## New to Special Olympics?

Here are a few instructions to help you get registered with Special Olympics Manitoba.

If you need additional help once you have started, there are videos embedded on each page to help!

## Steps To Registering as an Athlete, Volunteer (Coach/ Assistant Coach) and Family Admin:

- 1. Go to our registration portal linked <u>here</u>
- 2. Click on registration under the "New to Special Olympics"
- 3. It will then ask if you are registering for yourself or another person
- 4. Click the appropriate box and if you are unsure, please read the description posted in the portal on the same page.
- 5. 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 at eharper@specialolympics.mb.ca to have the electronic version sent to you
- 6. 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
- 7. Continue through registration process until complete
- 8. Make sure you press submit enrollments and finish the process for each person

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.

If you need additional help once you have started, there are videos embedded on each page to help!

## Steps To Registering as a New Event/Program Volunteer

- 1. Go to our registration portal linked <u>here</u>
- 2. Click on registration under the "New to Special Olympics"
- 3. Follow the instructions and proceed with registering
- 4. Once you get to the Program Search page (Step 3), select "Chapter Events" under Region, and click search.
- 5. Click the blue "Add" button beside "Chapter Events", a pop-up will appear to confirm your role under Category, select "Program", under Organization Role, select "Event Volunteer" or "Program Volunteer".
- 6. Continue to follow the steps and ensure you "Submit Enrollment".
- 7. Click on the program you want, and press add, then click "next step"

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.