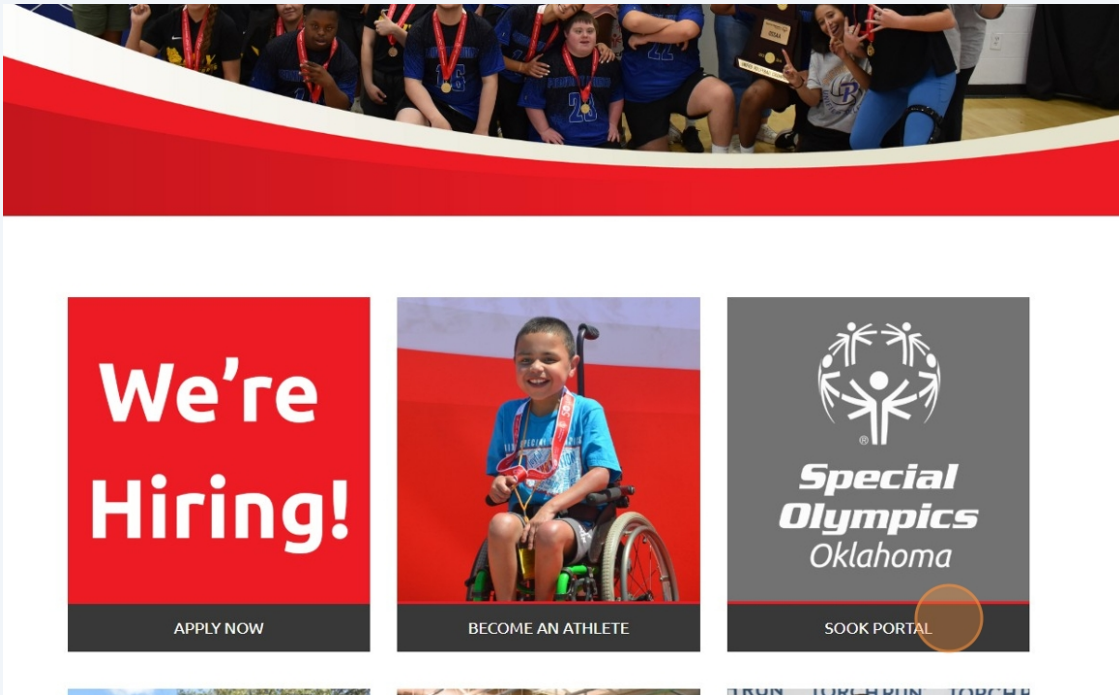


# How to fill out Participants Medical on the Portal

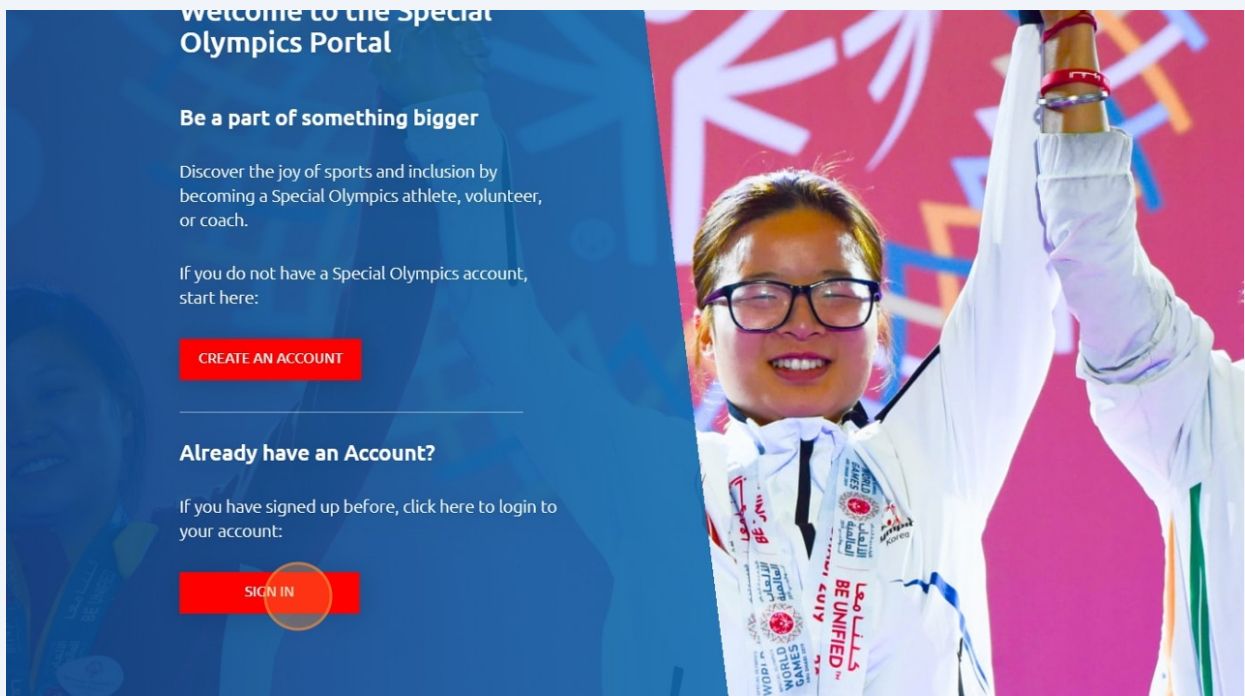
- 1 Navigate to <https://www.sook.org/>



2 Click this link.



3 Click "SIGN IN" or "CREATE AN ACCOUNT" if you do not have an account



## 4 Click "Home"

**Special Olympics** My Checklist - Event Signup Group Management Do More Home Maddy Alaluf

### Welcome to the Volunteer Zone, Maddy Alaluf

Great, you've successfully created your volunteer account! Before you can sign up for an event, click on [Review My Checklist](#) to complete a few forms. Once the forms are approved, you can sign up for an event.

**My event jobs**

No event jobs. Sign up for an event in the button below.

**I want to**

- Review My Checklist (11/14)**
- Sign up for an Event**
- Select Your Volunteer Role**  
Click here to learn more about applying for different roles
- Contact Special Olympics**

## 5 Click "Coach Zone"

**Special Olympics** My Checklist - Event Signup Group Management Do More Home Maddy Alaluf

### Welcome to the Volunteer Zone, Maddy Alaluf

Great, you've successfully created your volunteer account! Before you can sign up for an event, click on [Review My Checklist](#) to complete a few forms. Once the forms are approved, you can sign up for an event.

**My event jobs**

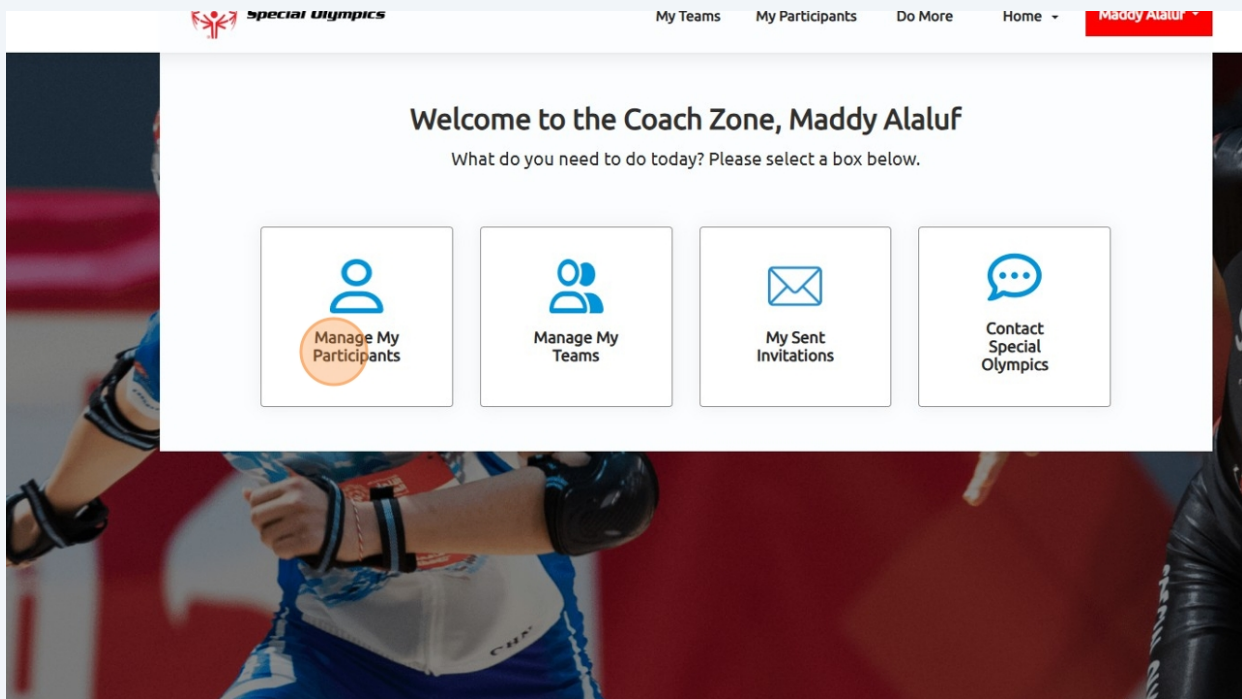
No event jobs. Sign up for an event in the button below.

**I want to**

- Review My Checklist (11/14)**
- Sign up for an Event**
- Select Your Volunteer Role**  
Click here to learn more about applying for different roles
- Contact Special Olympics**

Volunteer Zone  
Coach Zone  
Register Zone

## 6 Click "Manage My Participants"



## 7 Click "Incomplete"

2. If you do not find a match in the system, click "Register New Participant" to create a new profile for them.
3. Use the dropdown menu to manage existing participants 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

[My Sent Invitations](#) [Bulk Upload Participants](#) [Register New Participant](#) [Add Participant](#)

Keyword:

Show more filters [Export To Excel](#)

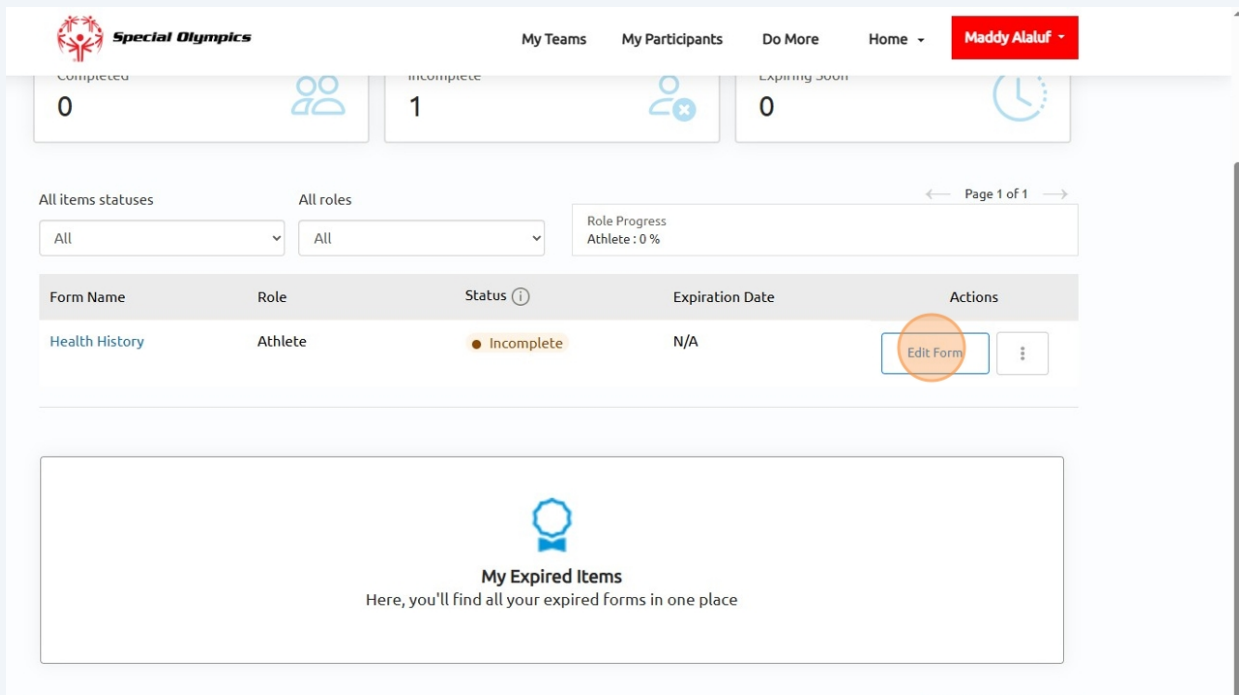
Athletes Coaches Unified Partners

Name	Preferred Name	Age	Profile Status	Health History	Expiration Date	
▶ Jerry Smith	Jerry Smith	0	Not Started	<a href="#">Incomplete</a>	N/A	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Previous 1 Next

## 8 Click "Edit Form"

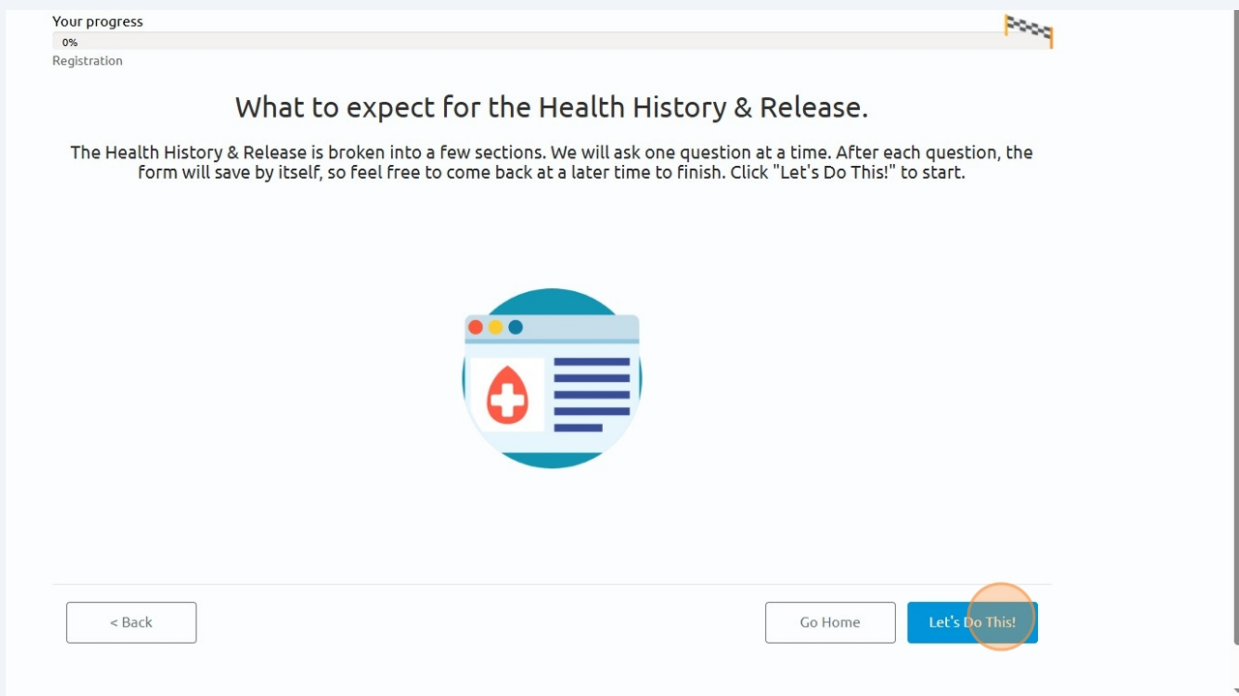


The screenshot shows the Special Olympics dashboard. At the top, there are navigation links: "My Teams", "My Participants", "Do More", "Home", and a user profile "Maddy Alaluf". Below the navigation, there are three summary cards: "Completed" (0), "Incomplete" (1), and "Expiring Soon" (0). Underneath, there are filters for "All items statuses" (set to "All") and "All roles" (set to "All"). A progress indicator shows "Role Progress Athlete : 0 %". A table lists the forms:

Form Name	Role	Status	Expiration Date	Actions
Health History	Athlete	Incomplete	N/A	<a href="#">Edit Form</a>

The "Edit Form" button is circled in orange. Below the table, there is a section titled "My Expired Items" with the text "Here, you'll find all your expired forms in one place".

## 9 Click this button field.



The screenshot shows a registration progress page. At the top, it says "Your progress 0% Registration". Below this is a progress bar. The main heading is "What to expect for the Health History & Release." followed by the text: "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." Below the text is a circular icon representing a medical form with a red cross. At the bottom, there are three buttons: "< Back", "Go Home", and "Let's Do This!". The "Let's Do This!" button is circled in orange.