



USING THE PORTAL: NEW VOLUNTEER

1. Visit <https://portal.specialolympics.ca/>

Please keep your eye out for **video links** recorded by one of SO Canada's athletes to help guide you.

2. Click "Registration" on the right-hand side of the page

Volunteers signing up for the Portal should be their OWN LEGAL GUARDIAN and be able to accept/sign the waivers.

Fill in your first name, last name, birthdate and email address.

3. Once you have created your password and logged in use the red button on at the bottom of the page to navigate.

4. Waivers

Please read all documents and answer all questions.

5. Program Search

On this page:

Choose:

Chapter / Province / Territory
SO Newfoundland & Labrador

Region

Select the correct Region:

Region 1 St. John's/North → *Provincial Office Programs & St. John's Explorers*

Region 2: Mount Pearl/South → *Mount Pearl and CBS*

Region 3: Trinity Conception → *Tri-Con and Placentia*

Region 4: Burin → *Marystown and Fortune*

Region 5: Vista → *Clareville*

Region 6: Central East → *New-Wes-Valley and Gander*

Region 7: Exploits → *Baie Verte and Grand Falls-Windsor*

Region 8: Western → *Corner Brook and Bay St. George*

Region 9: Labrador → *Labrador*

Community

Choose the location of YOUR CLUB

DO NOT SEARCH MORE FIELDS *(for some reason the more fields you fill in the less accurate your results.)*

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Registered Charity # 136650934RR001 Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities.



Press the red "Search" button.

Below a list of available programs will pop up. Choose the program that you would like to be added to by click the square under the first column "select".

**At this point in time you can only register for one sport at a time though SOC is working on developing a multi-sport enrollment. You can register for a second sport after completing your registration for this one by using the "new enrollment" button.*

Click the red "Next Step – Member Profile" button

6. Main Information

Some fields are mandatory, and you will not be able to move forward without filling them in. They are marked with a red asterisk. *

7. Address

Some individuals will only complete the "primary" address – where you live. Others may wish to include a secondary address

8. Criminal Record Check

Confirm that you answered the question "Have you been charged with any criminal offenses" correctly. A hard copy of your criminal record check should be sent **to your registrar**. If you have charges you need to discuss then the first step is to call SONL Executive Director Trish Williams at 709-738-1923

9. Medical Information

Share any relevant information. Some fields are mandatory; they are marked with a red asterisk. *

10. Emergency Contacts

If something happens during a program, who is the first person that should be called. Press "add" to add the first person. You can add as many people as you like.

11. Member Training

This section is for all members (athletes and coaches/volunteers). There is a drop-down menu of suggested courses; choose the one you want to record and include as much information as you have. You can add, and we would like for you too, as many courses as you have completed.

12. Volunteer Profile

New volunteers must provide 2 references. Complete anything else that you feel would help your club.

13. Enrollment Details

Check to see if the Club/School Program is the one you had chosen to participate in.

There are many different roles a volunteer could have. Use the category and role tabs to choose which position you would like.



The most common categories and roles are:

Category	Role
Coach →	Head Coach Assistant Coach
Program →	Program Volunteers (works with athletes during sport programs but has no coaching courses) Junior Coaching Volunteer (works with athletes during sport programs but is under the age of 18)
Sport →	Team Manager (assists the head coach with the administrative duties of running a program)

14. **Submit Enrollment**

You will see the program you enrolled for a note “Application Submitted.” Final approval of your registration is required by your community club.

A separate email for each sport you registered for will be sent to you once your application has been reviewed indicating the status of your application (approved, waiting list, cancelled etc).

15. **New Enrollment vs Go to My Enrollments**

If you are interested in signing up for another program/sport than go to “New Enrollments” and you will be returned to the “Program Search” page. Select your new sport and navigate through the steps

If you are finished choose “Go to my Enrollments” and this will let you see everything you have signed up for and their status (submitted, approved, waiting list, cancelled etc)

How do I sign up for a program at a later date?

If you signed up for 1 sport originally and then later decide to add another sport then go to <https://portal.specialolympics.ca/> - “LOGIN” using the credentials you created and then go to “add me as volunteer”. You will be directed to review your waivers, then the Program Search page will appear. Choose your program and follow the same steps