

**Subject: Important Update: New Special Olympics Illinois Center of Excellence (COE) Registration Process**

We are excited to share that **Special Olympics Illinois has launched a new online platform—the Center of Excellence (COE)**—to make athlete registration and roster management easier and more efficient.

**As of today, NISRA will no longer be accepting paper or emailed copies of Athlete Registration Forms.** All athlete registration and health history updates will now be completed **online through the COE portal.**

**ALL Athletes MUST be registered in the COE portal and complete all checklist items by December 1, 2025 in order to maintain eligibility.**

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**How to Get Started:**

You should have received an email from Special Olympics (Do Not Reply) <portals@specialolympics.org> inviting you to claim your profile on the new registration portal. This email was sent to the email address you put on your last Athlete Registration Form or Medical Form (if you cannot find this email, please let me know, you will have to complete the whole process over again)

Please follow the steps below carefully:

1. Open your email from **Special Olympics (Do Not Reply)**. Click on the link in the email you received.
2. On your browser, your invitation code should be automatically filled in the text field. Click **“Register”**
3. On the next sign in screen, select **“Sign up now.”** This is important as you have never logged into this system before and will need to create your account (as the parent, guardian, family member, NOT ATHLETE)
4. On the next sign-in screen, you will be asked to select the state you participate in (Illinois) and your role you are applying for.
5. 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.**
6. After pressing continue, you will be asked to verify you are registering for the correct role. Be sure to read the description provided.
7. Next enter the **same email address** you received the Claim Your Profile email to. Then click **“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

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## Key Changes

- Forms must be **updated annually** to maintain eligibility.
- **No doctor's signature required** for athlete registration.
- Families, coaches, and volunteers will have **direct control** over their profiles.
- You will receive email reminders when your forms are expiring and can log on at any time to check on things!
- Update athlete information and complete forms **in real time** whenever needed.

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We appreciate your cooperation as we transition to this new system, which will make managing Special Olympics participation faster, easier, and more flexible for everyone.

If you have questions or need assistance creating your account, please contact Emily Eliscu, Manager of Special Olympics at [eeliscu@nisra.org](mailto:eeliscu@nisra.org).

Thank you for your continued support of NISRA's Special Olympics Teams!