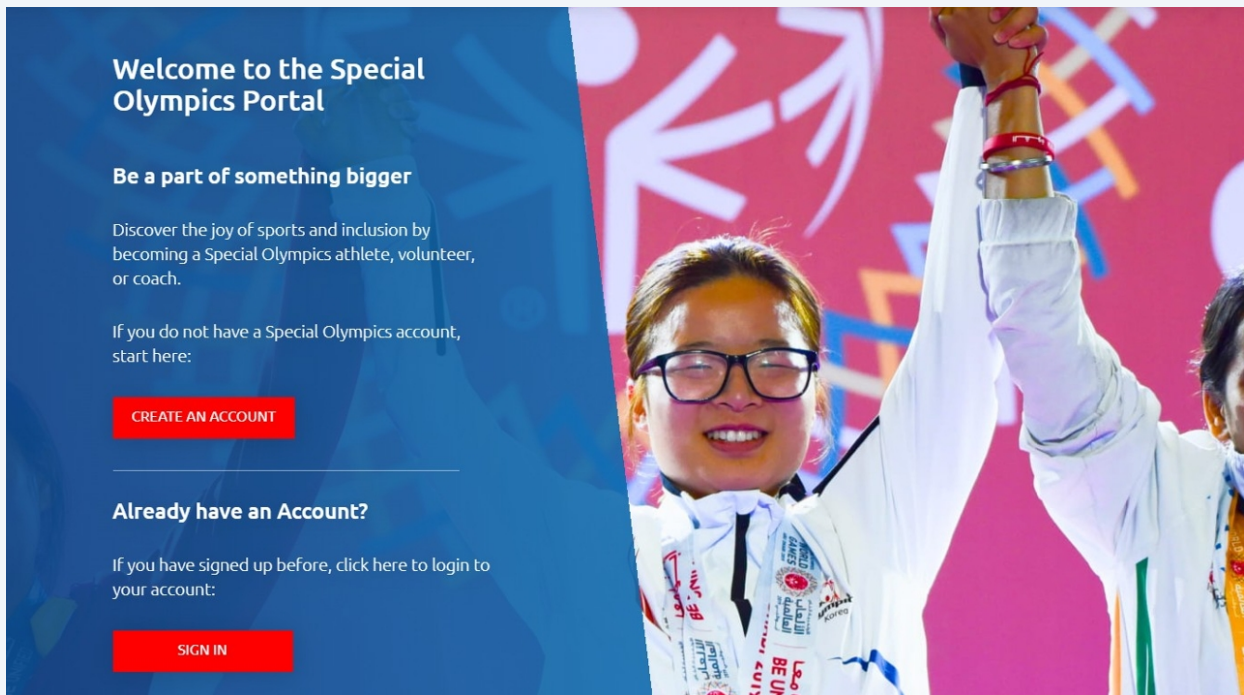


# coach zone

1

In this video, we will cover how head coaches can access and find information within the coach zone.

First, Navigate to <https://portals.specialolympics.org/>



## 2 sign in to your volunteer account

**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?**

If you have signed up before, click here to login to your account:

[SIGN IN](#)

## 3

 **Special Olympics**

### Sign in

Sign in with your email address

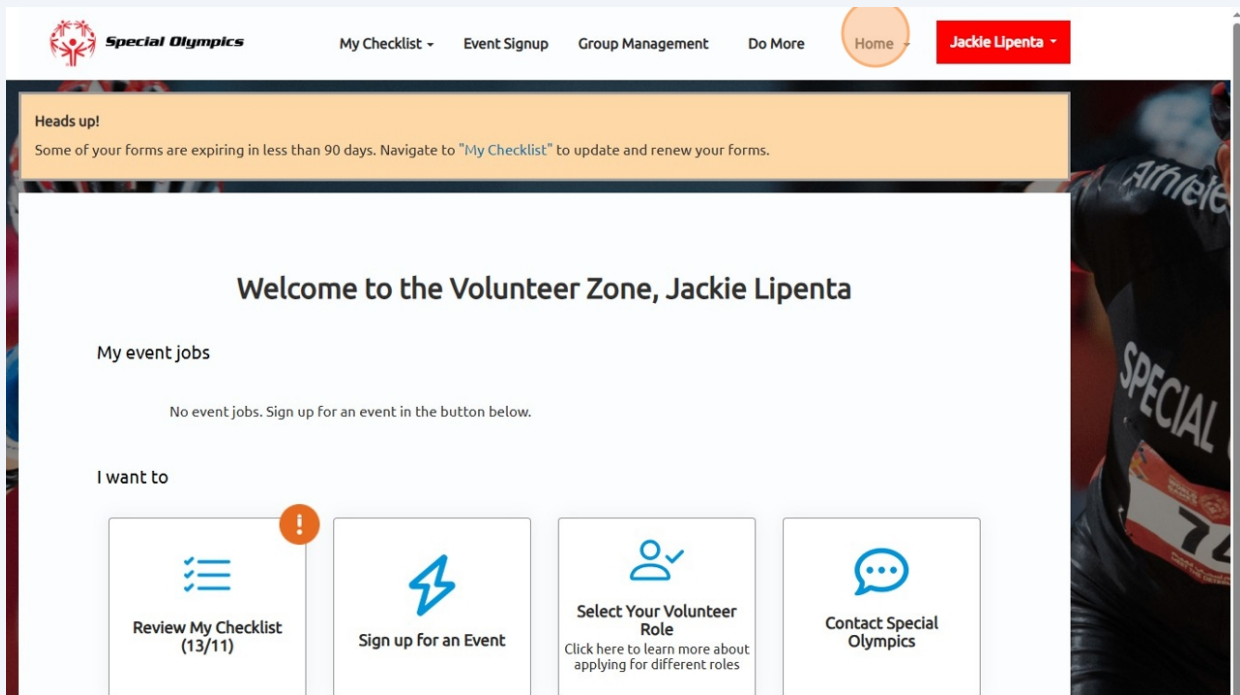
[Forgot your password?](#)

[Sign in](#)

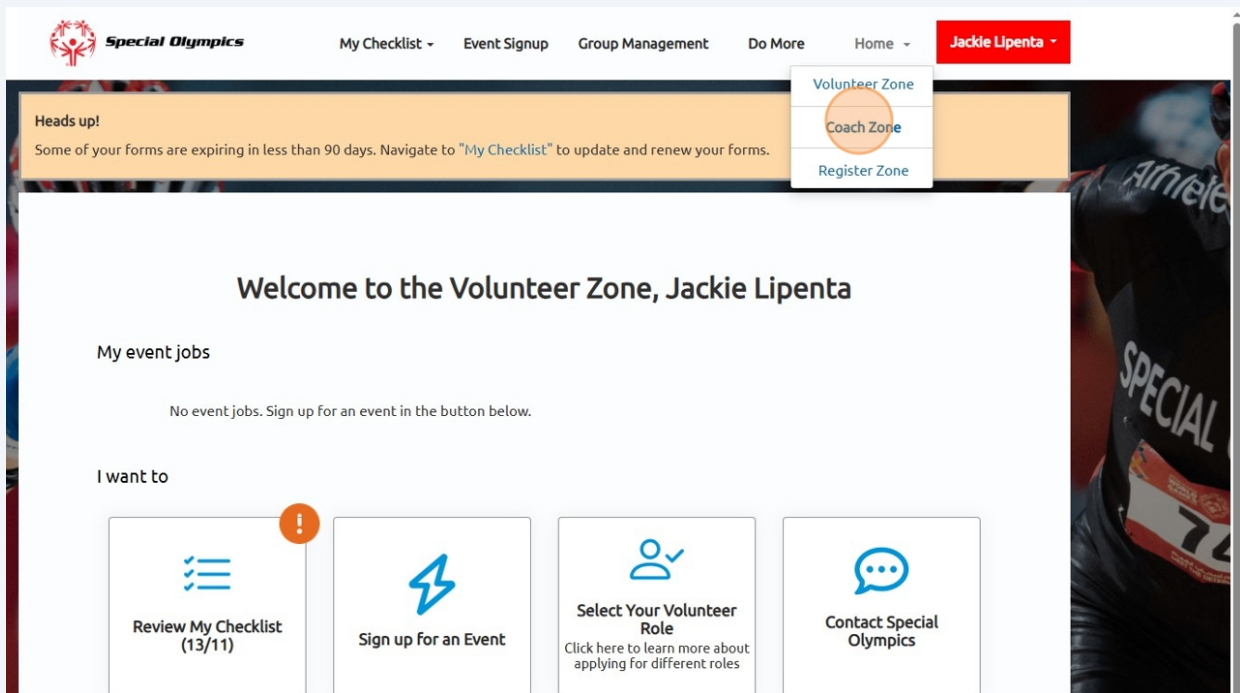
[Don't have an account? Sign up now](#)

4

From here, you can navigate to the coach zone from the menu at the top of the page.



5

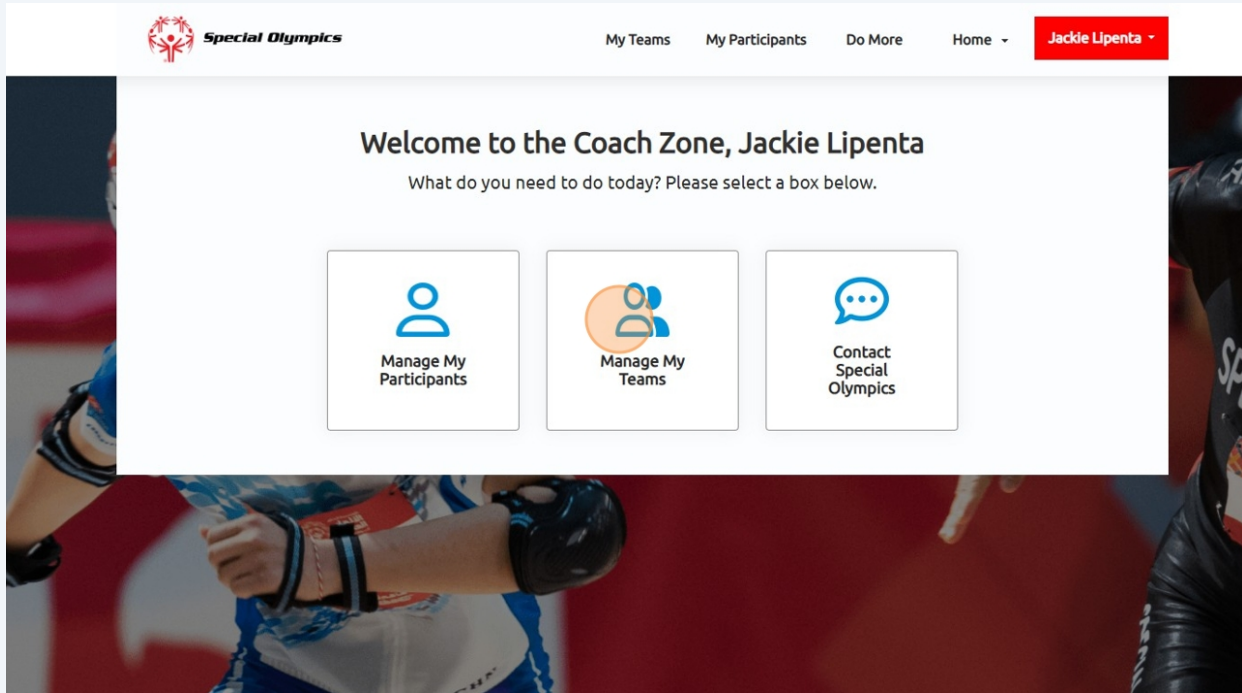


6

As a head coach, navigating the coach zone is an option, but not a requirement. The coach zone is available for you to view your team members at a glance and to see if eligibility requirements have been completed for athletes.

Please note that you will still be provided trackers for eligibility management, and you will also be provided with an athlete health history information sheet.

To view your team members, click the "manage my teams" icon



7

you should see the team which you head coach listed here. If you are a team leader or an athlete registration support volunteer, you may see multiple teams from your county listed.

The screenshot shows the 'My Teams/Delegations' page on the Special Olympics website. The page features a navigation bar with the Special Olympics logo, 'My Teams', 'My Participants', 'Do More', 'Home', and a user profile 'Jackie Lipenta'. Below the navigation bar is the title 'My Teams/Delegations' and a search bar. A table lists the following team:

Group Name	Description	Number Of Members	Region	Sport
<a href="#">Jackie's Running Team</a>	we are the running team for Jackie's test group	4	Region 6: Greater Philadelphia	

Below the table is a '< Back' button.

8

click your team to see a list of athletes and volunteers. If you do not see an athlete or volunteer listed who you know will be participating on your team, it is most likely because this individual still needs to create an account within the Special Olympics Pennsylvania portal.

If an athlete is missing from your list, you do not need to create an account for them. Rather, you can support by reaching out to the athlete and/or their support system to remind them to complete registration.

Special Olympics

My Teams My Participants Do More Home Jackie Lipenta

### Manage Team: Jackie's Running Team

Description: we are the running team for Jackie's test group

Parent Group: N/A

Region: Region 6: Greater Philadelphia

Sport:

Export To Excel

Search

Name	Role	Role Status	Profile Status	Health History & Release Status	Expiration Date	Actions
TestFrodo TestBaggins	Athlete	Active	Complete	Approved	07/08/2026	
TestSamwise TestGamgee	Athlete	Pending	Complete	Submitted	07/08/2026	
Jackie Lipenta	Coach	N/A	Complete	N/A	N/A	
TestAthlete TestLastName	Athlete	N/A	Not Started	N/A		

Previous 1 Next

9

The top of the page lists your team name/training site, as well as a brief description and your region and sport.

**Manage Team: Jackie's Running Team**

Description: we are the running team for Jackie's test group

Parent Group: N/A

Region: Region 6: Greater Philadelphia

Sport:

Export To Excel

Search

Name	Role	Role Status	Profile Status	Health History & Release Status	Expiration Date	Actions
TestFrodo TestBaggins	Athlete	Active	Complete	Approved	07/08/2026	⌵
TestSamwise TestGamgee	Athlete	Pending	Complete	Submitted	07/08/2026	⌵
Jackie Lipenta	Coach	N/A	Complete	N/A	N/A	
TestAthlete TestLastName	Athlete	N/A	Not Started	N/A		⌵

Previous 1 Next

10

the box underneath contains your team information. Under the "role" column you can see if the participant is an athlete or volunteer.

**Manage Team: Jackie's Running Team**

Description: we are the running team for Jackie's test group

Parent Group: N/A

Region: Region 6: Greater Philadelphia

Sport:

Export To Excel

Search

Name	Role	Role Status	Profile Status	Health History & Release Status	Expiration Date	Actions
TestFrodo TestBaggins	Athlete	Active	Complete	Approved	07/08/2026	⌵
TestSamwise TestGamgee	Athlete	Pending	Complete	Submitted	07/08/2026	⌵
Jackie Lipenta	Coach	N/A	Complete	N/A	N/A	
TestAthlete TestLastName	Athlete	N/A	Not Started	N/A		⌵

Previous 1 Next

**Child Groups**

11

The health history and release status column will let you know if the athlete has completed the eligibility requirements to participate. An approved status means the athlete has completed the health history and release form and is eligible to participate. Any other status, including "submitted", "awaiting signature" and "under review" means that the athlete has not yet been marked as eligible to participate.

**Manage Team: Jackie's Running Team**

Description: we are the running team for Jackie's test group

Parent Group: N/A

Region: Region 6: Greater Philadelphia

Sport:

[Export To Excel](#)

Name	Role	Role Status	Profile Status	Health History & Release Status	Expiration Date	Actions
TestFrodo TestBaggins	Athlete	Active	Complete	Approved	07/08/2026	
TestSamwise TestGamgee	Athlete	Pending	Complete	Submitted	07/08/2026	
Jackie Lipenta	Coach	N/A	Complete	N/A	N/A	
TestAthlete TestLastName	Athlete	N/A	Not Started	N/A		

Previous 1 Next

Child Groups

12

if you prefer, you can use the "export to excel" button to view this list as an excel spreadsheet.

[My Teams](#)
[My Participants](#)
[Do More](#)
[Home](#)

Jackie Lipenta

**Manage Team: Jackie's Running Team**

Description: we are the running team for Jackie's test group

Parent Group: N/A

Region: Region 6: Greater Philadelphia

Sport:

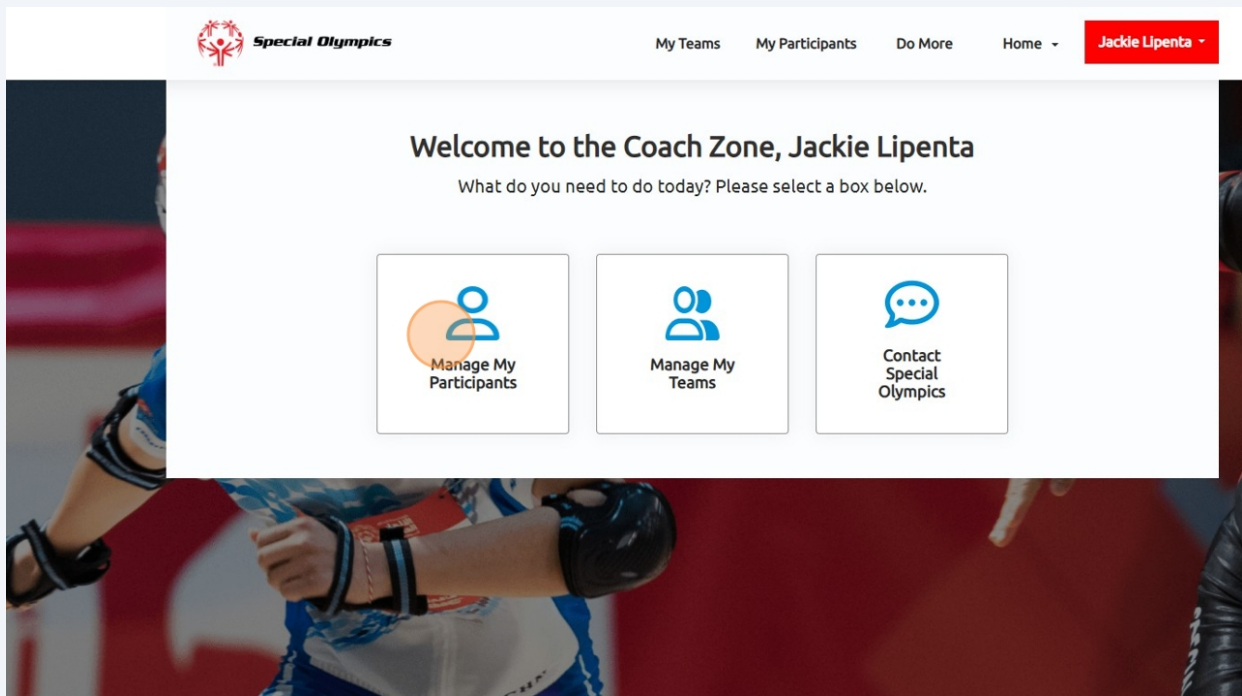
[Export To Excel](#)

Name	Role	Role Status	Profile Status	Health History & Release Status	Expiration Date	Actions
TestFrodo TestBaggins	Athlete	Active	Complete	Approved	07/08/2026	
TestSamwise TestGamgee	Athlete	Pending	Complete	Submitted	07/08/2026	
Jackie Lipenta	Coach	N/A	Complete	N/A	N/A	
TestAthlete TestLastName	Athlete	N/A	Not Started	N/A		

Previous 1 Next

13

If you want or need to view the health history form for an athlete while you are at practice, you can do so by clicking on "Manage my participants" in the coach zone.



14

At the bottom of the screen, you will see a tab for athletes that lists the names and information for the athletes on your team. If you want to view a health history form for an athlete, you can do so by clicking on the blue "approved" link next to their name and information.

This page is also where you can register an athlete. As a reminder, head coaches should only be registering athletes as a last resort, if the athlete and their circle of care are unable to. If this does apply to you, you can click "Register New Participant" to register a new athlete.

1. Click "Register New Participant" or "Bulk Upload Participants".
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.

Keyword:

Show more filters Export To Excel

Athletes Coaches/Volunteers Unified Partners

Name	Preferred Name	Age	Profile Status	Health History	Expiration Date
▶ TestFrodo TestBaggins	Frodo	49	Complete	<a href="#">Approved</a>	N/A
▶ TestSamwise TestGamgee	TestSamwise TestGamgee	35	Complete	<a href="#">Submitted</a>	N/A

15

You can expect to receive access to the coach zone in early August. Also starting mid-August, you will receive a Health History Summary excel spreadsheet that will enable you to view important athlete health history information on the go. You can access this form electronically or print it if you prefer.

In the event of a medical emergency a head coach may show Emergency Services any necessary health information through the Health History spreadsheet or the portal.

If you have any questions about the portal or the coach zone, please reach out to your regional staff or email us at [portalsupport@specialolympicspa.org](mailto:portalsupport@specialolympicspa.org). Thank you.