

# Returning as an Athlete, Volunteer, Coach, Family Admin

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 Returning Athlete or Volunteer (coach/assistant coach) with a portal account

1. Go to our registration portal linked [here](#)
2. Click on "Login"
3. If you forgot your password, please click reset password and a link will be sent to your email. If you don't remember your email for your account, please contact Erin at [eharper@specialolympics.mb.ca](mailto:eharper@specialolympics.mb.ca)
4. Click on "my options" on the top right-hand corner
5. Scroll down to add me as an athlete or add me as a volunteer.
6. 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
7. 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
8. Click on the program you want, and press add, then click "next step"
9. Continue through registration process until complete
10. 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.

## Steps To Registering as Returning Family Admin with a portal account

1. Go to our registration portal linked [here](#)
2. Click on "Login"
3. If you forgot your password, please click reset password and a link will be sent to your email. If you don't remember your email for your account, please contact Erin at [eharper@specialolympics.mb.ca](mailto:eharper@specialolympics.mb.ca)
4. Click on "my options" on the top right-hand corner
5. Click on "my roles" and scroll down on main page and click "continue" beside family admin
6. Click on "family admin" on the top right corner and press "add athlete enrollment"
7. 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
8. 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
9. Click on the program you want, and press add, then click "next step"
10. Continue through registration process until complete
11. 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.

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

1. Go to our registration portal linked [here](#)
2. Click on "Login"
3. If you forgot your password, please click reset password and a link will be sent to your email. If you don't remember your email for your account, please contact Erin at [eharper@specialolympics.mb.ca](mailto:eharper@specialolympics.mb.ca)
4. Once you are logged in, click on the "Add Me as Volunteer" button on the right-hand menu under "My Options". Fill in your information then go through the next steps:
5. Once you get to the Program Search page (Step 3), select "Chapter Events" under Region, and click search.
6. 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".
7. Continue to follow the steps and ensure you "Submit Enrollment".
8. 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.