

# Group Home Coordinators (New and Returning)

## **New Group Home Coordinators**

Please fill out the form linked [here](#) and wait for SOM to contact you with the account set up before you try making an account on our registration portal.

## **Returning Group Home Coordinators**

If a new person has taken over registration for your athletes, please have them contact Erin at [eharper@specialolympics.mb.ca](mailto:eharper@specialolympics.mb.ca), so she can start the GHC registration process with them.

## **Steps To Registering your athletes**

1. Login into registration portal linked [here](#)
2. Click on my options, my roles and click GHC
3. Click on GHC button on top right, add athlete enrollment and who you would like to register if more than one athlete
4. If you are not the SDM or legal guardian, please say no to the online waivers and print them to have signed, or contact Erin to have the electronic version sent to you
5. You can add more than one program at a time per athlete if it applies. Only put in SO Manitoba, region, and sport for better search results
6. Continue through registration process until complete
7. Make sure you press submit enrollments and finish the process for each athlete
8. If you need additional help once you have started, there are videos embedded on each page to help

Someone will contact you after your enrollment has been approved for more program information. Please **do not** show up to program unless you have been contacted by the coach or SOM. If it has been more than a few weeks since you have registered, please check in with SOM office.