



Voluntaro Platform – Launching 2/10/25

A. New Applicants

1. Visit our website: <https://specialolympicswisconsin.org/get-involved/volunteer/class-a-volunteer/>
 - a. Follow the link to launch a new application in the Voluntaro platform: <https://app.voluntaro.com/WI/Application>
 - b. Complete the required fields and click Next:
 1. **NOTE: If you plan on coaching, you must select “Coach” under Volunteer Type to have the coaching certification course assigned to you.**



Apply to Be a Volunteer

Volunteer Application Step 1 of 3

Step 1

If you are new to the Special Olympics program, please begin by selecting the local program you would like to volunteer for, and entering your information below.

Are you applying through a Unified Champion school? Yes No

Local Program

Volunteer Type

Legal First Name

Legal Middle Name

Legal Last Name

Date Of Birth

Create Username

Email Address

Re-type your Email Address

Cell Phone

Next

- c. If the system identifies a record that may belong to you, you will receive this notice:

Apply to Be a Volunteer

Powered by  

An account was found that matches your name

Sorry for taking you off course. We have identified existing account(s) that match the name you entered on the previous step. If you are a returning volunteer, please select the username that belongs to you and enter your password below. If none of these user names belong to you, select the appropriate response and click next to continue the registration process.

- mk*ck
- Kw*ck
- None of these user names belong to me.

Password

Next

[Request Previous Account Information](#)

[If you have forgotten your password, retrieve it here](#)

- d. If one of these accounts belongs to you, select the username and enter your password to login.
 - 1. You can also click “If you have forgotten your password, retrieve it here” to reset your password
- e. If these accounts do not belong to you, select “None of these user names belong to me,” and click Next
- f. Your name, username and email address will populate from the previous screen – fill in the remaining fields



Apply to Be a Volunteer

Volunteer Application Step 2 of 3

Please review and update all information listed below. Once reviewed, click the Submit button at the bottom.

Local Program

2-17 Marshfield Area SO

Volunteer Class A

Personal Information

Legal First Name

Kaylor

Middle Name

-

Last Name

Wiedenbeck

Previous Last Name

Nick Name

User Name: kwiedenbecktestapp

Email Address: kwiedenbeck@specialolympicswisconsin.org

Create Password:

Re-Enter Password:

Home Address:

Apt/Unit:

City:

State: Wisconsin

Zip Code:

County:

Home Phone:

Cell Phone: 888-888-8888

Date of Birth: 06/09/1993

Gender: Select a Gender

Race/Ethnicity: Select a Race/Ethnicity

Drivers License Number:

Drivers License State Issued: Select a State

Employment

Employer/School:

Occupation:

Qualifications:

Areas of Interest

- | | |
|--|--|
| <input type="checkbox"/> Alpine Skiing | <input type="checkbox"/> Athletics (Track & Field) |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Bocce |
| <input type="checkbox"/> Bowling | <input type="checkbox"/> Corn Toss |
| <input type="checkbox"/> Cycling | <input type="checkbox"/> Flag Football |
| <input type="checkbox"/> Golf | <input type="checkbox"/> Powerlifting |
| <input type="checkbox"/> Snowboarding | <input type="checkbox"/> Snowshoeing |
| <input type="checkbox"/> Soccer (Football) | <input type="checkbox"/> Softball |
| <input type="checkbox"/> Swimming | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Volleyball | |

History With Special Olympics

Have you ever volunteered or participated in any activities with Special Olympics?
 Yes No

Confidential Information

Have you in the past year used illegal drugs or prescription drugs unlawfully?
 Yes No

Have you ever been charged with neglect, abuse, assault, or any sexual offense?
 Yes No

Have you ever been convicted of a criminal offense? (omit minor traffic offenses)
 Yes No

Has your driver's license ever been suspended or revoked?
 Yes No

Emergency Contacts

First Name

Last Name

Cell Phone

Relationship to You

--Please Select-- ▼

Remove

Add Another Emergency Contact

Submit

- g. Click Submit
- h. Review the Consent & Release Form for ordering a background check, scrolling fully to the bottom:



Apply to Be a Volunteer

Volunteer Application Step 3 of 3

Consent/Release Form

I understand that:

- o The information that I have provided may be verified by periodic background checks or any other means deemed appropriate, and I give permission to Special Olympics to make inquiry of others concerning my suitability to act as a Special Olympics volunteer.
- o In the course of volunteering for Special Olympics, I may be dealing with confidential information and I agree to keep said information in the strictest confidence.
- o The relationship between Special Olympics and volunteers is an "at will" arrangement, and that it may be terminated at any time without cause by either the volunteer or Special Olympics.
- o I grant Special Olympics permission to use my name, likeness, voice and words in television, radio, and film, or other media, in any form, for the purpose of promoting activities of Special Olympics and/or applying for funds to support these activities.
- o I will notify Special Olympics Wisconsin of any change to the information I have provided on this application within ninety days of its occurrence.

As a Special Olympics coach/volunteer, I understand that:

- o The information that I have provided may be verified by periodic background checks or any other means deemed appropriate, and I give permission to Special Olympics to make inquiry of others concerning my suitability to act as a Special Olympics volunteer.
- o In the course of volunteering for Special Olympics, I may be dealing with confidential information and I agree to keep said information in the strictest confidence.
- o The relationship between Special Olympics and volunteers is an "at will" arrangement, and that it may be terminated at any time without cause by either the volunteer or Special Olympics.
- o I grant Special Olympics permission to use my name, likeness, voice and words in television, radio, and film, or other media, in any form, for the purpose of promoting activities of Special Olympics and/or applying for funds to support these activities.

- i. Enter your name, today's date and your social security number before clicking Next to submit your background check authorization
- j. Review the Consent & Release Form for ordering a background check, scrolling fully to the bottom:

I affirm that I have read the above and that the information I have given is true and complete.

Enter Your Full Legal Name

Enter Today's Date

Social Security Number

Social Security Numbers will not be stored by Special Olympics Wisconsin. Its use is one-time only for purposes of completing a criminal background check.

[Next](#)

k. At the below screen, select [Click here to begin for coaching trainings](#)

 voluntaro

Apply to Be a Volunteer

Submission Complete!

Thank you for completing the Special Olympics Wisconsin Coach-Volunteer Application. Someone will be looking over your application very shortly. If you need immediate assistance, please call one of us at 608-442-5665.

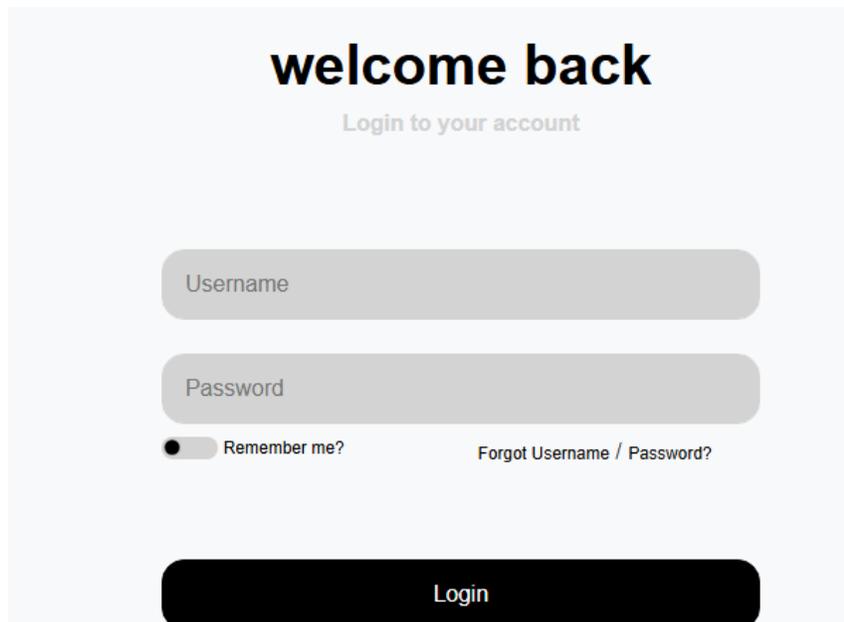
The next step after background processing is to complete the online Coach/Volunteer Orientation. This takes approximately 30 minutes and contains a short quiz at the end. Please feel free to complete this training now by clicking below. If you don't have time to go through this at this time, you will receive an email with instructions to log in at anytime to complete.

Returning Volunteers: If you have not already completed your training, please do so now.

Online Coach/Volunteer Orientation

[Click here to begin](#)

l. You will be prompted to log into your account – enter your username, password and click Login:



welcome back

Login to your account

Username

Password

Remember me? [Forgot Username / Password?](#)

Login

m. Click Begin Training Module for each required item:

Begin Training Module

n. Read the PowerPoint slide and select Click Here to Proceed

1. Follow the prompts for each module: review the information, watch videos, answer questions and select Click Here to Proceed
2. When you reach the end and pass the test, click Continue

Congratulations! You passed the quiz!

Try Again Continue

o. Click Begin Training Module on the next activity assigned to you

Training Menu

Standard Volunteer Training

Communicable Disease Waiver*

This REQUIRED module must be completed before you can volunteer.

Retake Training Module



Protective Behaviors*

This REQUIRED module must be completed before you can volunteer.

Retake Training Module



Sports Training

General Coaches Certification*

This REQUIRED module must be completed before you can volunteer.

Begin Training Module

p. Complete all training modules assigned to you

q. After the trainings are completed, click on the Home option on the menu:

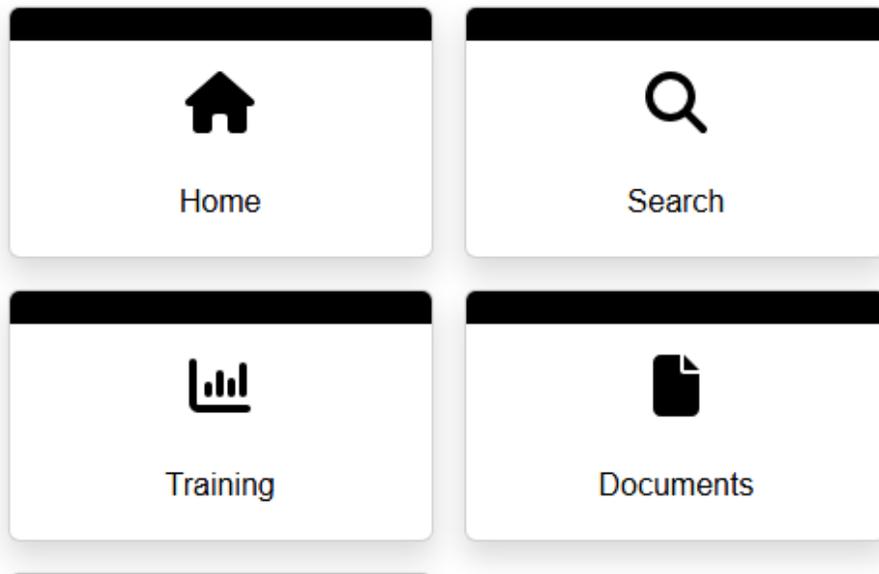


The screenshot shows the Voluntaro user interface. At the top left is the 'voluntaro' logo. To its right is a search bar labeled 'quick search' with a magnifying glass icon. Below the logo is a dark sidebar with a back arrow, a home icon labeled 'Home', a list icon labeled 'Training', a search icon labeled 'Search', and a help icon labeled 'Help'. The main content area is titled 'Home' and contains a 'Messages' section with the heading 'Welcome back, Kaylor'. The message text reads: 'Your application is currently being reviewed by Special Olympics Wisconsin staff for the 2-01 Antigo Special Olympics SO Program. You will receive a notification once the status has changed.' Below this is another message: 'You have completed your orientation.' At the bottom of the messages section is a 'System Message' with the heading 'System Message' and the text 'Welcome to Special Olympics Wisconsin!!!'.

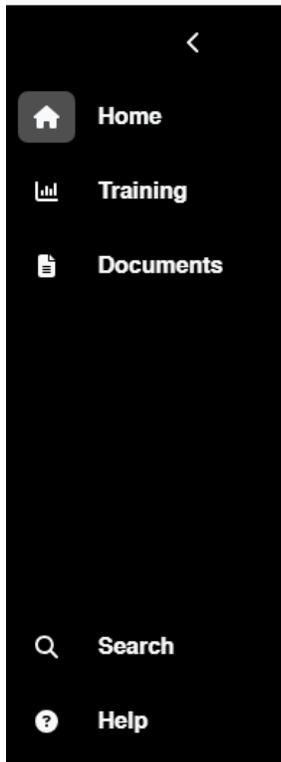
- r. You have no further steps to take – you will receive an email when your application has been approved or denied
 1. When your application has been approved, your name will appear on your local program’s volunteer roster

B. Returning Volunteers

1. Visit our website: <https://specialolympicswisconsin.org/get-involved/volunteer/class-a-volunteer/>
 - a. Follow the link to launch the Voluntaro platform:
 - b. Enter your username and password; click login.



c. To check your status, click Home



Home

Messages

Welcome back, Kaylor

You are an active volunteer in our system.

You have completed your orientation.

[Edit My Account](#) 

You are currently a volunteer for the local program:

Region 1 - Statewide

System Message

Welcome to Special Olympics Wisconsin!!!

- d. To make any contact information changes, click Edit My Account
- e. If you would like to review the training modules, click on the Training tab
- f. You will be notified via email when your application is due for renewal.
 1. It is essential that you update your email address if you change it to receive these reminders.

C. Local Program Managers

1. Visit our website: <https://specialolympicswisconsin.org/get-involved/volunteer/class-a-volunteer/>
 - a. Follow the link to launch the Voluntaro platform: <https://app.voluntaro.com/>
 - b. Enter your username and password; click login.



Home



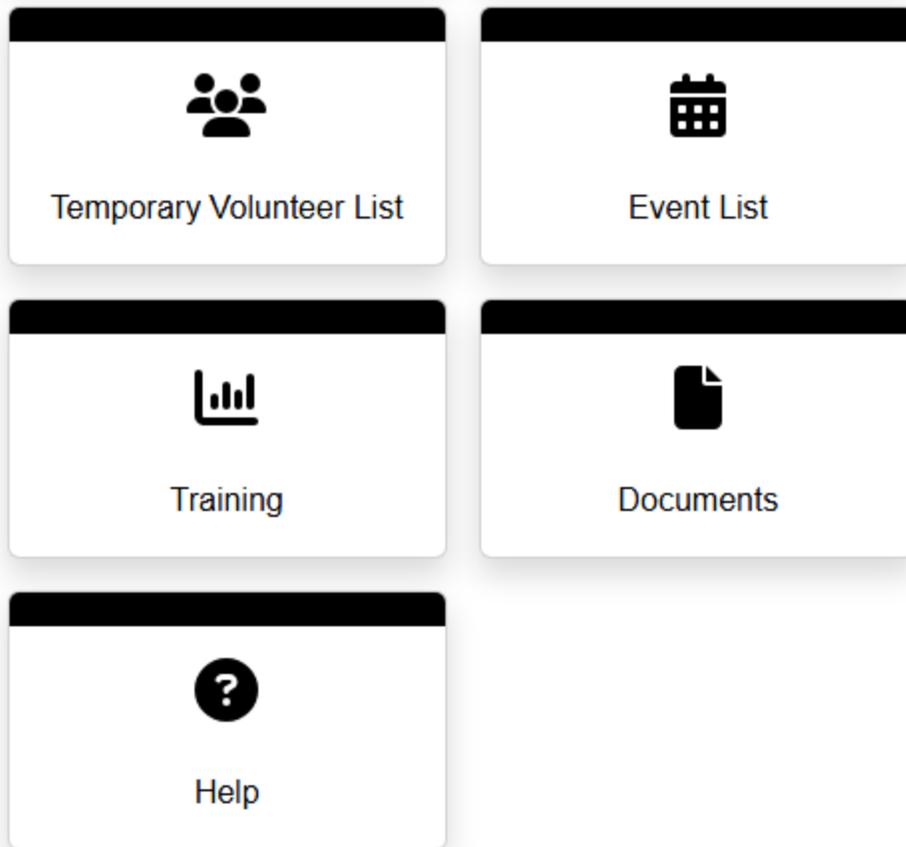
Search



Applicant List



Class A Volunteer List



Note: Currently, we are not using the Temporary Volunteer or Event Lists.

- c. To check your status or edit your information, click on Home
- d. To view current Class A volunteers, click on Class A Volunteer list

voluntaro quick search beverlyschmidt54

Home > Class A Volunteer List

Class A Volunteer Quick Search

Name <input type="text"/>	School? <input type="text" value="Select options"/>	Restriction	<input type="checkbox"/> Driving	<input type="checkbox"/> Money	<input type="checkbox"/> Minor
Volunteer Type <input type="text" value="Select options"/>	Selects Sport(s) <input type="text" value="Select options"/>	Mgmt Team? <input type="checkbox"/>	Orientation? <input type="checkbox"/>	Status <input checked="" type="checkbox"/>	

Name	Restrictions	School	Volunteer Type	Mgmt Position	Activation Date	Orientation?	Status
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1. The active filter (green check mark status) is automatically selected. To include expired volunteers, you can move the toggle to the middle. To view only expired volunteers, move the toggle to the right.
2. You can filter based on volunteer type, sports, restrictions, or if they are a part of the Management Team.
 - a. Note: the chaperone restriction has not yet been built into the system. This information is saved on the note on a volunteer's record.
3. If you have a long list of volunteers and are looking for someone specifically, you can type their name in the search box and select Search
4. If you would like to download the list, select Export List
- e. To view current applicants, in the process of completing the application and training modules, click on Applicant List

Applicant Quick Search

Name Submitted After School?

Volunteer Type Selects Sport(s) App. Status

Orientation? New Volunteer?

Name	Original Submission Date	New Submission Date	DOB	School	Volunteer Type	New Volunteer?	App Status	Orientation?
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1. Here you will see what step(s) need to be completed