



MEMO



TO: NISRA Special Olympics Athletes, Parents and Guardians
FROM: Emily Wicks, CTRS, CPRP
Manager of Special Olympics
RE: Special Olympics Registration Forms

You have registered for a NISRA Special Olympics program in the near future.

In order to be eligible to compete in Special Olympics, every athlete must have a valid **Athlete Acknowledgment Form & Health History Form** on file via Special Olympics Center of Excellence (COE) Online Platform.

The Health History Form is valid for **1 year from the parent/guardian signature date**. You will need to monitor when your athlete's form is expiring and log back on before the deadline to complete it. An Athlete Registration Form expires at 11:59pm on the day it is identified as expiring.

Please make sure ALL Checklist Forms on the COE by the start of your sport season and the expiration date is good through the STATE Competition.

Note that the athlete will not be able to participate in any Special Olympics competitions if their Forms are received or have expired.

Please note: this new form only needs a doctor's signature if you answer yes to these questions. A medical form will pop up on the COE:

- Has the athlete had a concussion in the last 30 days?
- Has a doctor ever limited your participation in sports?
 - Answer "Yes" only if a doctor has placed long-term or ongoing restrictions on your ability to participate in sports due to a medical condition. Temporary limitations, such as being told not to play while recovering from an injury, do not count.

How to Get Started (Athletes already in the COE):

1. To begin, visit <https://portals.specialolympics.org/> and log onto your account.
2. Go to the "Your Participants" page. You can then use the down arrow to update their profile information, go to their checklist to see what items that are expired.

3. Navigate to **“My Checklist”** to start completing the added required forms. Click the blue hyperlink or the **“Edit Form”** button to complete each form. Required forms will differ by program.
 - a. **The Health History form is only completed once it is e-signed. To e-sign it, you will get another email verification and sign through there.**
 - b. **Please fully complete ALL items on the checklist that need updates.**
4. Now that you have completed all the checklist qualifications, and the status of your checklist items are marked as **“Complete”** you are finished with the registration process. Some items may need to be reviewed by SO staff and will be in the **“Submitted”** status until reviewed and approved.

How to Get Started NEW ATHLETES:

5. To begin, visit <https://portals.specialolympics.org/>. It is recommended that you bookmark this link, as this is how you will log in in the future. Once on the Special Olympics Portal, you will select **“Create An Account”** and follow the prompts to create your profile.
6. Choose the state you participate in (Illinois) and the role you are applying for. Read the role description and confirm you are indeed a parent/guardian/family and will be using **your** account to register your athlete.
 - a. **Note: you are creating your profile, athletes’ information will be added within your account later.**
 - b. Athletes and parents can each have their own accounts. OR parents/guardians can manage each athlete from their own accounts.
7. Enter your email address, select **“Send verification code”**. You will receive an email from: **Microsoft on behalf of Special Olympics B2C Production** with a unique verification code. ***Check your spam folder if you don't receive it within ~5 mins.**
8. Copy and paste the code into the verification code text box and click **“verify code”**. Create a secure password that meets the password requirements. Type **your** first and last name then click **“Create.”**
9. You will then need to complete **your** profile first before you can add your athlete. Questions with the **red asterisks*** are required. **Complete all questions with your information first.**
10. Please ensure that you select **Region B** and then hit the + and select **NISRA**
11. Once you have completed your profile, you will see the Register Zone. Click **“My Participants”** to start managing your Athlete’s profiles.
12. To add an Athlete to your roster, select the blue **“Add New Athlete”** button.
 - a. ***As a parent/guardian/family you should only be adding athletes you are the parent/guardian for here.**
13. Complete Athlete’s contact information with accurate data
 - a. If your athlete is under the age of 18 or your athlete is not their own guardian, be sure to select the box
 - b. If you share an email with your athlete select **“Yes”** for **“Do you receive emails on behalf of this person.”** If your athlete has their own email and will make a profile for themselves, choose **“No”** and enter their email

14. Once you have submitted your athlete's contact information, they will appear on the "Your Participants" page. You can then use the down arrow to update their profile information; go to their checklist to see what items they are missing or remove them from your participants.
15. **Every athlete will have a checklist that includes required forms for your state. Be sure to complete ALL items listed in order for your athlete to be eligible to participate**
16. Navigate to "**My Checklist**" to start completing the added required forms. Click the blue hyperlink or the "Edit Form" button to complete each form. Required forms will differ by program.
 - a. **The Health History form is only completed once it is e-signed. To e-sign it, you will get another email verification and sign through there.**
17. Now that you have completed all the checklist qualifications, and the status of your checklist items are marked as "**Complete**" you are finished with the registration process. Some items may need to be reviewed by SO staff and will be in the "Submitted" status until reviewed and approved.

Key:

- a. Incomplete: has not started the process and needs to be done
- b. Submitted: you have done all you can on your end and are waiting for your SO program to review the forms
- c. Approved: that form has been reviewed and approved for participation

Failure of the athlete to have an accurate, fully completed Athlete Acknowledgement Form/Health History Form **on file with SOILL prior to any relevant deadline will result in the athlete being denied participation in SOILL competitions, programs and events. The Forms must be valid throughout the completion of the competition, program or event.

Thank you for your prompt attention to this matter. Please do not hesitate to contact me at (815) 459-0737 or ewicks@nisra.org if you have any questions.