
  - a. For questions about restrictions, please email [ClassAPAVolunteerDisclosureStatement@specialolympicspa.org](mailto:ClassAPAVolunteerDisclosureStatement@specialolympicspa.org) for more information.

#### Background Check Incomplete or not started

1. On Hold
  - a. Profile has not yet been sent to Verified Volunteers
2. Error
  - a. Incomplete information was sent to Verified Volunteer and returned because; Missing email, address or DOB
3. Sent
  - a. Profile sent to Verified Volunteers but volunteer has not started the Background Check
4. Pending Adjudication on Vendor Website
  - a. Background check needs to be manually reviewed by state office because;
    - i. They did not complete the entire process; PA Child Abuse is the most likely issue because they did not start this step OR did not use the code provided by ARSupport
    - ii. They completed the entire process but have activity on one or more of their background check reports

### **Trainings (If Applicable)**

Trainings are automatically created when an [Online Volunteer Portal Training](#) is completed or when a training record is submitted to [trainings@specialolympicspa.org](mailto:trainings@specialolympicspa.org).

# Volunteer Administrative Tools

## Notifications

How to Run a notification list

1. Select: List Manager /Intellilist Setup
2. Expand List Block: your Local Program
3. Notifications have been created under the following Intellilists
  - a. *Program Name:* Athlete Medical Expiring 120 days
  - b. *Program Name:* Background Check Incomplete- Status: Error
  - c. *Program Name:* Background Check Incomplete- Status: Pending Adjudication
  - d. *Program Name:* Background Check Incomplete- Status: Sent
  - e. *Program Name:* Class A Volunteer: Incomplete
  - f. *Program Name:* Profiles without Email Addresses
  - g. *Program Name:* Volunteer Trainings expiring in 90 days
4. All filters have been preset to run an continuously refreshed lists based on the specific criteria
5. Select: desired list to be run
6. Select: Click here to test the list

## Bulk Emails

From Notifications

1. When a list is generated, Right Click: the names on the list
2. Select: Select
3. Select: Select All
  - a. Option to select only specific names is available
4. Right Click: the names on the list
5. Select: Selected Items
6. Select: Send a Letter
7. Select: SOPA Standard letter
8. Select: Letter you wish to send
  - a. All letters in SOPA Standard letters are pre-generated and ready to send to names on the Intellilist created for Notifications
9. Select: save to email letter to all selected names

Create New Letter

1. From home Screen Select: Letters/e-mails
2. Select: Letter Templates
3. Select: Add Letter template
4. Within template properties insert the following details specific to your Local Program and Save
  - a. Letter Template Name
  - b. Subject
  - c. Letter Type: Your Local Program

- d. Preferred Sending method: Email
  - e. Email Sender name
  - f. Email "reply-to" address
  - g. Email "Bounce-to" address
5. Select: Save
  6. Type in letter content and save

#### Send Letter

1. Create new list in List Manager /Intellilist Setup
2. Right Click: the names on the list
3. Select: Selected Items
4. Select: Send a Letter
5. Select: SOPA Standard letter
6. Select: Letter you wish to send
  - a. Option to select only specific names is available
7. Right Click: the names on the list
8. Select: Selected Items
9. Select: Send a Letter
10. Select: name of Local Program
11. Select: Letter you wish to send
12. Select: save to email letter to all selected names

## Lists

Where to find from home page

1. Select: User tools (left hand side)
2. Select: List manager/Intellilist Setup

How to create a list

### Standard List

1. Select: Create new list
2. Insert: Name of list
3. Select: Save
4. Insert: List Type
5. Select: your Local Program
6. Select: Find a person (left hand side) and enter name of profile you want in the list.
  - a. If the name does not auto populate select: 3 dots on right of the search bar for larger search criteria
7. When list is complete Select: Save
8. When returning to the list Select: Click here to load the list

Example when to use: Sport Rosters – Users can create a list with all athletes for a particular sport for a current season for easier access to the names.

## Intellilist List

1. Select: Create new Intellilist list
2. Insert: Name of list
3. Select: Save
4. Insert: List Type
5. Select: your Local Program
6. Right Click: in the Intellilist list criteria box and Insert filter options
  - a. Multiple filter options can be added similar to running Advanced Criteria People Searches
7. When list is complete Select: Save
8. When returning to the list Select: Click here to load the list

Example when to use: Tracking Coaches – Create a list that filters all volunteers that are listed as Role: Coach. This list will always be available and will automatically update the list when Role: Coach is added or removed from profiles.

## Temporary List

1. Select: Create new temporary list
2. Insert: Name of list
3. Select: Save
4. Insert: List Type
5. Select: your Local Program
6. Select: Find a person (left hand side) and enter name of profile to be added to the list.
  - a. If the name does not auto populate select: 3 dots on right of the search bar for larger search criteria
7. When list is complete Select: Save
8. When returning to the list Select: Click here to load the list
  - a. This list can only be returned to in the time when a user is logged in when it is created. The list will be deleted automatically when user logs out next.

## Reports

### User-Configurable Reports

Preformatted reports in Vsys One that have been created for easy and quick use.

1. Select: User-Configurable Reports (left hand side)
2. Review list of available reports
3. Select: Desired report
4. Select: Group (local program) to run report specific to a Local Program

Available reports include;

1. All Volunteer's Non-Sport Certificates and VV Status
2. Athlete Medial Certification

3. Athlete Release Form
4. Coaches and their Trainings
5. Find People in \*your\* Group
6. Management Team Contact List
7. V: Submitted Volunteer Applications

## Delegation Event Registration

How to register for an event

1. From home screen Select: Projects (left hand side)
2. Select: Projects (in middle of screen)
3. Select: Event (Registering for)
4. Select: delegations and select delegation participants
5. Add participants by Selecting: Add by role or by list (left hand side)
6. Enter participant name in search or select 3 dots to the right of the search bar for additional search criteria
7. Select: Save
8. Upon completing participant selection, *Select: Save*

Deleting and Changing Delegates in Projects

1. Right Click: Participant in delegation and Select: This Person
  - a. Select: Scratch to delete
  - b. Select: Change to Alternate to make an alternate
  - c. Select: Change delegation and/or role to change if they are an athlete or volunteer

## View Submitted Volunteer Applications

Report of Submitted Applications

1. Select: User Tools
2. Select: View Submitted Applications
3. Application type: Volunteer Application Form
4. Application Statuses: Pending
5. Requested Site: Local Program
6. Select: Get Application  
*View a profile from the list*
7. Right Click profile
8. Select: Edit applicant

View application on a profile

1. Open Volunteer Profile
2. Select: Application forms
3. Select: Volunteer Application form

# Vsys Anywhere

Web enabled access to [Vsys One](#). Vsys Anywhere is accessible through a web browser such as Internet Explorer, Google Chrome, Edge, Safari or Firefox and does not require access through the remote desktop connection. Vsys Anywhere includes a limited set of features compared to Vsys One. This tool can be used on-the-go and can be used on a smartphone or other mobile device when connected to the internet.

**Website:** <https://vsysanywhere.specialolympicspa.org/>

Provided is a recorded **30 minute [Training Video](#)** that navigates through Vsys Anywhere and the tools available.

## Log in Details

1. Open the Vsys Anywhere Website
2. Enter: Vsys One username & password (same as [Vsys One Login](#))
  - a. Username – (1st initial / last name – lowercase)
  - b. Password – (1st time – 1Password!)

## Reports (tab 1)

Reports that can be run from Vsys Anywhere with information about a Local Program.

1. My Reports
  - a. Users can view reports that have previously been run in Vsys Anywhere by selecting the hyperlink with the report name.
  - b. Users can run another report with the same criteria and filters by selecting the second hyperlink labeled “Run again with same settings.”
2. User-Configurable Reports
  - a. Users can run reports that are available under the “User-Configurable Reports” tab. These reports are the same as the [“User-Configurable Reports”](#) tab in the desktop application of Vsys One.
  - b. If users do not see a User-Configurable Reports listed that they often use in the desktop application of Vsys One, users can email [vsyshelp@specialolympicspa.org](mailto:vsyshelp@specialolympicspa.org) to request that to become available on Vsys Anywhere.
3. Mailing Labels
  - a. Users can run mailing list from Vsys Anywhere. Users can customize the type of label and the profiles that labels are created for.
    - i. Label Type
      1. Label Type: select label size based off type of label user is printing on
      2. Font and Size: select the font and size to be printed on the label

- ii. Run Labels when desired criteria are selected.
  1. Address Type: Select the address type to be printed on the label.
    - a. Examples include; Home, primary, emergency contact.
  2. List: if names for labels are on a [list](#), select list where names are located
  3. Group: Select group/program of names labels are being created for.
  4. People Type: Select person type. Example: Volunteer or Athlete
- iii. Run Labels when desired criteria are selected.

## Calendars (tab 2)

A quick view of volunteer and athlete records that require attention. Items listed within include expiring trainings, background checks, athlete medical forms and birthdays.

1. Volunteer Expiring Items
  - a. Listed within is a calendar of upcoming volunteer trainings and background checks that are due to expire.
  - b. Users will only see profiles associated with their Local Program.
  - c. Profiles can be emailed directly from the calendar tool to send a reminder to complete their required trainings or background check.
2. Athlete Expiring Items
  - a. Listed within is a calendar of upcoming athlete medicals that are due to expire.
  - b. Users will only see profiles associated with their Local Program.
  - c. Profiles can be emailed directly from the calendar tool to send a reminder to complete their new medical form.
3. Birthday
  - a. Listed within is a calendar of upcoming athlete and volunteer birthdays.
  - b. Users will only see profiles associated with their Local Program.
  - c. Profiles can be emailed directly from the calendar tool to send best wishes.

## Person Look Up (tab 3)

Search and view athlete and volunteer records.

1. Lookup By
  - a. By Name – search for a profile using their name
  - b. By List – search for a profile that is on an existing list
  - c. By Group – Search for a profile by Local Program
  - d. [Advance Criteria](#) – Search for a group of profiles by adding specific profile details including, person type, and certification. This tool is similar to the desktop application of Vsys One



## Projects (tab 4)

Users can submit [Delegation Event Registration](#) Rosters through Vsys Anywhere.

1. Submitting delegation Roster
  - a. Select: Projects
  - b. Find upcoming event
  - c. Select: People
  - d. Select: Add New
  - e. Search profile by last name
  - f. Select: Profile
  - g. Set: Delegation
  - h. Set: Role
  - i. Select: Save
  - j. Continue for each person being added to the delegation

## Application Manager (tab 5)

View Class A and Class B Volunteer Applications submitted by a Volunteer to participate with the Local Program

1. Application Approval Manager
  - a. Enter: Application submission dates
  - b. Select: Requested site (Local Program)
  - c. Select: Search

# Online Volunteer Portal

SOPA's Online Volunteer Portal is a self-management tool for Class A and B volunteers. This site does not require administrative rights to access. When submitting the volunteer registration form, volunteers create a profile. Within the Online Volunteer portal, volunteers can update contact information, complete and sign-up for trainings and sign-up to volunteer at events.

**Website:** <https://vsys.specialolympicspa.org/>

## Log in Details

1. User ID

A volunteer user ID is created when the volunteers submits the [Volunteer Registration Form](#). The user ID is always a unique email address. Users cannot share a single profile. There is one account per user. In the event volunteers share and email address, they are to email [vsyshelp@specialolympicspa.org](mailto:vsyshelp@specialolympicspa.org) for information on how to create their unique user ID.
2. Password

A volunteers user ID is created when the volunteers submits the [Volunteer Registration Form](#). The password is always created by the volunteer. In the event the volunteer forgets their password, they are to select "Forgot Password" on the login page to reset their

password. The volunteer will receive an email with instructions to login when “Forgot Password” is selected.

### 3. Home Screen

When signed in, users will see their name in the welcome line indicating they have signed in under their correct profile. In the event a user sees a different name, they are asked to log out and email [vsyshelp@specialolympicspa.org](mailto:vsyshelp@specialolympicspa.org).

## Event Sign Up (tab 2)

Volunteers can sign up for a volunteer job available at a state, sectional, or select local competition.

Volunteer must be logged into the Online Volunteer Portal to access this tab.

### 1. Searching an event

Volunteers can search for an event 1 of the following ways;

- a. Select: The drop down bar
  - i. Select: Event name
- b. Enter: Event dates
- c. Enter: Keyword (such as a sport or job name)
- d. Enter: An invitation code (would be provided to individual)
  - i. Not applicable to all volunteers

### 2. Signing up for an event

Following reviewing the available jobs for a particular event, the volunteer can sign up by taking the following steps;

- a. Select: Sign up (under more information )
- b. Review: Job details
- c. Select: Sign up
  - i. Volunteer will receive a confirmation email including a calendar invite upon signing up for the event.

### 3. Canceling an assignment

If a volunteer needs to cancel an assignment, they can take the following steps;

- a. Select: My Information
- b. Select: My Calendar
- c. On the date of the assignment, select the new assignment and select: Cancel Assignment

## **Class A Required Trainings (tab 3)**

Class A volunteers are required to complete 3 trainings, General Orientation (complete 1 time), Protective Behaviors (complete every 3 years), and Heads Up Concussion Awareness (complete every 3 years).

Volunteer must be logged into the Online Volunteer Portal to access this tab.

1. General Orientation
  - a. Select: General Orientation
  - b. Read through training materials
  - c. Complete Online Quiz
2. Protective Behaviors
  - a. Select: Protective Behaviors
  - b. Read through training materials
  - c. Complete Online Quiz
3. Heads Up Concussion Awareness
  - a. Select: Heads Up Concussion Awareness
  - b. Read through training materials
  - c. Complete Online Quiz
4. Additional Trainings (example Fit 5)

As the Online Volunteer Portal becomes more widely integrated with all SOPA volunteers (class A and B), additional trainings may be offered though the Online Volunteer Portal.

## **Training Schools, Webinars and More (tab 4)**

Volunteers completing continuing education trainings for sports certifications can sign up for training.

Volunteer must be logged into the Online Volunteer Portal to access this tab.

1. Training Search

Volunteers can search for an upcoming training using 1 of the following ways;

  - a. Enter: Training Dates
  - b. Select: Training Subject (sport)
  - c. Enter: An invitation code (would be provided to individual)
    - a. Not applicable to all volunteers
2. Training Sign up

Following reviewing the available trainings the volunteer can sign up by taking the following steps;

  - a. Select: Sign up (under more information )
  - b. Review position description and select: Sign up
3. Canceling a Training

Volunteers can email [sportstraining@specialolympicspa.org](mailto:sportstraining@specialolympicspa.org) to cancel a training they have signed up for

## My Information (tab 5)

Volunteers can review details of their profile and submit, review and update the following items below. Volunteer must be logged into the Online Volunteer Portal to access this tab.

1. My Calendar
  - a. View any assignments or upcoming trainings that have been signed up for
2. Completed Trainings
  - a. View all completed trainings which includes Class A Required Trainings (General Orientation, Protective Behaviors and Heads Up Concussion Awareness), Sport Certifications, and additional trainings.
  - b. If a training record appears to be incorrect or missing, please email [sportstraining@specialolympicspa.org](mailto:sportstraining@specialolympicspa.org).
3. Background Check Status
  - a. View volunteer background check. This tab includes a copy of an individuals submitted PA Disclosure Statement.
  - b. If a background check appears incorrect, please email [ClassAPAVolunteerDisclosureStatement@specialolympicspa.org](mailto:ClassAPAVolunteerDisclosureStatement@specialolympicspa.org).
4. Upload PA Disclosure Statement
  - a. As part of the background check process, volunteers must submit the PA Disclosure Statement. To upload, follow these steps;
    - i. Print PA Disclosure Statement (2 pages - front and back)
    - ii. Sign both sides of form
    - iii. Have witness sign form
    - iv. Scan document to computer
    - v. Select: Choose File
    - vi. Select: File to be attached
    - vii. Select: Submit
5. Upload Minor Volunteer Application
  - a. All volunteers under 18 will receive an email with a parent/guardian consent form that can be uploaded. To upload, follow these steps;
    - i. Print email containing parent/guardian consent form
    - ii. Parent/guardian sign form
    - iii. Scan document to computer
    - iv. Select: Choose File
    - v. Select: File to be attached
    - vi. Select: Submit
6. Update Profile
  - a. Volunteers are able to update profile details including the following;
    - i. Name
    - ii. Date of Birth (if entered incorrectly on application)
    - iii. Address
    - iv. Emergency Contact

## **Update Password (tab 6)**

Volunteers can update their password to the Online Volunteer Portal at any time. Volunteer must be logged into the Online Volunteer Portal to access this tab.

1. Select: Update Password
2. Enter: Current Password
3. Enter: New Password
  - a. Confirm New Password
4. Select: Submit