

Managing Athlete Registration (On Their Behalf) - Coach/Database Coordinator

When to use this guide

- You are a coach or a volunteer administrator who is helping to register an athlete or multiple athletes
- Your Athlete is under the age of 18, and not their own guardian
- Your Athlete does not have their own unique email address
- You are already a volunteer within the Special Olympics Pennsylvania Portal

What you will need

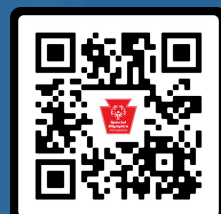
- Information about your Athlete's medical condition(s), history, and current medications

Log into your account in the Special Olympics Pennsylvania Portal

<https://portals.specialolympics.org>

1. Click the "Home" button on the top menu to switch from the Volunteer Zone to the Coach Zone.
2. Click "Manage My Participants".
3. Click "Add New Athlete" to begin entering the contact information for the athlete.
4. Once added, you will now see the athlete listed on the "Manage My Participants" page.
5. Click the "Saved" link under the Health History column to begin completing the Health History & Release Form.

The next page will walk you through the steps of completing the Health History & Release Form.

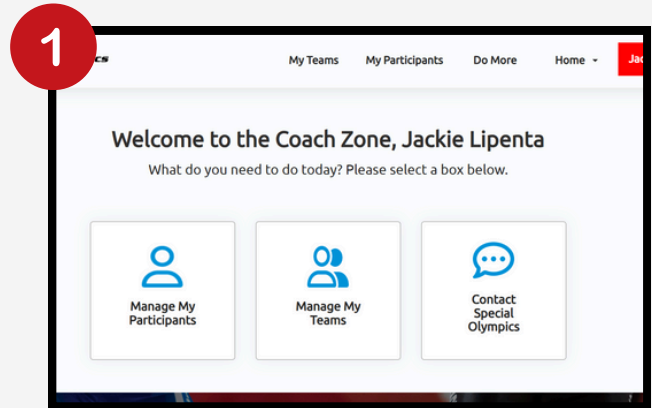


Scan to Register

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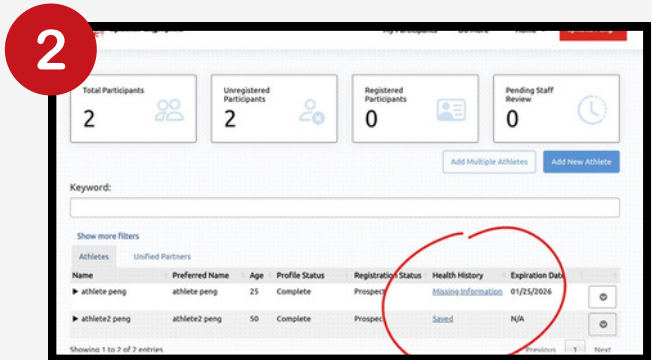
1. Access "My Participants":

- Log in to your account.
- Go to the **"Coach Zone"** section.
- Click on "My Participants"(This is the section where you manage the athletes you are registering).



2. Add the Athlete and Find the Health History Form:

- Click **"Add New Athlete"**.
- Enter the athlete's basic contact information.
- You'll see a **"Health History"** link for the athlete. Click on it.

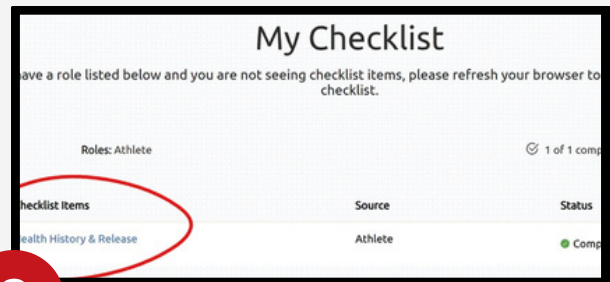


3. Complete the Health History & Release Form:

- Follow the on-screen prompts to answer the Health History questions.

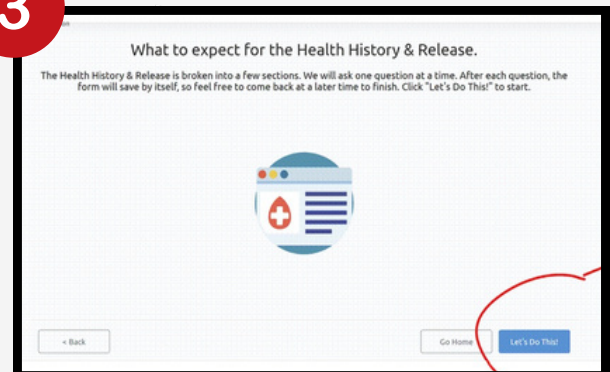
4. Sign and Submit the Release Form:

- Choose to sign electronically via Adobe Sign (recommended) or download, print, and sign manually.
- If signing electronically as a caregiver registering an athlete, a box will appear asking you to enter the email address where you want the e-form sent. You can enter your own email or another person's email if necessary



5. Review and Potential Medical Form:

- Special Olympics Pennsylvania staff will review the Health History & Release Form.
- If the athlete's health condition requires a Medical Form, it will be added to their checklist, and you'll receive a notification.



Mobile-Specific Note:

- If accessing on a mobile device, you will need to toggle between your email and the portal during the registration process.



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