



USING THE PORTAL: RETURNING 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

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 it does not and you believe you should be in the database, please call 738-1923 and ask to speak to Jennifer McCann.
- 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. *

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

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



“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 “Primary 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

Volunteer should not have anything under this tab; click to volunteer profile.

Volunteer Profile

Click the pencil next to your name. Some fields are “gray” and cannot be modified.

If you are a coach please be sure to fill out:

Coach Certification No. *(this is your NCCP number)*

Just a reminder that returning volunteers to do not need to fill in the personal references.

Click the red “submit” button

To register for a new program/sport

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

2. Waivers

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

**** Remember those who do NOT have guardianship MUST print the documents, then sign them and hand them into the head coach prior to participating in any SO program.**

Please read all documents and answer all questions.

3. Program Search

On this page:

Choose:



Chapter / Province / Territory
SO Newfoundland & Labrador

Region
Region 2 - Mount Pearl / South

Community
Choose YOUR club – CBS or Mount Pearl

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.

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 → (must have NCCP #)	Head Coach Assistant Coach
Program →	Program Volunteer (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)

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 click “New Enrollments” and complete the



“Program Search” page again (*SO Newfoundland and Labrador* for Chapter and *Region 2 – Mount Pearl/South* for region, choose the correct community club and leave everything else blank)

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 VOLUNTEER” on the blue menu.

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