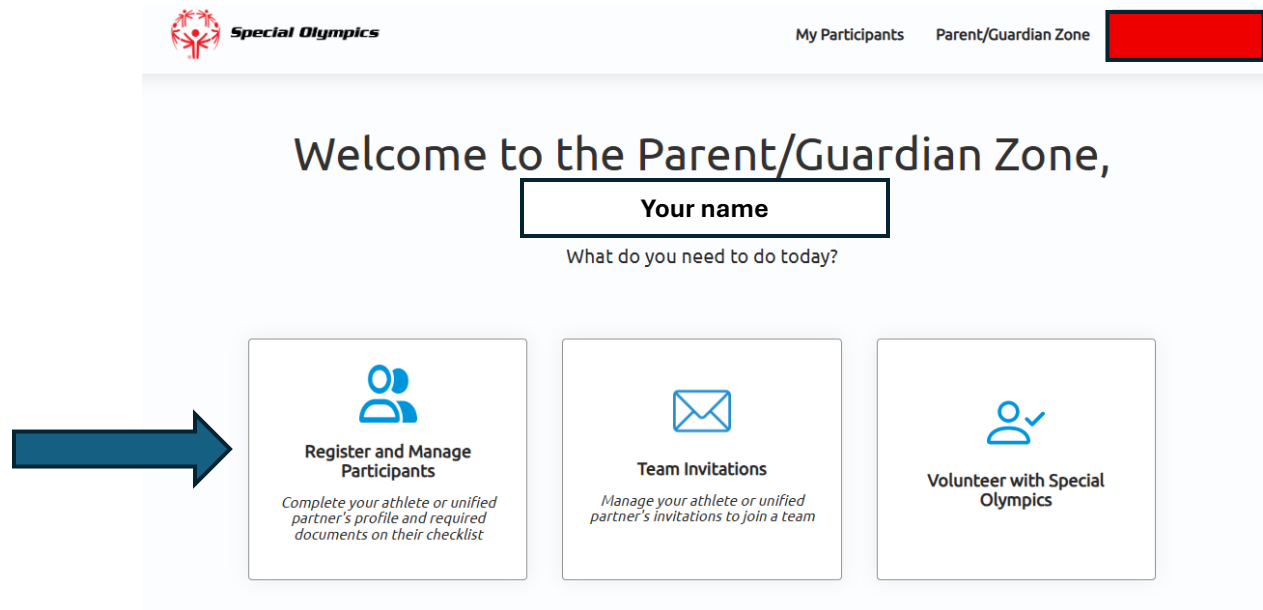
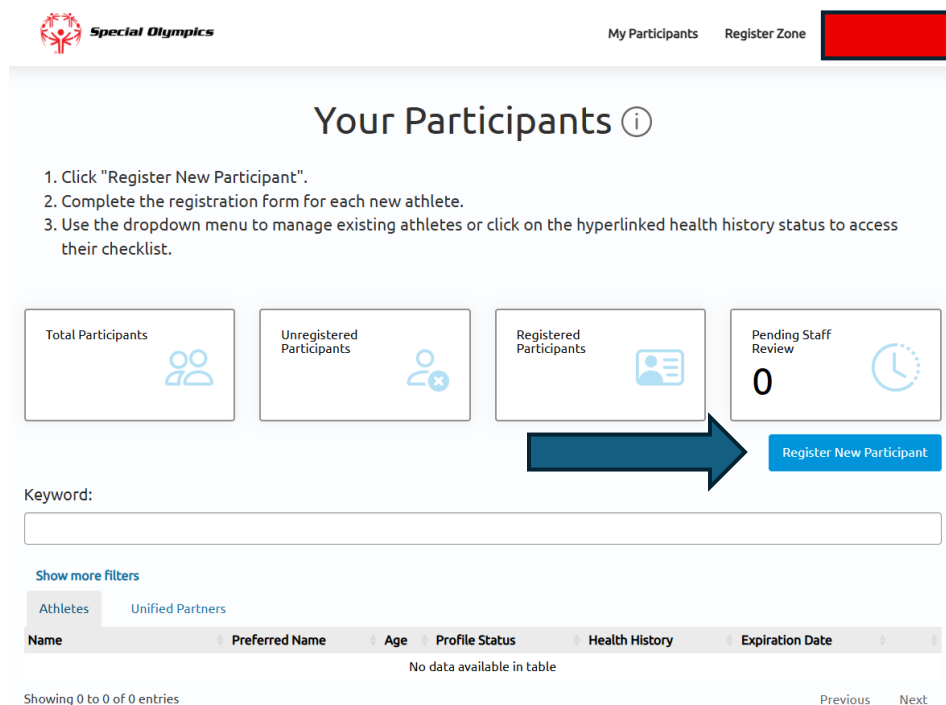



Instructions for completing forms in the Center of Excellence (COE) Registration Portal – Parents and Guardians

1. If you have just completed creating your parent/guardian account, or if you have logged out of your account and are now logging back in, you will see the following page. Click on My “Register and Manager Participants”.

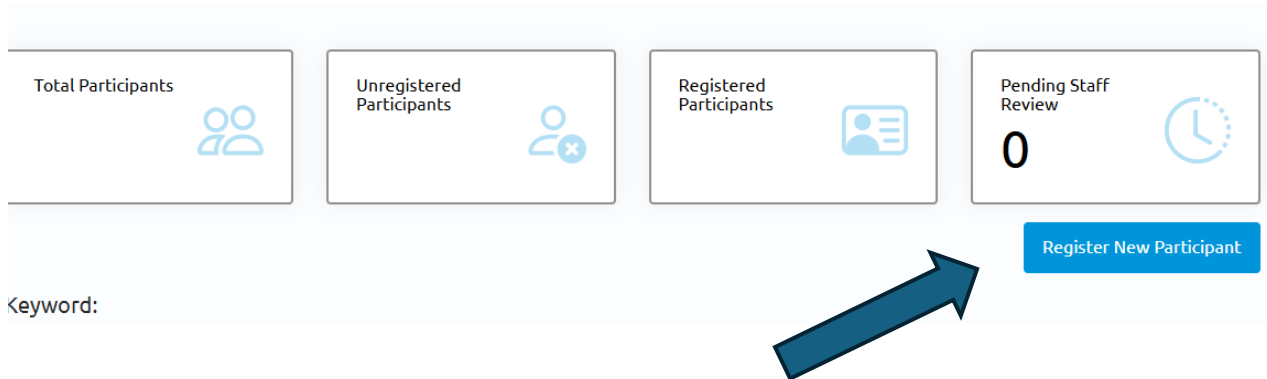


2. You will be taken to the “Your Participants” page.

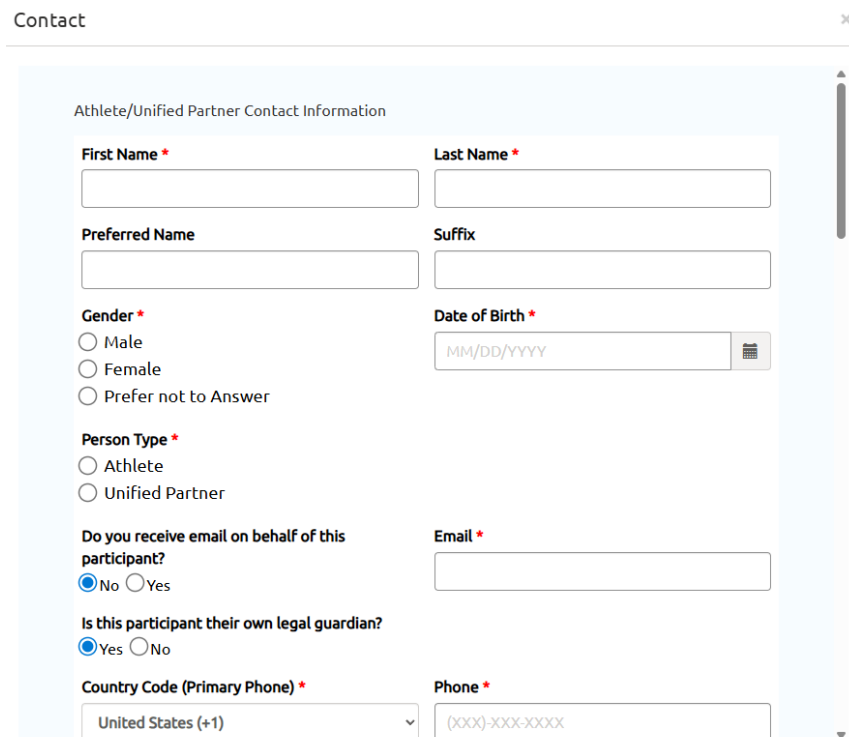


3. When you see the  , you can click on it for more information.

4. To register or renew an athlete, select **Register New Participant**.



5. Enter the athlete's contact information, emergency contact information, parent/guardian information, spoken languages (optional) and a brief biography/description (also optional). Fields marked with a red asterisk* are required. Use the gray bar to scroll down.

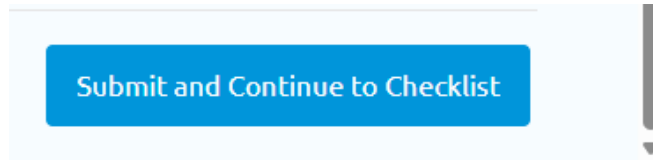


The screenshot shows a 'Contact' form titled 'Athlete/Unified Partner Contact Information'. The form contains several fields and sections:

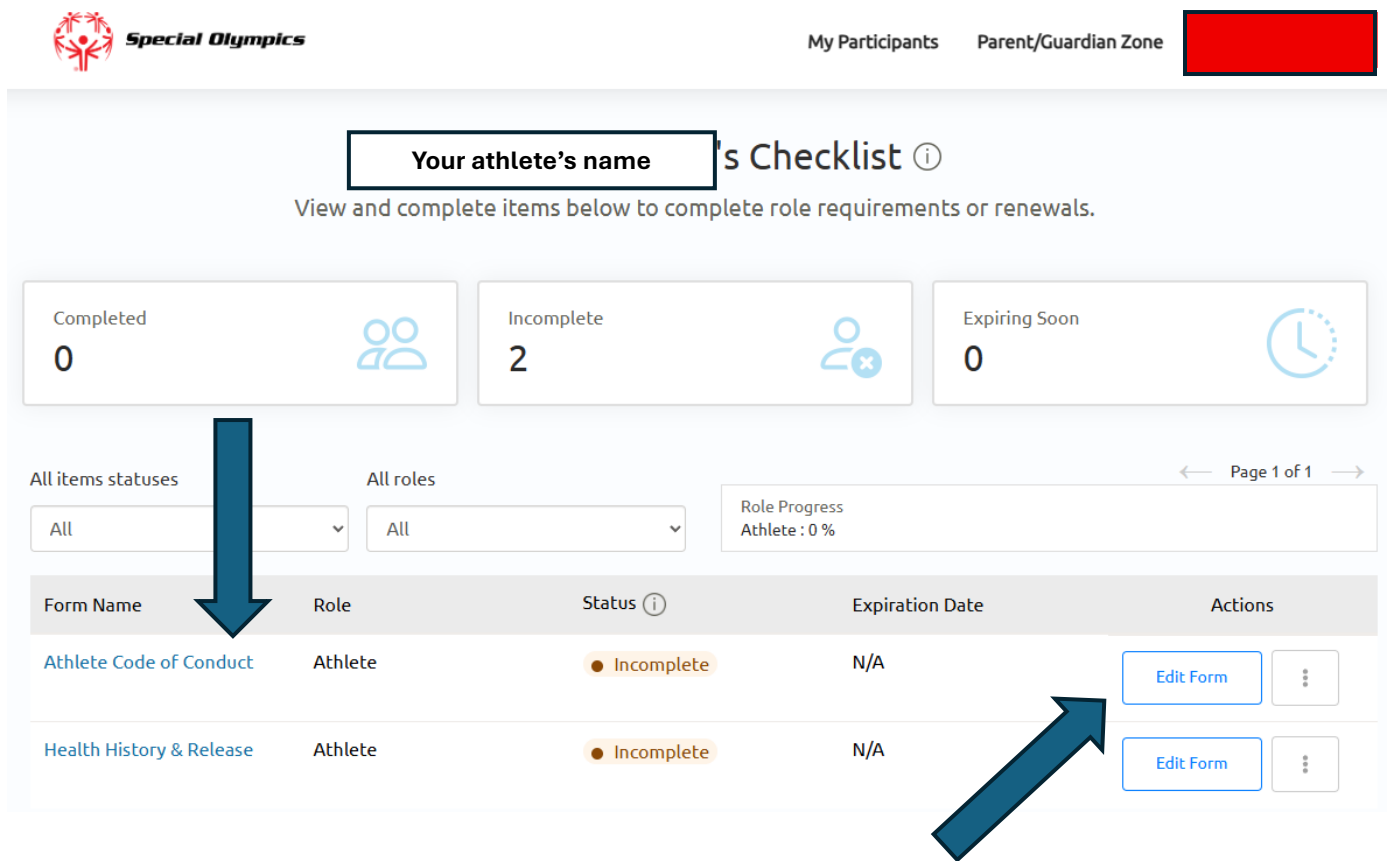
- First Name *** and **Last Name *** (text input fields)
- Preferred Name** and **Suffix** (text input fields)
- Gender *** (radio buttons for Male, Female, Prefer not to Answer)
- Date of Birth *** (calendar icon and MM/DD/YYYY text input)
- Person Type *** (radio buttons for Athlete, Unified Partner)
- Do you receive email on behalf of this participant?** (radio buttons for No, Yes)
- Is this participant their own legal guardian?** (radio buttons for Yes, No)
- Country Code (Primary Phone) *** (dropdown menu showing United States (+1))
- Phone *** (text input field with mask (xxx)-xxx-xxxx)

A vertical gray scrollbar is visible on the right side of the form, and a large blue arrow points from the right towards the scrollbar.

6. When finished, select **Submit and Continue to Checklist**.



7. You will be taken to your Athlete's Checklist and see two forms to complete – the Athlete Code of Conduct and Health History and Release. Click on the Athlete Code of Conduct form, or you can also click "Edit Form".



Special Olympics

My Participants Parent/Guardian Zone

Your athlete's name's Checklist ⓘ

View and complete items below to complete role requirements or renewals.

Completed 0 Incomplete 2 Expiring Soon 0

All items statuses All All roles Role Progress Athlete : 0 % Page 1 of 1

Form Name	Role	Status ⓘ	Expiration Date	Actions
Athlete Code of Conduct	Athlete	Incomplete	N/A	Edit Form ⋮
Health History & Release	Athlete	Incomplete	N/A	Edit Form ⋮

8. To complete the Athlete Code of Conduct form, click on the form. You will be taken to the following page. Use the gray bar on the right side to scroll down the page. Select the checkbox “I have read and agree with the Athlete Code of Conduct Form, then click **Save**.

Special Olympics Wisconsin

Athlete Code of Conduct Form

Read through the form, mark the checkbox and then click "Save" when you've read the Athlete Code of Conduct Form.

Special Olympics Athlete Code of Conduct

SOWI prides itself in providing high quality sports training and competitions for people with intellectual disabilities. The primary purpose of this code of conduct is to establish a high standard of athlete behavior, which will ensure the safety and well-being of all athletes involved in training and competition. All athletes (including Unified Sports® Partners) are expected to abide by the Athlete Code of Conduct as established by SOWI. Athletes should be reminded that participation in Special Olympics is a privilege, not a right, and that the Local Program Manager has the authority to make immediate accommodations until final decisions can be made.

As a Special Olympics athlete or Unified partner, I agree to the following behavior:

- Uphold the mission, philosophy, principles and policies of Special Olympics, Inc. and Special Olympics Wisconsin
- Behave in a manner consistent with Special Olympics Wisconsin's core values of mutual respect, positive attitude, accountability, teamwork and dedication
- Each athlete further agrees and acknowledges that participation in SOWI is voluntary and SOWI may terminate an athlete's participation if the athlete fails to follow SOWI rules and policies, including the athlete code of conduct.

SPORTSMANSHIP

- I will always practice good sportsmanship, including during, before and after practice and competition.
- I will act in ways that bring respect to me, my coaches, my team and Special Olympics.
- I will not use inappropriate or offensive language, including swearing or insulting other individuals, in any form of communication.
- I will not fight with other athletes, coaches, officials, volunteers, staff, family members or spectators.
- I will respect the rights and dignity of all athletes, Unified partners, coaches, volunteers, staff, family members, and spectators in Special Olympics, and will not willfully engage in discriminatory behaviors.

9. At the bottom of the screen, click the checkbox “I have read and agree with the Athlete Code of Conduct Form” and select Save.

SPORTSMANSHIP

- I will always practice good sportsmanship, including during, before and after practice and competition.
- I will act in ways that bring respect to me, my coaches, my team and Special Olympics.
- I will not use inappropriate or offensive language, including swearing or insulting other individuals, in any form of communication.
- I will not fight with other athletes, coaches, officials, volunteers, staff, family members or spectators.
- I will respect the rights and dignity of all athletes, Unified partners, coaches, volunteers, staff, family members, and spectators in Special Olympics, and will not willfully engage in discriminatory behaviors.
- I will treat everyone equally regardless of gender, gender identity, sexual orientation, age, race, ethnicity, national origin, religion, ability, or any other characteristic.

TRAINING AND COMPETITION

- I will train regularly. I will let my coach know when I will not be at practice.
- I will learn and follow the rules of my sport.
- I will listen to my coaches and the officials and ask questions when I do not understand.
- I will always try my best during training, divisioning, and competitions.
- I will not "hold back" in preliminary competition just to get into an easier finals competition division.
- I will follow Special Olympics' concussion protocol.

RESPONSIBILITY FOR MY ACTIONS

- I will not engage in any form of verbal, physical, psychological, emotional, or sexual abuse, unwanted sexual advances, or harassing, bullying or hazing behavior in person, via telecommunications, or via any other form of electronic communication, including, but not limited to email, texting and social media. This includes the exchange or transmission of inappropriate language, derogatory comments or slurs, and/or inappropriate images of a sexual or violent nature.
- I will not take drugs for the purpose of improving my performance.

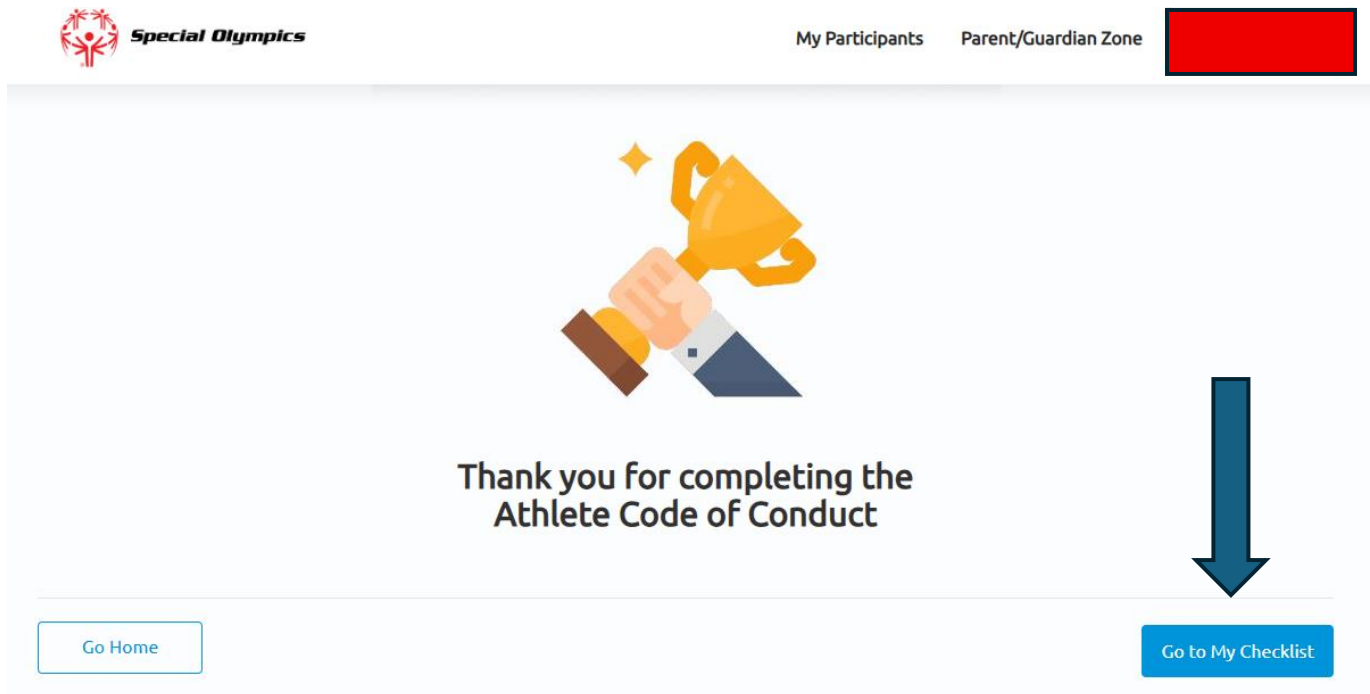
Special Olympics Wisconsin
6582 Ronald Reagan Ave. | Madison, WI 53704
Phone: (608) 222-3241 | Web: SpecialOlympicsWI.com | Email: info@specialolympicswisconsin.org
Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities.

I have read and agree with the Athlete Code of Conduct Form

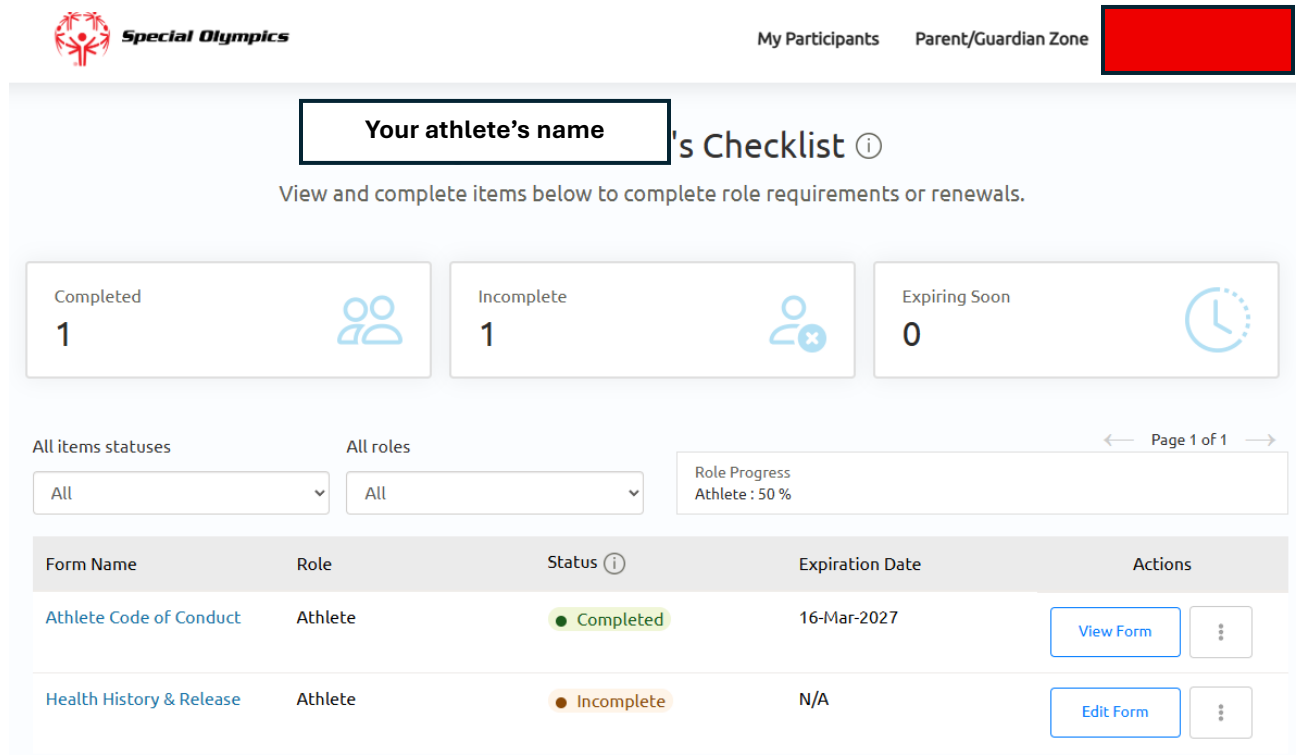
< Back

Save

10. You will be taken to the following screen. Select **Go to My Checklist**.



11. To complete the Health History and Release Form, click on the “Health History and Release Form” or click on “Edit Form”.



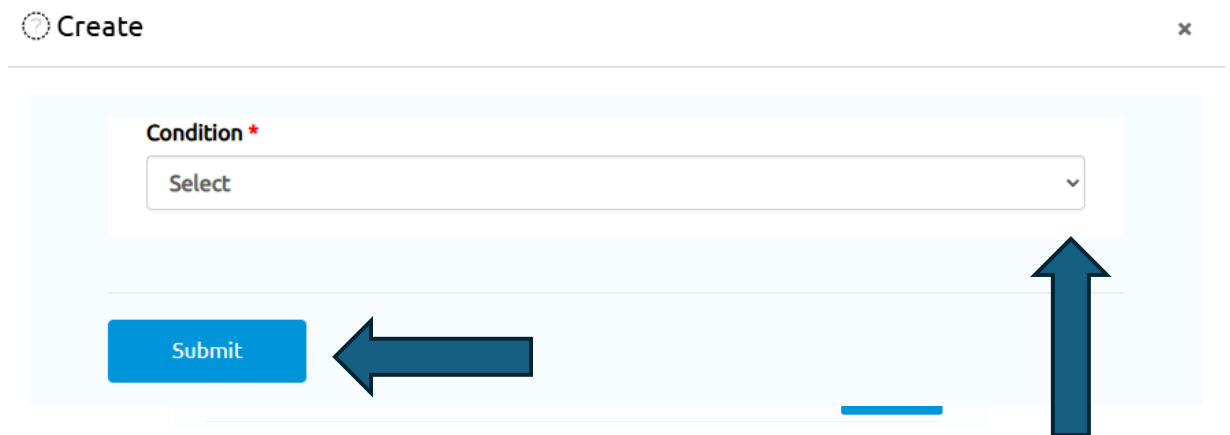
12. You will see a racetrack icon at the top to show your progress as you complete the form. Select **Let's Do This** to start.

The screenshot shows the top navigation bar with the Special Olympics logo, "My Participants", "Parent/Guardian Zone", and a red profile picture placeholder. Below is a progress bar labeled "Your progress" with "0% Registration" and a racetrack icon. A blue arrow points to the "0% Registration" text. The main content area is titled "What to expect for the Health History & Release." and contains a paragraph of text. Below the text is a circular icon representing a medical form. At the bottom, there are three buttons: "< Back", "Go Home", and "Let's Do This!". A blue arrow points down to the "Let's Do This!" button.

13. On this page, you will add any associated conditions or diagnoses your athlete has. Click **Add Condition** to start.

The screenshot shows the top navigation bar with the Special Olympics logo, "My Participants", "Parent/Guardian Zone", and a red profile picture placeholder. Below is a progress bar labeled "Your progress" with "5% Registration" and a racetrack icon. The main content area is titled "Do you have any associated conditions?*" and contains a paragraph of text and an example: "Example: Autism, Down Syndrome, Cerebral Palsy". At the bottom, there is a table with two columns: "Condition Name" and "Other Description". A blue arrow points to the "Add Condition" button. Below the table is a yellow box with the text "There are no records to display."

14. To select a condition or diagnosis, use the down arrow and choose from the List, then select **Submit**.



The screenshot shows a form titled "Create" with a close button (x) in the top right corner. Below the title is a light blue box containing a form field labeled "Condition *". The field has a dropdown menu with the text "Select" and a small downward arrow on the right side. Below the form field is a blue button labeled "Submit". A blue arrow points from the right side of the form field down to the "Submit" button. Another blue arrow points from the right side of the form field up to the dropdown arrow.

15. You will be directed back to the associated conditions question. You can add more conditions or diagnoses. Or, click **Save & Continue** to go to the question.
16. The next four questions are optional. If you do not know or wish to answer the question, select **Save & Continue**.

To add any mobility device, communication device, lifestyle aid or medical device, follow the same instructions as when you added an associated condition or diagnosis.



Your progress



Registration



Do you use any mobility devices?

To view and add devices, please click on the "Add Mobility Device" button, select an option from the dropdown, submit and then click "Save & Continue".

Example: Walker, Crutches, Wheelchairs, Prosthetics

[Add Mobility Device](#)

Mobility Device

Other Description

There are no records to display.

[< Back](#)[Save & Continue](#)

Your progress



Registration



Do you use any lifestyle aids?

To view and add lifestyle aids, please click on the "Add Lifestyle Aid" button, select an option from the dropdown, submit and then click "Save & Continue".

Example: CPAP, Dentures, Glasses

[Add Lifestyle Aid](#)

Lifestyle Aid

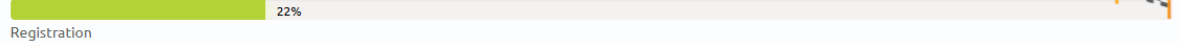
Other Description

There are no records to display.

[< Back](#)[Save & Continue](#)



Your progress



Registration



Do you use any communication devices?

To view and add a communication devices, please click on the "Add Communication Device" button, select an option from the dropdown, submit and then click "Save & Continue".

Example: Hearing aid, Communication Devices, Sign Language

[Add Communication Device](#)

Device

Other Description

There are no records to display.

[< Back](#)[Save & Continue](#)

Your progress



Registration



Do you use any medical devices?

To view and add medical devices, please click on the "Add Medical Device" button, select an option from the dropdown, submit and then click "Save & Continue". If you don't use any medical devices, click "Save & Continue".

Example: Implantable Cardioverter Defibrillator, VP Shunt, Pacemaker

[Add Medical Device](#)

Medical Device

Other Description

There are no records to display.

[< Back](#)[Save & Continue](#)

- 17.** On the next page, check “Yes” or “No” if your athlete has a specific dietary requirement. If “Yes” is selected, specify the requirement in the text box. Then select **Save & Continue**.

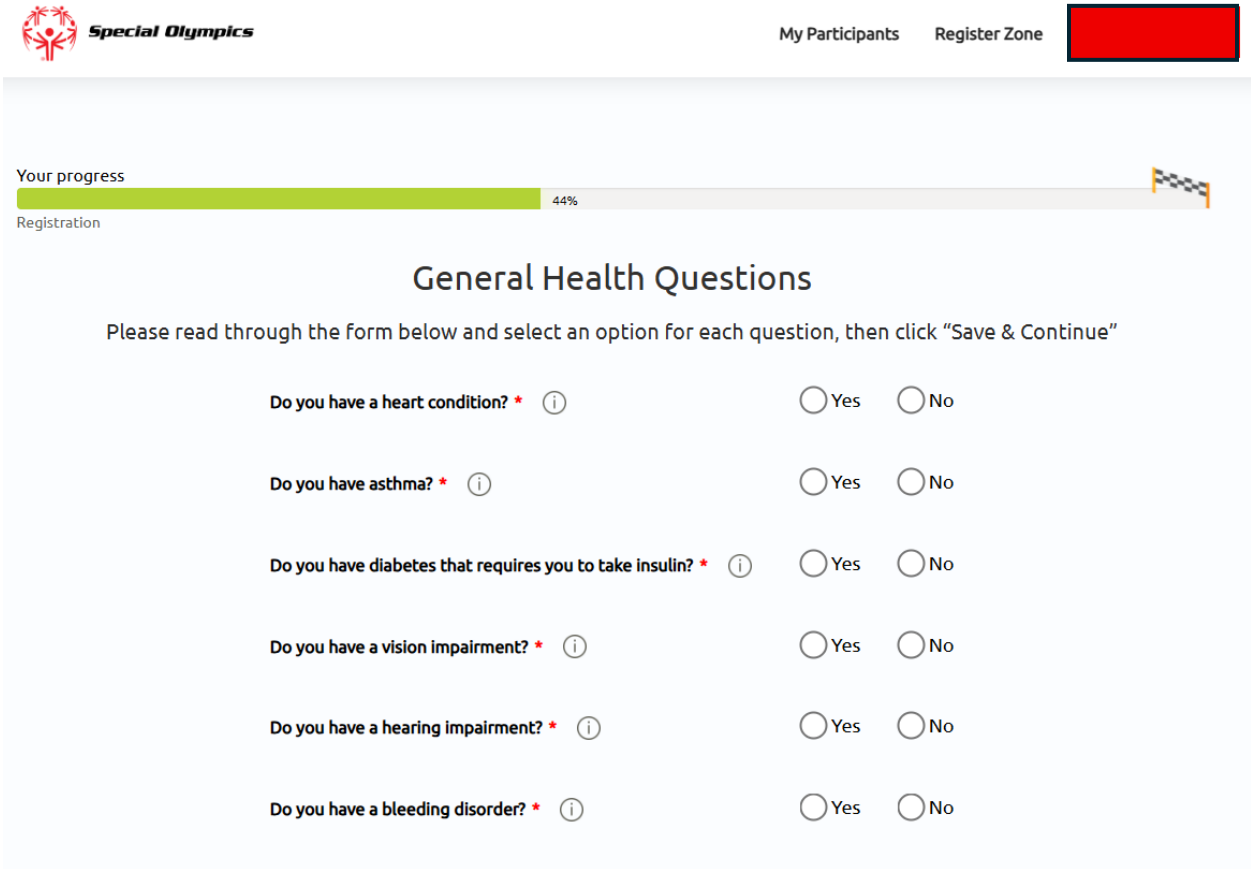
The screenshot shows the Special Olympics registration interface. At the top left is the Special Olympics logo. To the right are links for "My Participants" and "Register Zone", followed by a red rectangular button. Below the header is a progress bar labeled "Your progress" showing 33% completion for the "Registration" step. The main heading is "Do you have a specific dietary requirement?*" with a red asterisk. Below this is explanatory text: "This includes any dietary requirements from your doctor. If you do not have any food or drink restrictions, please click “No” and then click “Save & Continue”." There are two radio buttons: "Yes" (which is selected) and "No". Below the radio buttons is a text input field with the label "Please specify*" and a blue arrow pointing to it from the left. At the bottom of the form are two buttons: "< Back" on the left and "Save & Continue" on the right, with a blue arrow pointing to the "Save & Continue" button from the left.

- 18.** On the next page, check “Yes” or “No” for other assistive devices your athlete may use. Then select **Save & Continue**.







The screenshot shows the Special Olympics registration interface. At the top left is the Special Olympics logo. To the right are links for "My Participants" and "Register Zone", followed by a red rectangular button. Below the header is a progress bar labeled "Your progress" showing 38% completion for the "Registration" step. The main heading is "Do you use other assistive devices?*" with a red asterisk. Below this is explanatory text: "If there are other devices or accommodations you need that were not listed before, please click “Yes” and add them here. If you don't use any other assistive devices or accommodations, please click “No” and then click “Save & Continue”." There are two radio buttons: "Yes" and "No", both of which are unselected. At the bottom of the form are two buttons: "< Back" on the left and "Save & Continue" on the right, with a blue arrow pointing to the "Save & Continue" button from the left.

19. For the next section, answer “Yes” or “No” in regard to your athlete’s health.

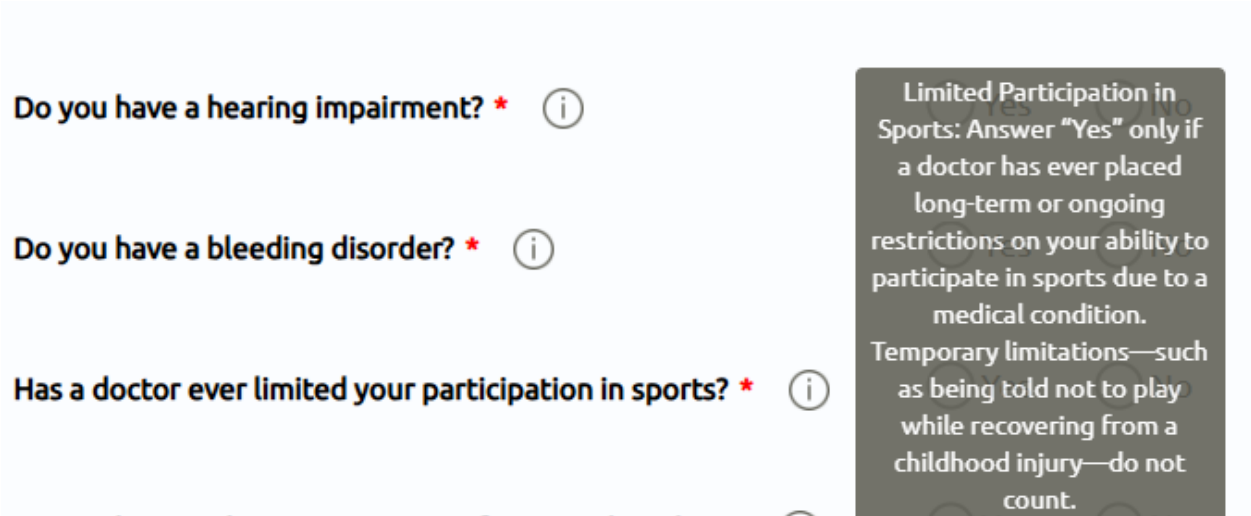
Note: Click the  for more information or explanation






The screenshot shows the Special Olympics registration interface. At the top left is the Special Olympics logo. To the right are links for 'My Participants' and 'Register Zone', followed by a red rectangular button. Below this is a progress bar labeled 'Your progress' with a green segment and '44%' completion, and a checkered flag icon. The main heading is 'General Health Questions'. Below the heading is the instruction: 'Please read through the form below and select an option for each question, then click “Save & Continue”'. There are six questions, each with a red asterisk and an info icon, followed by 'Yes' and 'No' radio button options:

- Do you have a heart condition? *  Yes No
- Do you have asthma? *  Yes No
- Do you have diabetes that requires you to take insulin? *  Yes No
- Do you have a vision impairment? *  Yes No
- Do you have a hearing impairment? *  Yes No
- Do you have a bleeding disorder? *  Yes No

20. Please read the description of the question “Has a doctor ever limited your participation in sports?” question carefully before checking “Yes” or “No”.



The screenshot shows a close-up of the registration form. Three questions are visible, each with a red asterisk and an info icon:

- Do you have a hearing impairment? * 
- Do you have a bleeding disorder? * 
- Has a doctor ever limited your participation in sports? * 

To the right of these questions is a grey box with white text providing clarification:

Limited Participation in Sports: Answer “Yes” only if a doctor has ever placed long-term or ongoing restrictions on your ability to participate in sports due to a medical condition. Temporary limitations—such as being told not to play while recovering from a childhood injury—do not count.


21. When you are finished with the General Health Questions, click **Save & Continue**.

Do you have a bleeding disorder? *


Has a doctor ever limited your participation in sports? * Yes No


Do you have epilepsy or any type of seizure disorder? * Yes No

Do you have sickle cell disease? * Yes No

< Back  Save & Continue


22. On the next page, select “Yes” or “No” if the athlete has ever had a concussion. If you select “Yes”, follow the prompts as shown below. Then select **Save & Continue**.

Special Olympics My Participants Register Zone 


Your progress
Registration 50% 

Have you ever had a concussion? * Yes No

Select an option and then click “Save & Continue”

< Back  Save & Continue

If yes, please specify how many in your lifetime *

Date of last concussion * MM/DD/YYYY 

If “yes” is selected, enter how many concussions the athlete has had and date of the last concussion

23. Select “Yes” or “No” if your athlete has behavioral, mental health, and/or Sensory conditions, the click **Save & Continue**.

The screenshot shows the Special Olympics registration interface. At the top left is the Special Olympics logo. To the right are links for "My Participants" and "Register Zone", followed by a red rectangular box. Below the header is a progress bar labeled "Your progress" and "Registration" with a 55% completion indicator and a checkered flag icon. The main question is "Do you have behavioral, mental health, and/or sensory conditions?*" with an information icon. Below the question is the instruction "Select an option and then click 'Save & Continue'". There are two radio buttons: "Yes" and "No". At the bottom, there is a "< Back" button on the left and a "Save & Continue" button on the right. A large blue arrow points from the "Save & Continue" button towards the right.

24. Select “Yes” or “No” if your athlete ever may need an EpiPen. If you select “Yes”, follow the prompts, then select **Save & Continue**.

The screenshot shows the Special Olympics registration interface. At the top left is the Special Olympics logo. To the right are links for "My Participants" and "Register Zone", followed by a red rectangular box. Below the header is a progress bar labeled "Your progress" and "Registration" with a 61% completion indicator and a checkered flag icon. The main question is "Do you have severe allergies that requires the use of an EpiPen?*" with an information icon. Below the question is the instruction "Select an option and then click 'Save & Continue'". There are two radio buttons: "Yes" and "No". At the bottom, there is a "< Back" button on the left and a "Save & Continue" button on the right. A large blue arrow points from the "Save & Continue" button towards the right.

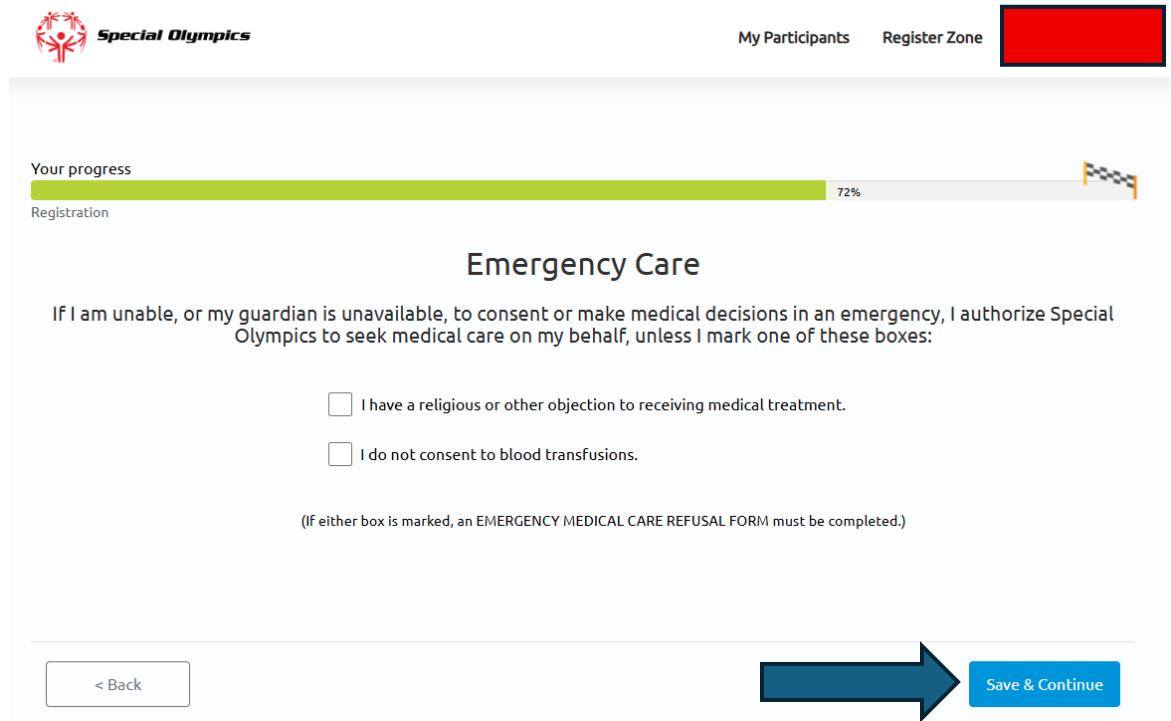
- 25.** On the next page, you will list medications your athlete takes. To add a medication, select **Add Medications**. If there are no medications to list, select **Save & Continue**.

The screenshot shows the Special Olympics registration interface. At the top left is the Special Olympics logo. To the right are links for "My Participants" and "Register Zone", followed by a red rectangular button. Below the header is a progress bar labeled "Your progress" with "Registration" below it and "66%" on the right. The main heading asks, "Are you taking any prescriptions or over the counter medications or treatments?". Below this is a paragraph of instructions: "For adding medications or treatments, please click on the Add Medications button, select an option from the dropdown, submit and then click Save & Continue". A table with four columns is shown: "Medication Name", "Dosage", "Frequency", and "Frequency Unit". Below the table is a yellow message box that says "There are no records to display.". At the bottom of the form are two buttons: "< Back" and "Save & Continue". A blue arrow points from the "Add Medications" button to the table, and another blue arrow points from the "Save & Continue" button to the right.

- 26.** If you selected **Add Medications**, complete all fields and then select **Submit** to return to the medication screen. When you are finished adding medications, select **Save & Continue**.

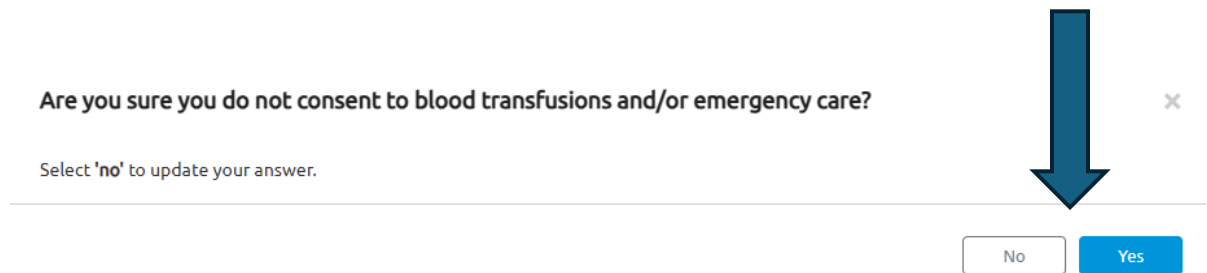
The screenshot shows a "Create" modal window for adding a medication. It contains four input fields: "Medication Name" with a red asterisk, "Dosage" with the example "e.g. 100mg", "Frequency" with the instruction "Enter the number (e.g. 1) of how many times per day/week the medication is taken", and "Frequency Unit" with a dropdown menu currently set to "Select". A blue "Submit" button is located at the bottom of the form, with a blue arrow pointing to it from the left.

- 27.** The next question asks if you object to your athlete receiving emergency care and/or blood transfusions. You may select one or both boxes. If you do not object, then click **Save & Continue**.



The screenshot shows the Special Olympics registration interface. At the top left is the Special Olympics logo. To the right are links for "My Participants" and "Register Zone", followed by a red rectangular button. Below this is a progress bar labeled "Your progress" showing "72%" completion for "Registration". The main heading is "Emergency Care". The text reads: "If I am unable, or my guardian is unavailable, to consent or make medical decisions in an emergency, I authorize Special Olympics to seek medical care on my behalf, unless I mark one of these boxes:". There are two checkboxes: "I have a religious or other objection to receiving medical treatment." and "I do not consent to blood transfusions.". Below the checkboxes is a note: "(If either box is marked, an EMERGENCY MEDICAL CARE REFUSAL FORM must be completed.)". At the bottom left is a "< Back" button. At the bottom right is a blue "Save & Continue" button, with a large blue arrow pointing to it from the left.

- 28.** If you select one of the checkboxes, the following screen will open. Select "Yes" or "No". Then select **Save & Continue**.



The screenshot shows a confirmation dialog box with the question: "Are you sure you do not consent to blood transfusions and/or emergency care?". Below the question is the instruction: "Select 'no' to update your answer.". At the bottom right are two buttons: "No" and "Yes". A large blue arrow points down from the top right towards the "Yes" button. There is a close button (X) in the top right corner of the dialog box.

Please note that if you select **Yes, an Emergency Care Refusal Form will appear as an additional form to complete in the athlete's checklist. The Emergency Care Refusal Form must be completed as part of the athlete's paperwork to join or renew their eligibility.*

29. Select “Yes” or “No” if you would be interested in learning about research studies, the select **Save & Continue**.

Special Olympics

My Participants Register Zone

Your progress
Registration 77%

Evaluation and Research

Special Olympics wants to help our athletes and their families stay healthy and happy. We may take part in research studies and would share information for your potential participation. All studies will be checked by the Special Olympics Chief Health Officer.

Would you or your family be interested in learning about research studies? *

Yes No

< Back Save & Continue

30. You are almost finished! On the following screen, scroll down to review your answers.

Special Olympics

My Participants Register Zone

Your progress
Registration 83%

Please review and confirm your health history responses

Then select **Save & Continue**.

< Back Save & Continue

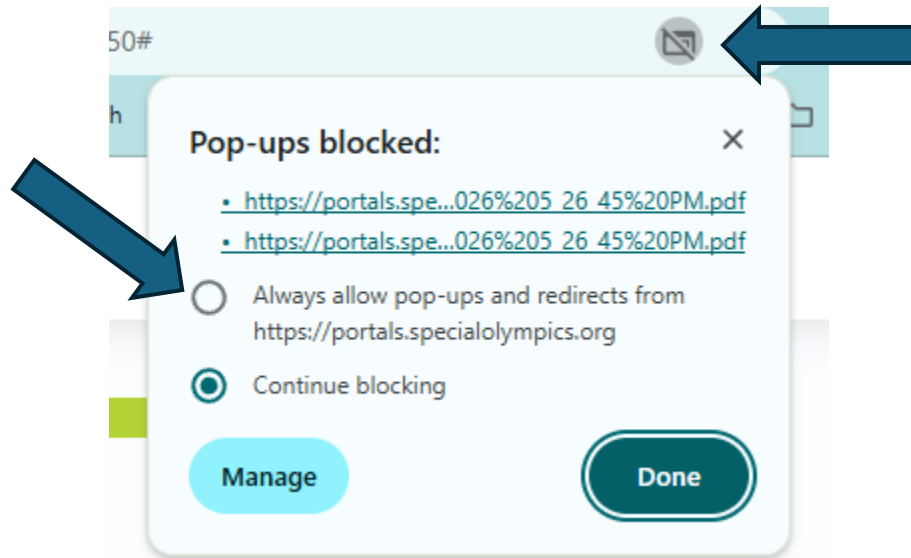
- 31.** On the following screen, you will sign the Health History & Release Form that you just completed. If you select **Manual Sign**, you will be prompted to print, sign and re-upload the form. Otherwise, you can select **E Sign Form**. If you select E Sign Form, skip to step 36.

The screenshot shows the Special Olympics registration interface. At the top left is the Special Olympics logo. To the right are links for "My Participants" and "Register Zone" next to a red profile picture placeholder. Below the navigation is a progress bar labeled "Your progress" and "Registration" with a green bar at 88% and a checkered flag icon. The main heading is "Health History & Release Form". Below the heading is a paragraph: "To sign the Health History & Release Form form, you can either e-sign the form, where you'll be redirected to another website to provide your electronic signature—or download the form, sign it manually, and upload the signed copy." A large blue arrow points down from this text to two buttons: "Manual Sign" and "E-Sign Form". A "< Back" button is on the left.

- 32.** If you want to manually sign your form, select **Manual Sign**. You will have to download the form that you just completed, sign it, and then upload the form.

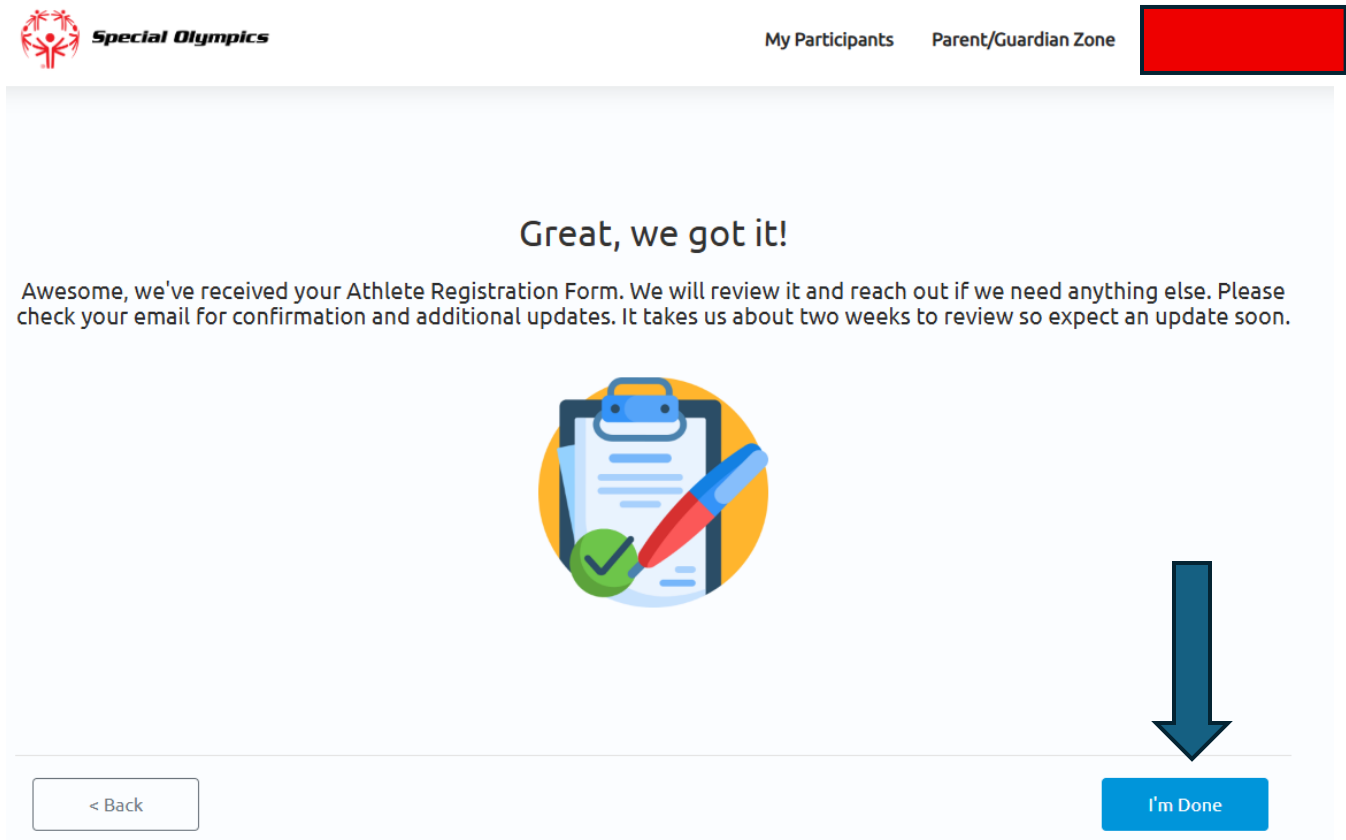
The screenshot shows the Special Olympics registration interface. At the top left is the Special Olympics logo. To the right are links for "My Participants" and "Parent/Guardian Zone" next to a red profile picture placeholder. Below the navigation is a progress bar labeled "Your progress" and "Registration" with a green bar at 94% and a checkered flag icon. The main heading is "Download Health History & Release". Below the heading is a list of instructions: "1. First, click the button to download the Health History & Release. The form will download to your device. Please stay on this page as this process may take a minute to complete. Check your device settings to ensure popups are enabled." followed by three dropdown menus: "Are you opening this on your phone?", "Are you opening this on your computer?", and "Are you not seeing the downloaded form?". "2. Second, open the form and read through it. At the bottom of the form please capture all required signatures. Then, click 'Continue to Upload' below to upload your signed form in the next page." A large blue arrow points to a "Download Form" button. A "< Back" button is on the left and a "Continue to Upload" button is on the right.

33. If you do not see the form open in a new tab on your computer, go to your browser bar and all popups, then select **“Done”**.

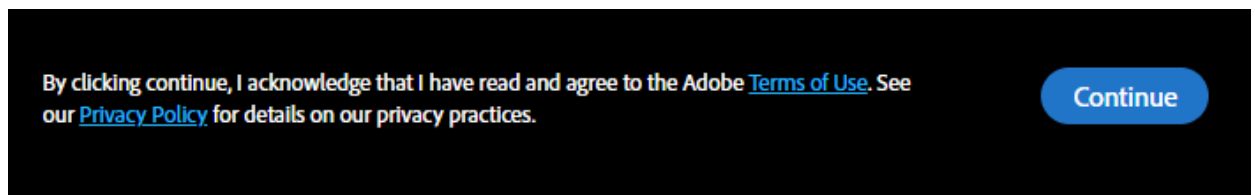


34. After signing the form, select **Continue to Upload** (step 32), then **Upload Form**. Choose the file that you saved it under.

35. After you have selected the file to upload, select **Submit Signed Form**. You will see the following screen. Select **I'm Done**.



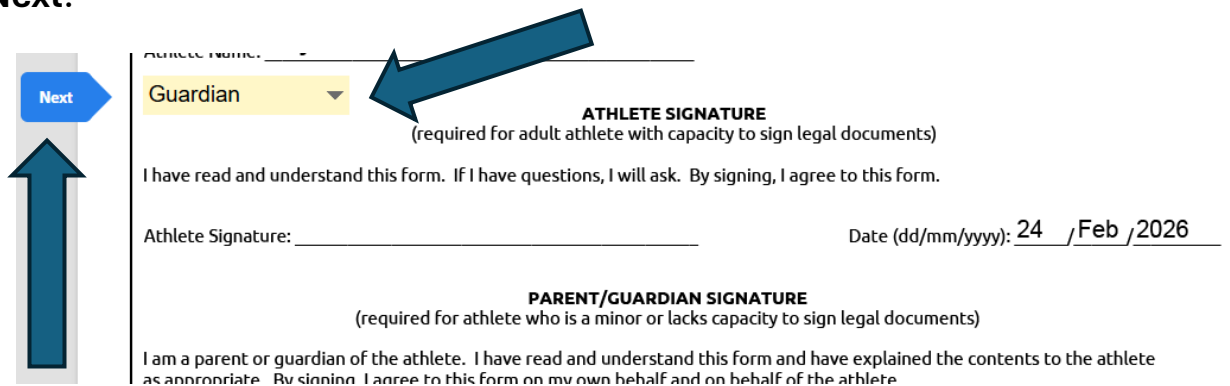
36. If you want to E-sign your form instead, select **E Sign Form** on step 31. After selecting **E Sign Form**, you will be taken to a new screen that will appear gray. Select **Continue** to proceed.



37. Next, select the **Start** button on the left side of the screen.



38. On the next screen, select **Guardian** by using the down arrow, then select **Next**.



Next

Guardian

ATHLETE SIGNATURE
(required for adult athlete with capacity to sign legal documents)

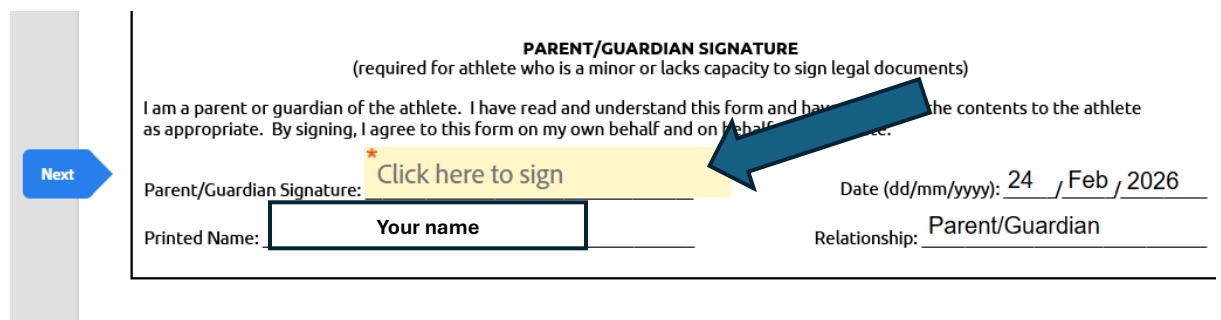
I have read and understand this form. If I have questions, I will ask. By signing, I agree to this form.

Athlete Signature: _____ Date (dd/mm/yyyy): 24 / Feb / 2026

PARENT/GUARDIAN SIGNATURE
(required for athlete who is a minor or lacks capacity to sign legal documents)

I am a parent or guardian of the athlete. I have read and understand this form and have explained the contents to the athlete as appropriate. By signing, I agree to this form on my own behalf and on behalf of the athlete.

39. Select the yellow “Click here to sign” box.



Next

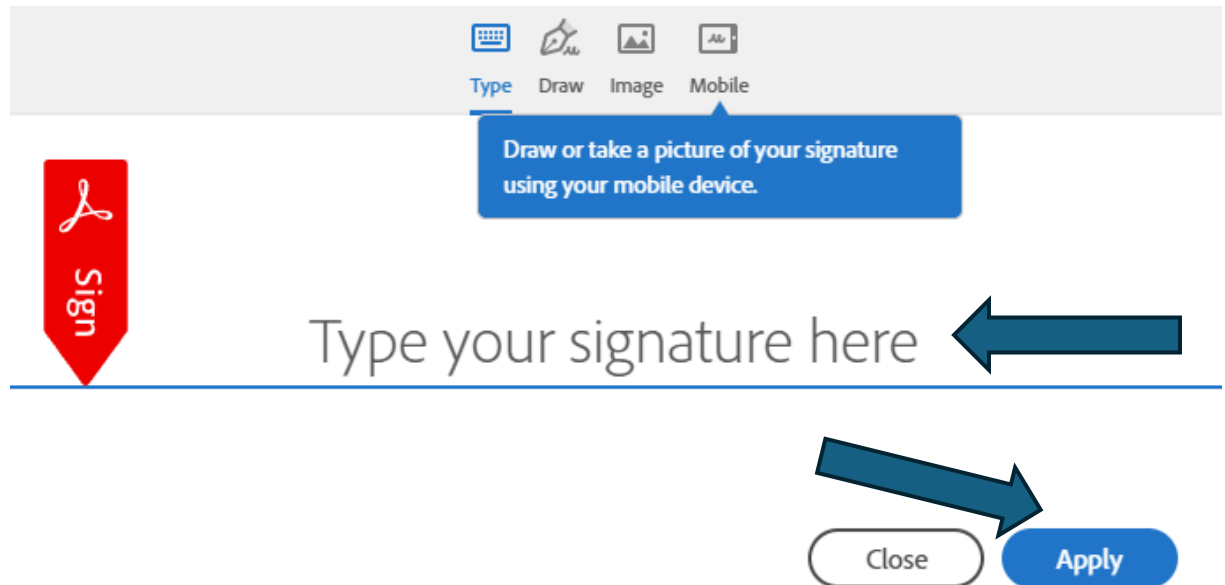
PARENT/GUARDIAN SIGNATURE
(required for athlete who is a minor or lacks capacity to sign legal documents)

I am a parent or guardian of the athlete. I have read and understand this form and have explained the contents to the athlete as appropriate. By signing, I agree to this form on my own behalf and on behalf of the athlete.

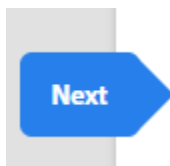
Parent/Guardian Signature: **Click here to sign** Date (dd/mm/yyyy): 24 / Feb / 2026

Printed Name: Your name Relationship: Parent/Guardian

40. The following screen will appear. Enter your signature by typing, drawing, or inserting an image. Then select **Apply**.



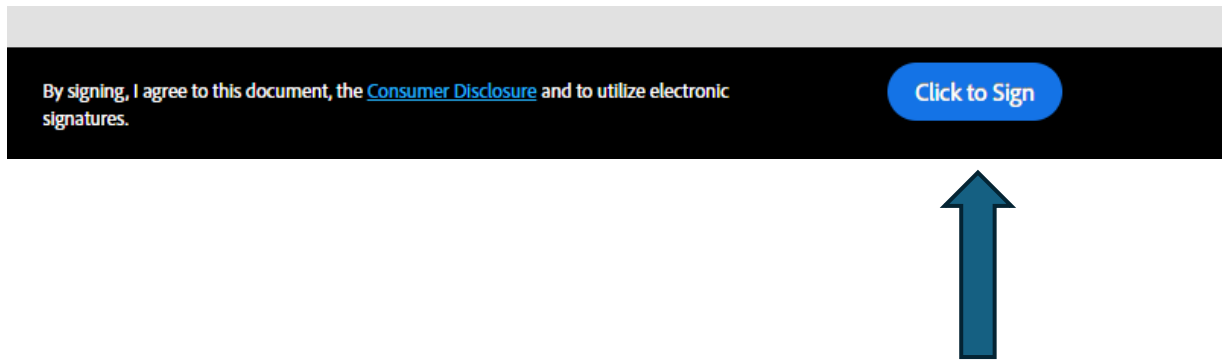
41. When you are finished with your signature, select **Next**.



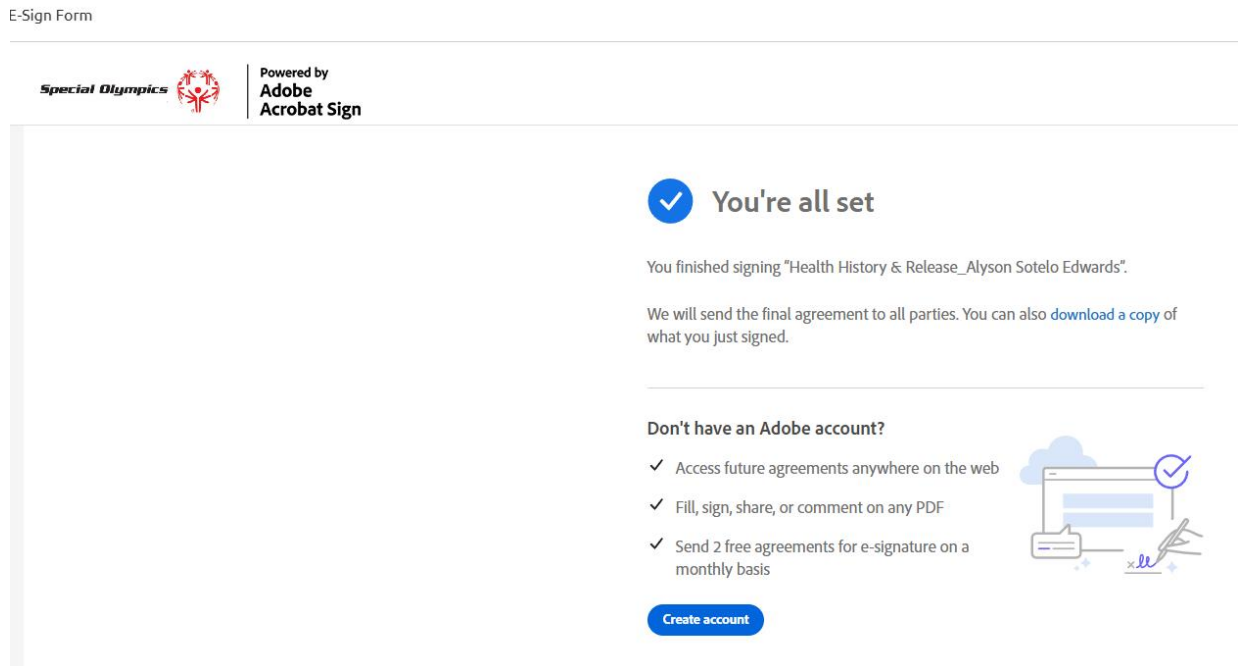
42. On the next screen, select the yellow “Click here to sign” box. Your previous signature will appear in the yellow box.

The screenshot shows a registration form titled 'EVALUATION AND RESEARCH (Optional)'. The text reads: 'Special Olympics wants to help our athletes and their families stay healthy and happy. We may take part in research studies and would share information for your potential participation. All studies will be checked by the Special Olympics Chief Health Officer.' Below this, it asks 'Would you or your family be interested in learning about research studies?' with radio buttons for 'Yes' (selected) and 'No'. A 'Click to Sign' button is next to the 'Yes' option. Below the radio buttons, there is a 'Signature:' field with a yellow box containing the text 'Click here to sign' and a blue arrow pointing to it from the right. Below the signature field is an 'Email:' field. At the bottom left, there is a blue arrow-shaped button with the word 'Next'. At the bottom of the page, it says 'Special Olympics U.S. Athlete Registration Form – updated August 2024' and 'Page 4 of 4'.

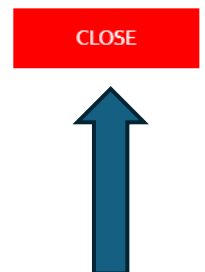
43. Finally, select **Click to Sign**.



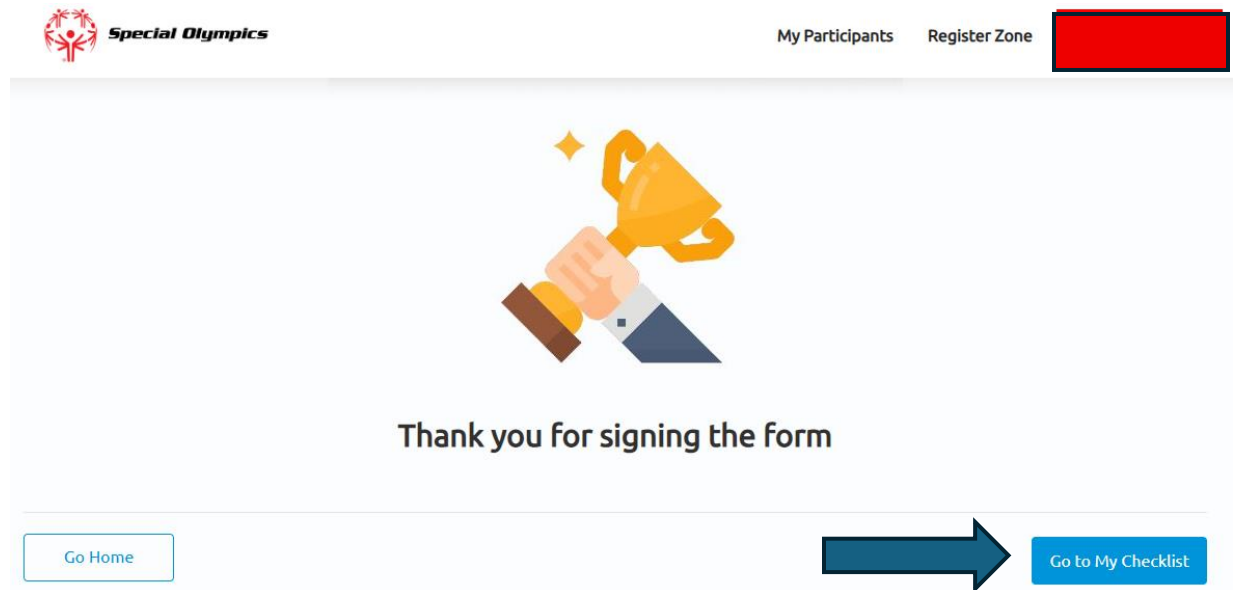
44. You may see the next screen. Select the red **Close** box. Please be patient as the next screen may take a few seconds to appear.



⚠ Please ensure you have followed the blue prompts to complete all signature fields before pressing 'close'



45. On the next screen, select **Go to My Checklist** to verify that you have completed all required forms.



46. On your checklist, you will see forms that you have completed and are approved, forms that you have submitted but have not yet been approved, and additional forms that you may have to complete based on your answers on the Health History and Release Form. To complete a form, select the form or “Edit Form”.

View and complete items below to complete role requirements or renewals.

Form Name	Role	Status	Expiration Date	Actions
Athlete Code of Conduct	Athlete	Completed	N/A	View Form
Emergency Care Refusal Form	Athlete	Incomplete	N/A	Edit Form
Health History & Release	Athlete	Submitted	N/A	View Form
Medical Form	Athlete	Incomplete	N/A	Edit Form

If you are required to complete the Emergency Care Refusal Form and/or Medical Form, see step 44 below.

- 47.** Download, print and sign the Emergency Care Refusal Form and/or Medical Form. You may either re-upload it according to the directions or scan and email the form(s) to forms@specialolympicswisconsin.org

The screenshot shows the Special Olympics registration portal. At the top left is the Special Olympics logo. To the right are links for 'My Participants' and 'Register Zone', followed by a red rectangular area. Below the navigation is a progress bar labeled 'Your progress' with '0%' and 'Registration' below it. The main heading is 'Download Emergency Care Refusal Form'. The text reads: 'First, click the button to download the Emergency Care Refusal Form. The form will download to your device.' Below this are two questions: 'Are you opening this on your phone?' and 'Are you opening this on your computer?', each with an upward arrow. A numbered instruction follows: '2. Second, open the form and read through it. At the bottom of the form please sign your name. Click the back arrow in your browser to return to the portal, and then click "Continue to Upload" below to upload your signed form in the next page.' A large blue arrow points to a blue button labeled 'Download Form'. At the bottom, there is a '< Back' button on the left and a 'Continue to Upload' button on the right.

The screenshot shows the Special Olympics registration portal. At the top left is the Special Olympics logo. To the right are links for 'My Participants' and 'Register Zone', followed by a red rectangular area. Below the navigation is a progress bar labeled 'Your progress' with '0%' and 'Registration' below it. The main heading is 'Download Medical Form'. The text reads: 'First, click the button to download the Medical Form. The form will download to your device.' Below this are two questions: 'Are you opening this on your phone?' and 'Are you opening this on your computer?', each with an upward arrow. A numbered instruction follows: '2. Second, open the form and read through it. At the bottom of the form please sign your name. Click the back arrow in your browser to return to the portal, and then click "Continue to Upload" below to upload your signed form in the next page.' A large blue arrow points to a blue button labeled 'Download Form'. At the bottom, there is a '< Back' button on the left and a 'Continue to Upload' button on the right.