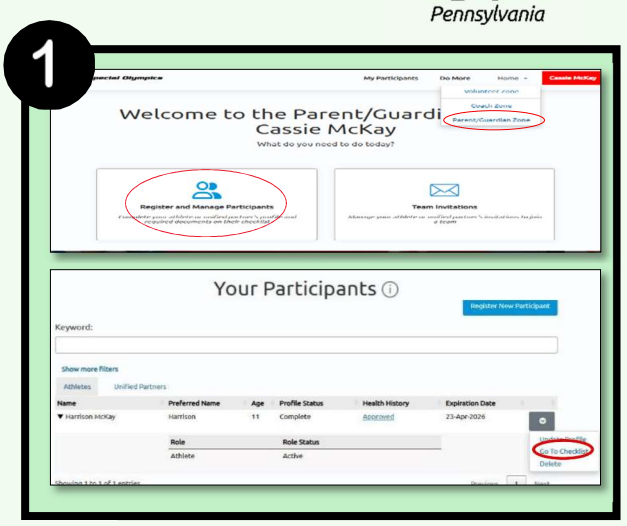
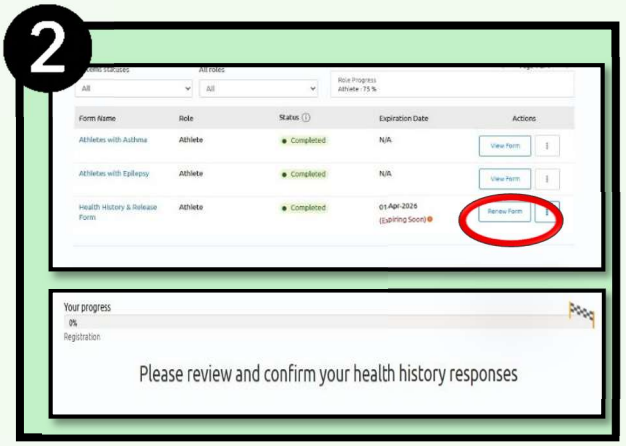
RENEWING: Athlete Health History & Release Form
Parent/Guardian/Support Staff Portal (Behalf Of)

Special Olympics Pennsylvania

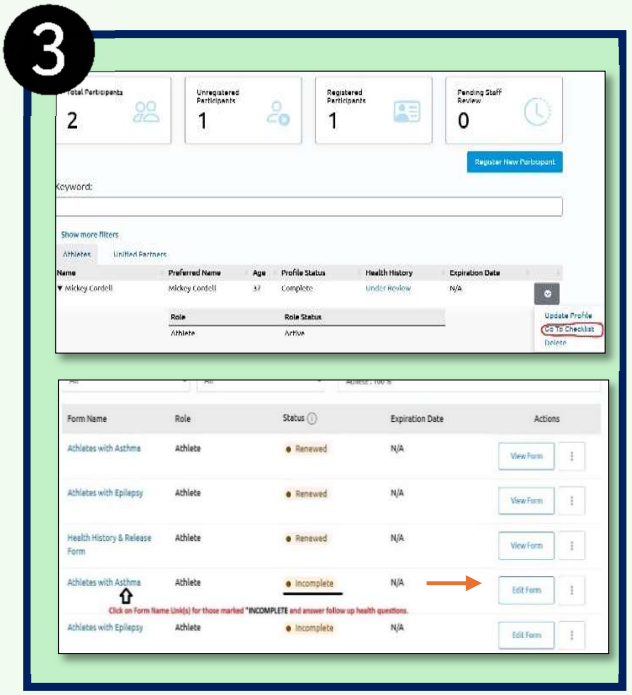
1. **Access the Athlete Portal:**
   - Log in to your account: https://portals.specialolympics.org
   - Go to your "**Parent/Guardian Zone**"
   - Click on **"Register and Manage Participants"**
   - Locate your participant's name
   - Click the **down arrow** to the far right of their name and select **"Go to Checklist"**



2. **Renew/Update Health History & Release Form**
   - Click on the **"Renew Form"** to the right of your Health History & Release Form.
   - Carefully review all pre-populated health information and make any Any necessary updates, including changes to medical conditions or medications
   - Select Electronic Signature (E-Sign) as the signing method ***(recommended)***
     - ➢ You can print or download form once it has been E-signed.
   - When prompted, enter the email address where the e-signature request should be sent.
   - **Before Clicking I'm done**, please check your email and complete the required e-signature to finalize the form.



3. **Return to your Checklist and complete ALL "Incomplete" additional "Health Forms"**
   - Go back to your "**Register and Manage Participants"** Zone.
   - Reopen your participant's **"Checklist"** ***(See step 1 if your forgot how)***
   - Identify any Health Forms labeled **"Incomplete"**
   - Click **"Edit Form"** and answer the questions to the best of your ability
   - Repeat this process until **all items** marked **Incomplete** are finished and now say "**completed"**
     - ➢ *Items Marked **Renewed** do not need your attention*
   - If you don't see any Health Forms listed as Incomplete, the process is complete.



IMPORTANT NOTE

If you answered **"YES"** that you have one of the following health conditions below on your health history form, please ensure you complete the **additional follow-up health forms** related to these conditions, found in **Step 3** of your instructions above.

- **Heart condition**
- **Asthma**
- **Epilepsy/seizures**
- **Bleeding disorder**
- **Diabetes requiring insulin**