



USING THE PORTAL: RETURNING ATHLETE (OWN GUARDIAN)

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

These instructions are for athletes who are their own guardian.

Athletes who are NOT their own legal guardian should be registered using the Parent/Guardian option.

Returning members to Special Olympics NL will already be in the Portal.

- Select SO Newfoundland & Labrador as your Chapter/Province
- Fill in first name, last name, birthdate, and email address using the SAME information you have previously provided to SONL.
- click the red button "Register – Validate Member"
- a note "**Profile Found**" should pop up. *If a note called Profile Not Found pops up on the screen, that's not a problem just follow along with "NEW MEMBER" instructions. The steps look slightly different but the end result will be the same.*
- Navigate to your email and click the link (everyone has different privacy settings so if it is not there, we recommend checking your junk folder)
- confirm your email, create your password and login

3. My Roles

This is the **landing page** whenever you log into the portal. **DO NOT DO ANYTHING ON THIS PAGE RIGHT NOW.**

On the righthand side there is blue menu; click "My Profile" (the first option)

4. My Profile

All the tabs at the top the screen, must be reviewed and updated.

Profile, Addresses, Medical Information, Emergency Contacts, Training, Participant Profile, Volunteer Profile

Profile

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

Address

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

Medical Information

Share any relevant information that would be needed for care during a program and/or emergency. Some fields are mandatory; they are marked with a red asterisk. *

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



Emergency Contacts

If something happens during a program, who should be called?

- Press “add”

- * Means those fields are mandatory. Fill in First name, Last Name, Relationship. Under “Priority” choose “primary” then write the BEST phone number to reach that person under “Primary Phone”.

To add additional people:

- Press “add”

- Fill in First name, Last Name, Relationship. Under “Priority” choose “secondary” then write the BEST phone number to reach that person under “Secondary Phone”.

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.

Click the red “submit” button to update your profile. Then move to the last tab.

Participant Profile

Click the pencil next to your name. Some fields are “gray” and cannot be modified. Fill in information that you think your club will need.

Click the red “submit” button

Volunteer Profile

Athletes/Participants do not fill out anything under this tab.

To register for a new program/sport

1. Find “ADD ME AS ATHLETE” on the blue menu.

2. Waivers

Answer the question regarding guardianship and click the red button to move to the waiver page.

Please read all documents and answer all questions.

3. 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.)*

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 as we all know many of our members participate in more than one sport. You can register for a second sport after completing your registration for this one by using the “new enrollment” button.*

4. Enrollment Details

Check to see if the Club/School Program is the one you had chosen to participate in. **A quick reminder that SONL nor its clubs will be collecting payments online. You will need to contact your club for your fee amount and how to pay.**

5. Submit Enrollment

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

6. New Enrollment vs Go to My Enrollments

If you are interested in signing up for another program/sport than go to “New Enrollments” and it will bring you back to the Program Search page, check your new sport and navigate through the tabs again.

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. Then follow the steps for “To register for a sport/program” by going to “ADD ME AS ATHLETE” on the blue menu.

Your profile information can also be changed at any point by going to “my profile” and updating the correct tab.