

# Registration for returning members *without* a portal account

## Steps To Registering as Returning Athlete or Volunteer (coach/assistant coach)

1. Go to our registration portal linked [here](#)
2. Click on "Create Portal Account" under new portal account
3. You need to know the information **exactly** as it is in our system for it to retrieve for profile and attach it to your new account. If you don't know part of the information it is asking for, please contact Erin at [eharper@specialolympics.mb.ca](mailto:eharper@specialolympics.mb.ca). DO NOT make a new account if you have previously registered with SOM and your account doesn't show up when you press "validate member", Contact Erin above.
4. If the system finds your profile it will send a link to the email you entered, and you can access your profile through your new account.
5. Once logged in you can follow the directions on the screen.
6. Go to "my options" on the top right corner
7. Scroll down to add me as an athlete or add me as a volunteer.
8. 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
9. You can add more than one program at a time per person if it applies. Only put in SO Manitoba, region, and sport for better search results
10. Click on the program you want, and press add, then click "next step"
11. Continue through registration process until complete
12. 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.