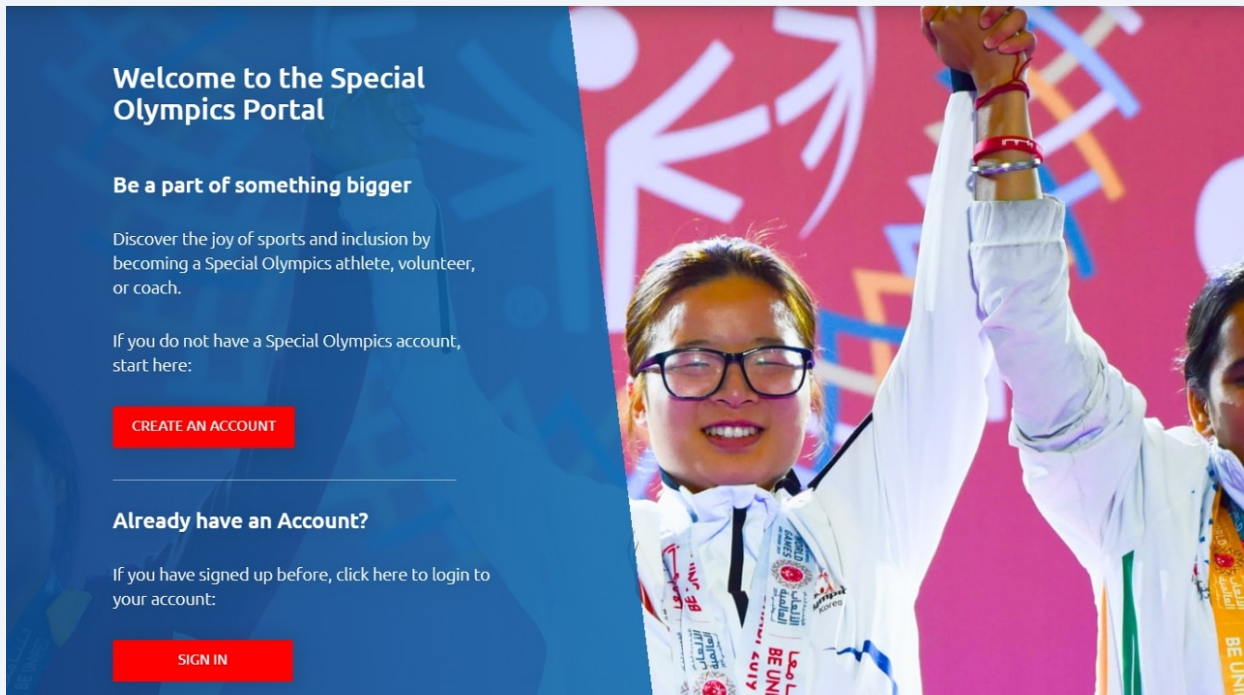
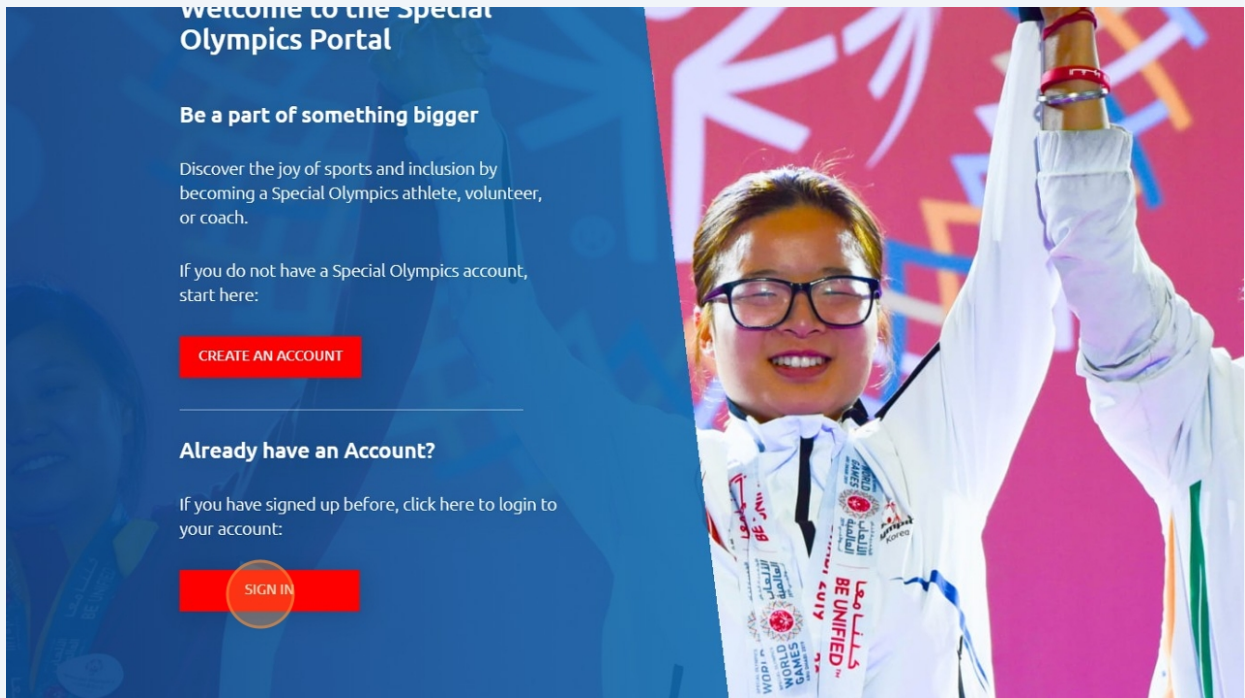


How to Register a New Participant on Special Olympics Portal as a Parent or Guardian

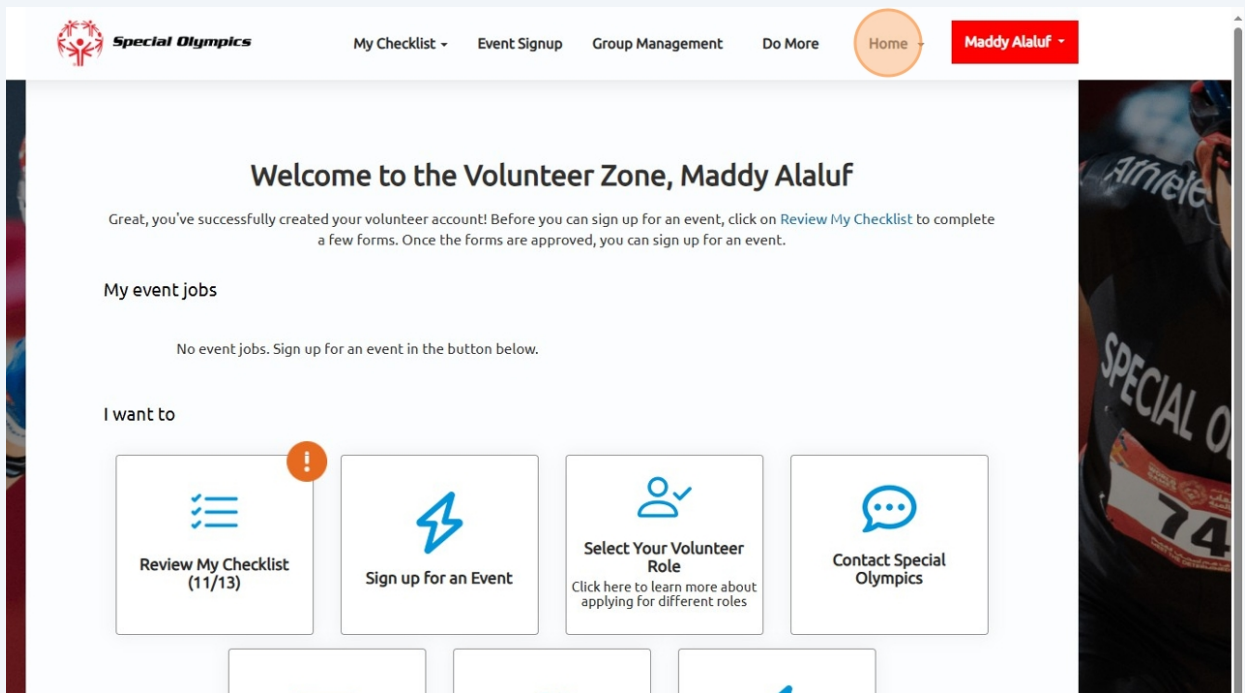
1 Navigate to <https://portals.specialolympics.org/>



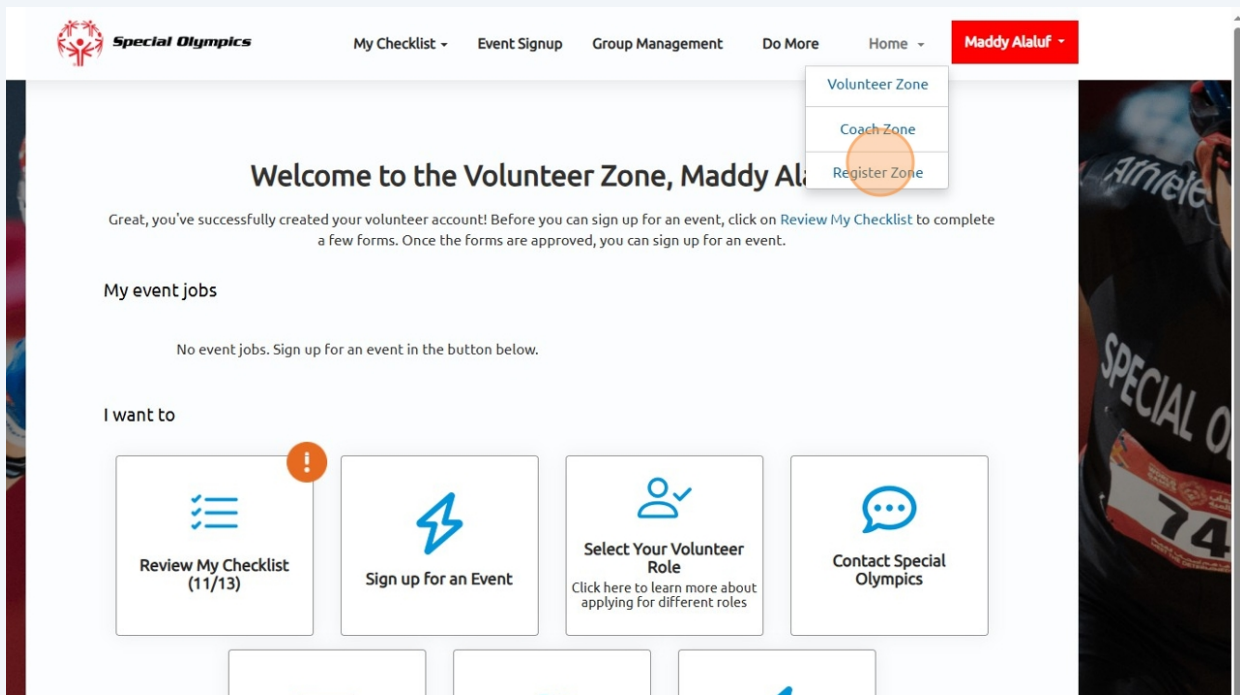
2 Click "SIGN IN" or "CREATE AN ACCOUNT" if you have not made an account yet



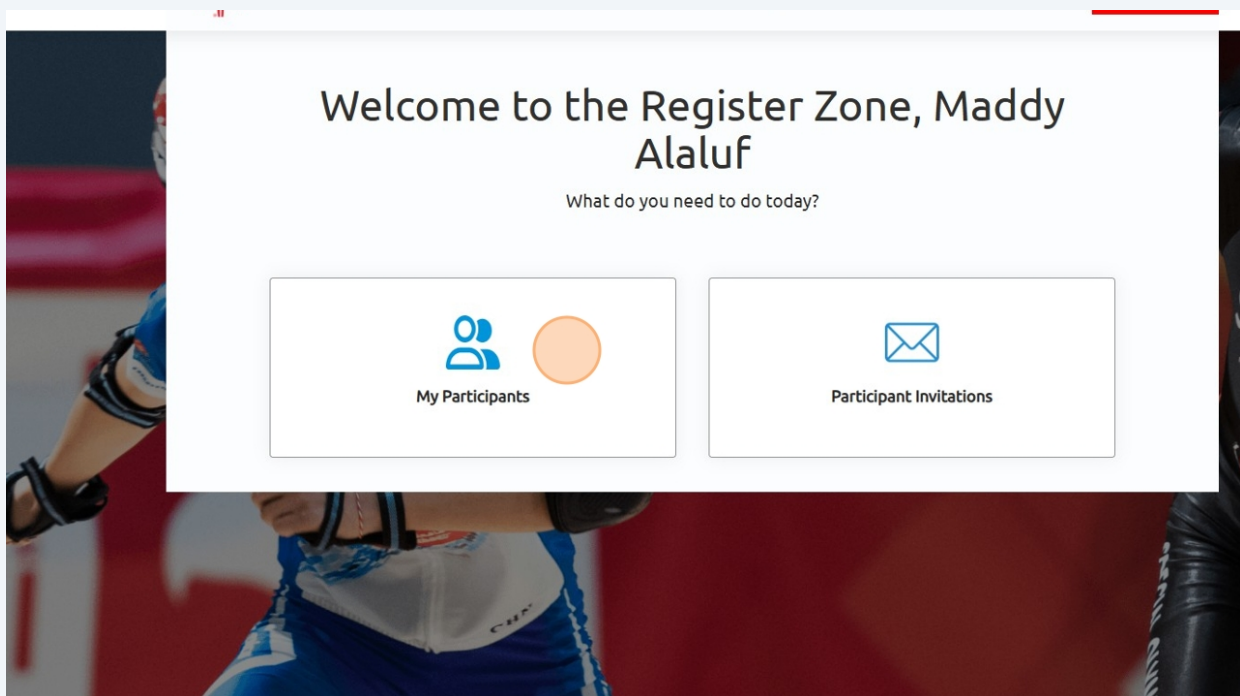
3 Click "Home"



4 Click "Register Zone"



5 Click "My Participants"



6 Click "Register New Participant"

1. Click "Register New Participant" or "Bulk Upload Participants".
2. Complete the registration form for each new athlete.
3. Use the dropdown menu to manage existing athletes or click on the hyperlinked health history status to access their checklist.

The dashboard displays four summary cards: Total Participants (1), Unregistered Participants (1), Registered Participants (0), and Pending Staff Review (0). Below these are two buttons: "Bulk Upload Participants" and "Register New Participant" (highlighted with an orange circle). A "Keyword:" search field is present. A "Show more filters" link is followed by tabs for "Athletes" and "Unified Partners". A table lists participants with columns for Name, Preferred Name, Age, Profile Status, Health History, and Expiration Date. The first entry is Maddy Alaluf, with a health history status of "Incomplete" (hyperlinked) and an expiration date of "N/A". A dropdown arrow is visible next to the last cell. At the bottom, it says "Showing 1 to 1 of 1 entries" and includes "Previous", "1", and "Next" navigation controls.

Name	Preferred Name	Age	Profile Status	Health History	Expiration Date
▶ Maddy Alaluf	Maddy Alaluf	0	Not Started	Incomplete	N/A

7 Click this button field.

The registration form includes a "Biography" section with a large text input field. Below the input field is a blue "Submit" button, which is highlighted with an orange circle. The background shows a blurred view of the participant list from the previous screenshot, including the "Keyword:" field and the "Athletes" tab.

8 Click "Incomplete"

2. Complete the registration form for each new athlete.
3. Use the dropdown menu to manage existing athletes or click on the hyperlinked health history status to access their checklist.

Total Participants

1

Unregistered Participants

1

Registered Participants

0

Pending Staff Review

0

[Bulk Upload Participants](#) [Register New Participant](#)

Keyword:

[Show more filters](#)

[Athletes](#) [Unified Partners](#)

Name	Preferred Name	Age	Profile Status	Health History	Expiration Date	
▶ Maddy Alaluf	Maddy Alaluf	0	Not Started	Incomplete	N/A	

Showing 1 to 1 of 1 entries

Previous 1 Next

9 Click "Edit Form"

View and complete items below to complete role requirements or renewals.

Completed

0

Incomplete

1

Expiring Soon

0

All items statuses: All roles: ← Page 1 of 1 →

Role Progress: Athlete : 0 %

Form Name	Role	Status	Expiration Date	Actions
Health History	Athlete	Incomplete	N/A	Edit Form



My Expired Items


Here, you'll find all your expired forms in one place

10 Click this button field.

Your progress
0%
Registration

What to expect for the Health History & Release.

The Health History & Release is broken into a few sections. We will ask one question at a time. After each question, the form will save by itself, so feel free to come back at a later time to finish. Click "Let's Do This!" to start.



< Back Go Home **Let's Do This!**

11 Click this button field.

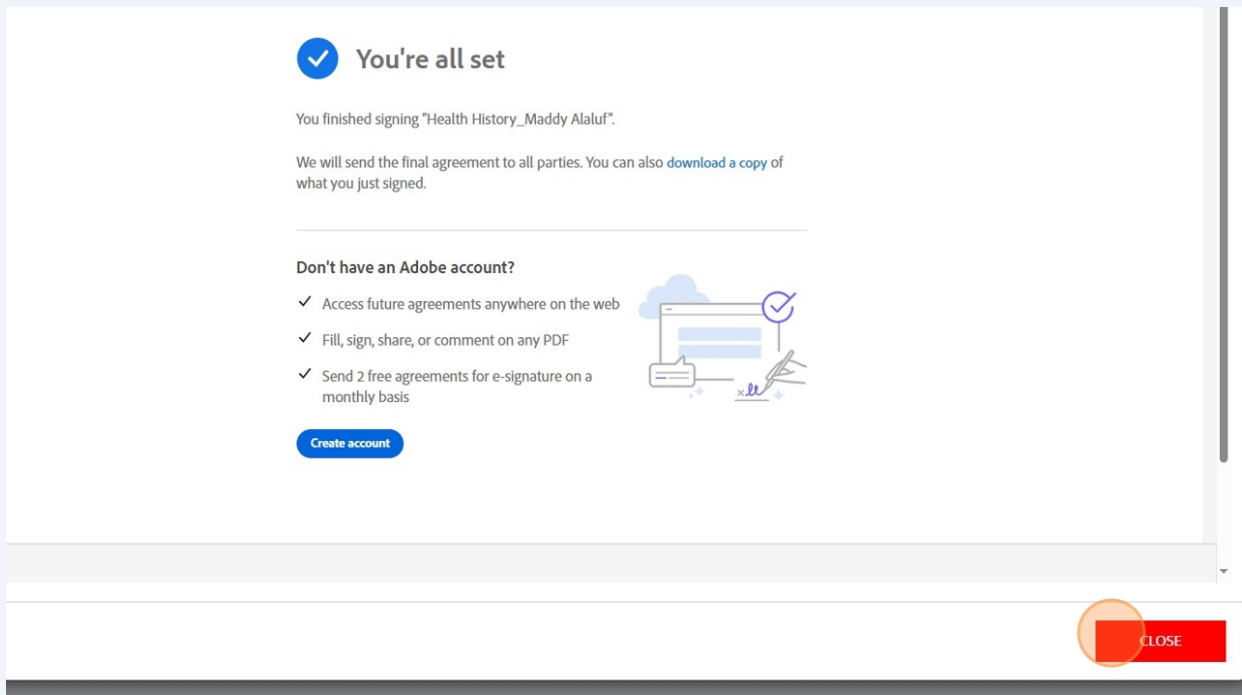
Your progress
88%
Registration

Health History Form

For signing the Health History Form, you can chose to sign an eForm where you will be redirected to another website to complete the online signature process, or sign manually by downloading the form and then uploading it signed.

< Back Manual Sign **Sign eForm**

12 Click "Close"



✓ You're all set

You finished signing "Health History_Maddy Alaluf".

We will send the final agreement to all parties. You can also [download a copy](#) of what you just signed.

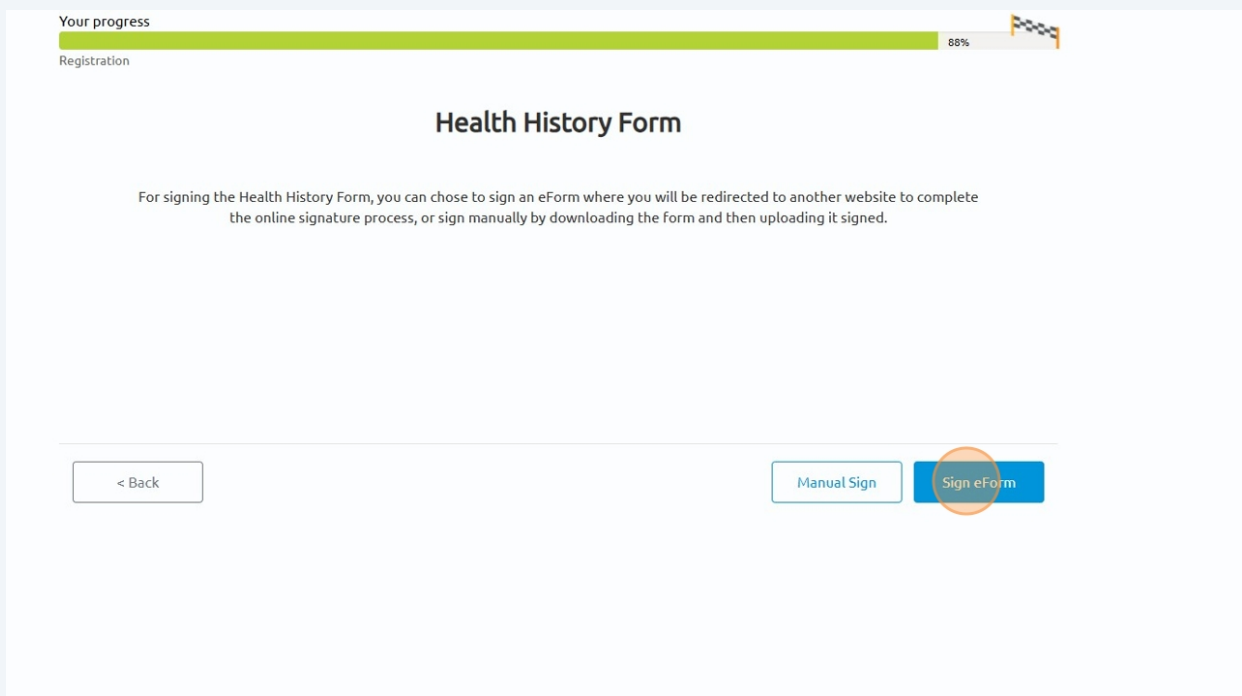
Don't have an Adobe account?

- ✓ Access future agreements anywhere on the web
- ✓ Fill, sign, share, or comment on any PDF
- ✓ Send 2 free agreements for e-signature on a monthly basis

[Create account](#)

CLOSE

13 Click this button field.



Your progress
Registration 88%

Health History Form

For signing the Health History Form, you can chose to sign an eForm where you will be redirected to another website to complete the online signature process, or sign manually by downloading the form and then uploading it signed.

[< Back](#) [Manual Sign](#) **Sign eForm**

14 Click "Go to My Checklist"



Thank you for esigning the Form

Go Home

Go to My Checklist