

Center of Excellence (COE) Registration Portal Account Setup – Athletes who are 18 and their own Legal Guardian

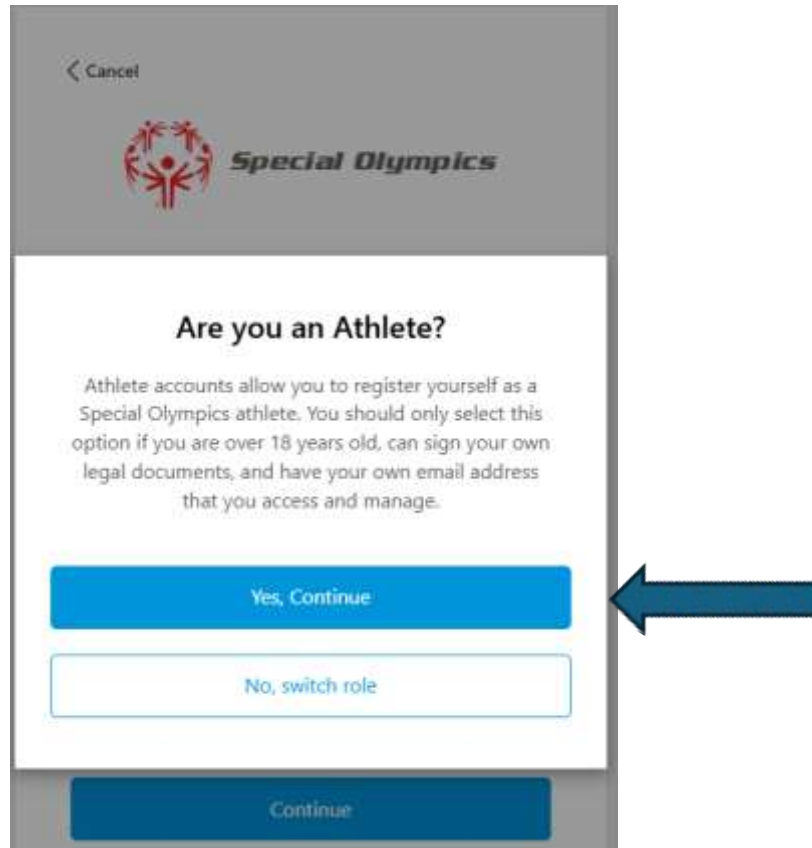
1. Visit portals.specialolympics.org and select **Create An Account**.



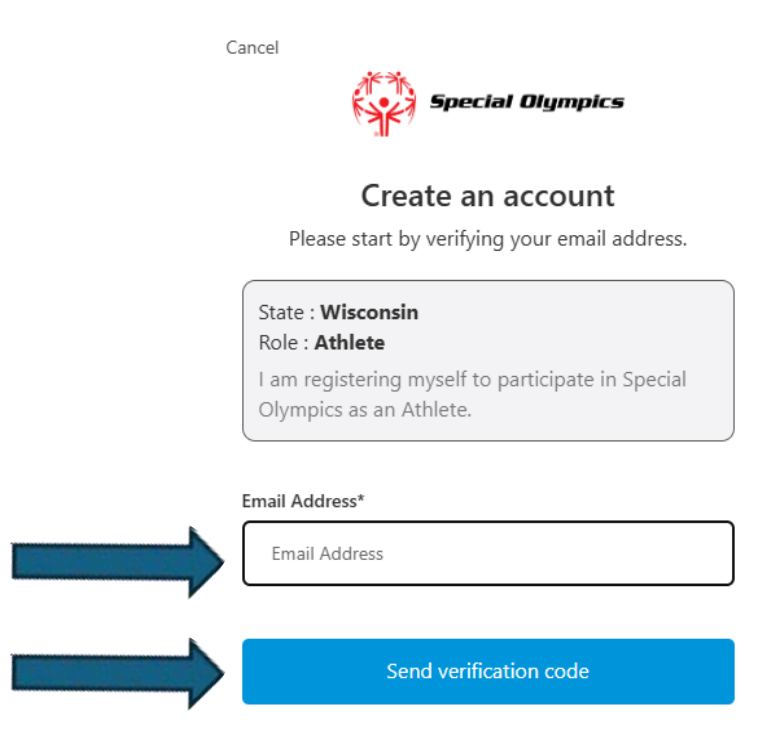
2. Using the arrows, select **Wisconsin** as the program and **Athlete** as your role. Then select **Continue**.



3. On the next screen, you will be asked to verify that you are an athlete. Select **Yes, Continue**.



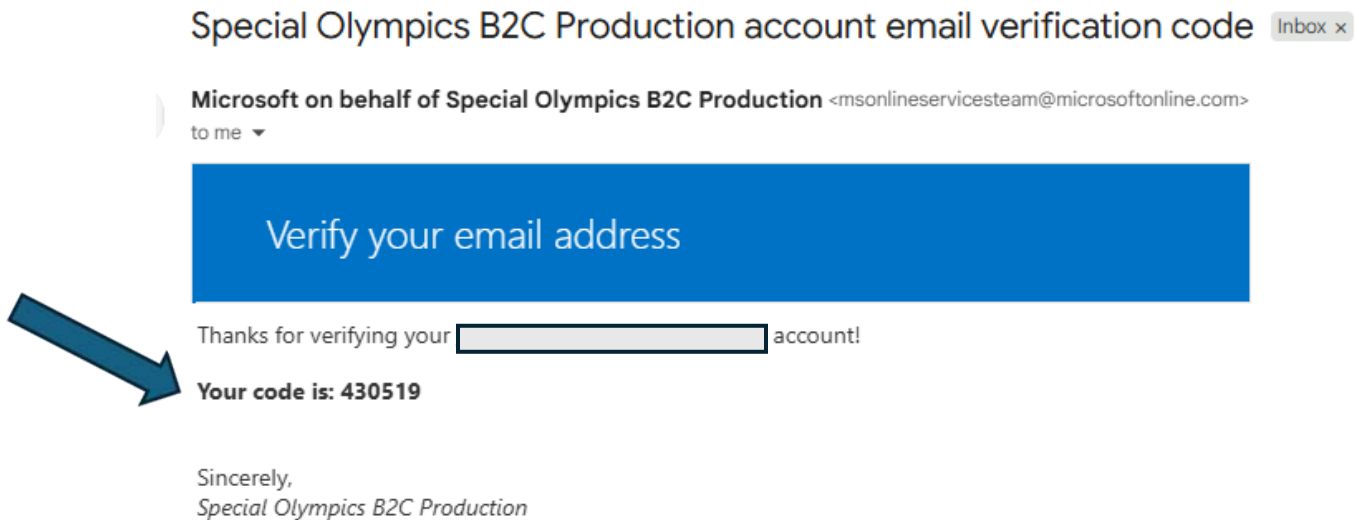
4. On the next screen, enter your email address, then select **Send Verification Code**. Do not close the page.



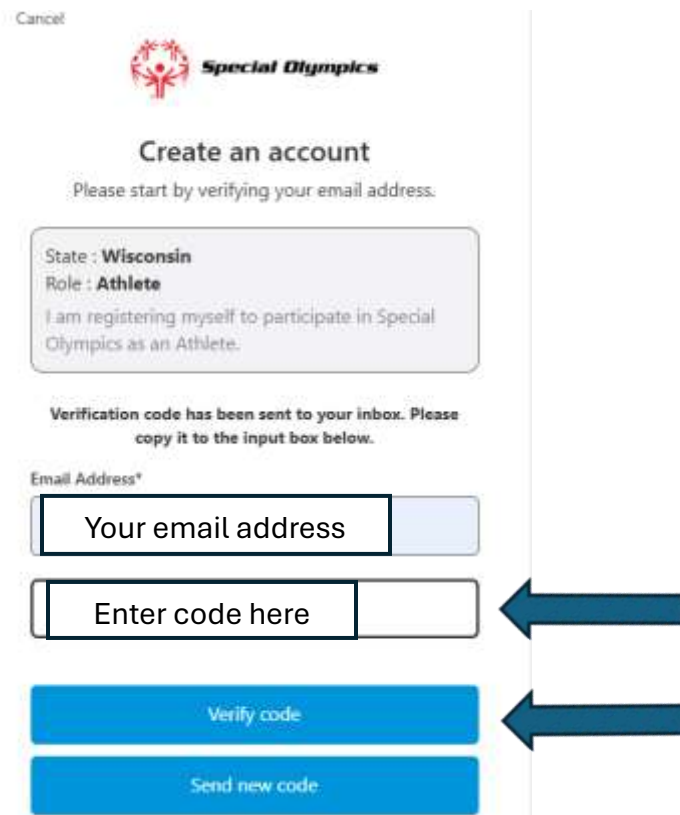
5. Go to your email and look for the following title in your inbox. Open the message. If you don't see the email in your inbox, check your spam or junk folder.

Microsoft on behalf. Special Olympics B2C Production account email verification code

6. You will see the following message. Copy or write down the verification code.




7. Go back to the Create an Account page you were just on. Enter the verification code and then select **Verify code**.



8. After you have entered your verification code, you will see the following screen.

Cancel



Create an account

Please start by verifying your email address.

State : **Wisconsin**
Role : **Athlete**
I am registering myself to participate in Special Olympics as an Athlete.

E-mail address verified. You can now continue.

Email Address*

9. Select a password, confirm your password, enter your first and last name, and select **Create**.

- 10.** On the next screen, you will see your name and email entered where the yellow rectangles are. Fields with a red asterisk* must be completed. Your First Name and Last Name should be your legal name. Preferred name can be your legal name or a nickname.

Special Olympics

Role: Athlete ⓘ

Your progress
2%
Registration

We'll start with a few things about you

Please type your information.

Required fields marked with an asterisk (*). Fields with no symbol are optional. Then hit 'Save & Continue'.

First Name *
Your legal first name

Middle Name
John, Elizabeth

Last Name *
Your legal last name

Suffix
Example: Jr., IV

Preferred Name *
Enter your name or nickname

Email
Your email address

Country Code (Primary Phone) *
United States (+1)

Phone *
(800) 422-3000

Scroll to the bottom and select **Save & Continue**.

Back

Save & Continue

- 11.** Enter your date of birth on the following screen then select **Save & Continue**. (You will also be able to see your progress on the racetrack image at the top of the screen.)

Special Olympics

Role: Athlete ⓘ

Your progress
7%
Registration

When were you born?

Please type or select your date of birth. Then click 'Save & Continue'.

Date of Birth *
MM/DD/YYYY

Back

Save & Continue

12. Choose your gender, then select **Save & Continue**.

The screenshot shows the Special Olympics registration interface. At the top left is the Special Olympics logo. At the top right is a red rectangular box. Below the logo, the text "Special Olympics" is displayed. In the center, it says "Role: Athlete" with an information icon. A progress bar shows "Your progress" at 15% for "Registration". The main heading is "What is your gender?*" with a red asterisk. Below it, the instruction reads "Select one option and then hit 'Save & Continue'". There are three radio button options: "Male", "Female", and "Prefer not to Answer". 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 "Back" button towards the "Save & Continue" button.

13. As you go through the next three screens, you may notice that they contain no asterisk. You may choose to enter the information and/or select **Save & Continue**.

The screenshot shows the Special Olympics registration interface. At the top left is the Special Olympics logo. At the top right is a red rectangular box. Below the logo, the text "Special Olympics" is displayed. In the center, it says "Role: Athlete" with an information icon. A progress bar shows "Your progress" at 23% for "Registration". The main heading is "What is your race or ethnicity?" with a red asterisk. Below it, the instruction reads "Select the race(s) or ethnicity(ies) below.". There are ten checkbox options arranged in two columns: "Prefer not to answer", "Asian or Asian American", "Hispanic or Latinx", "Native Hawaiian or Other Pacific Islander", "Other", "American Indian/Alaskan Native", "Black or African American", "Middle Eastern / North African", "White or Caucasian", and "Unknown". 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 "Back" button towards the "Save & Continue" button.



Role: Athlete ⓘ

Your progress

Registration

30%



What language(s) do you speak?

Please select the language(s) you speak below. Select 'Other' if your language is not reflected in the options available.

Language(s) Spoken

Select or search options

Back



Save & Continue



Role: Athlete ⓘ

Your progress

Registration

30%



What is your T-Shirt size?

Select one option and then hit 'Save & Continue'.

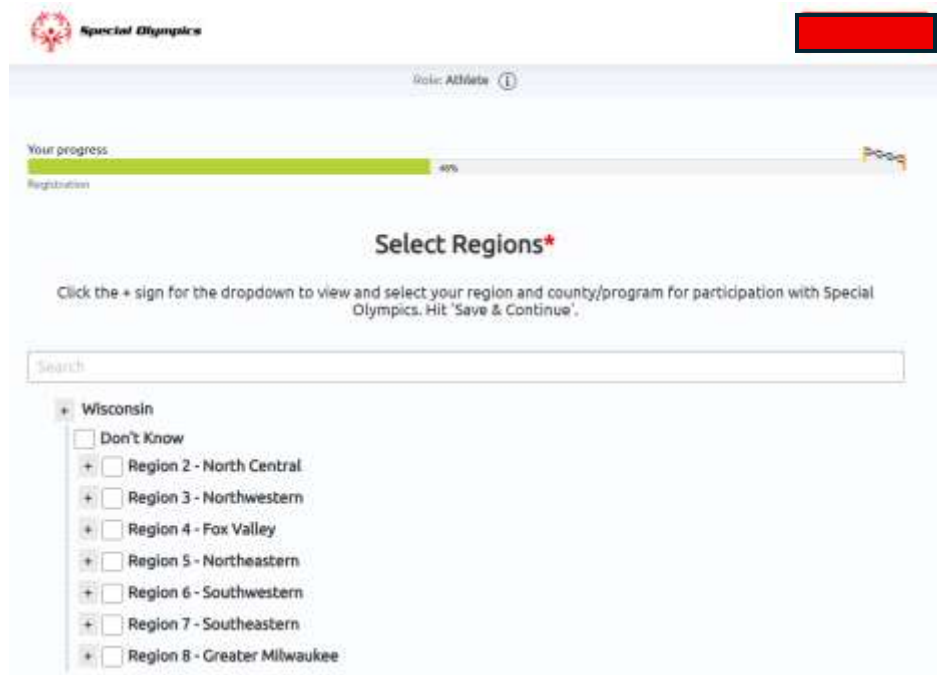
Back



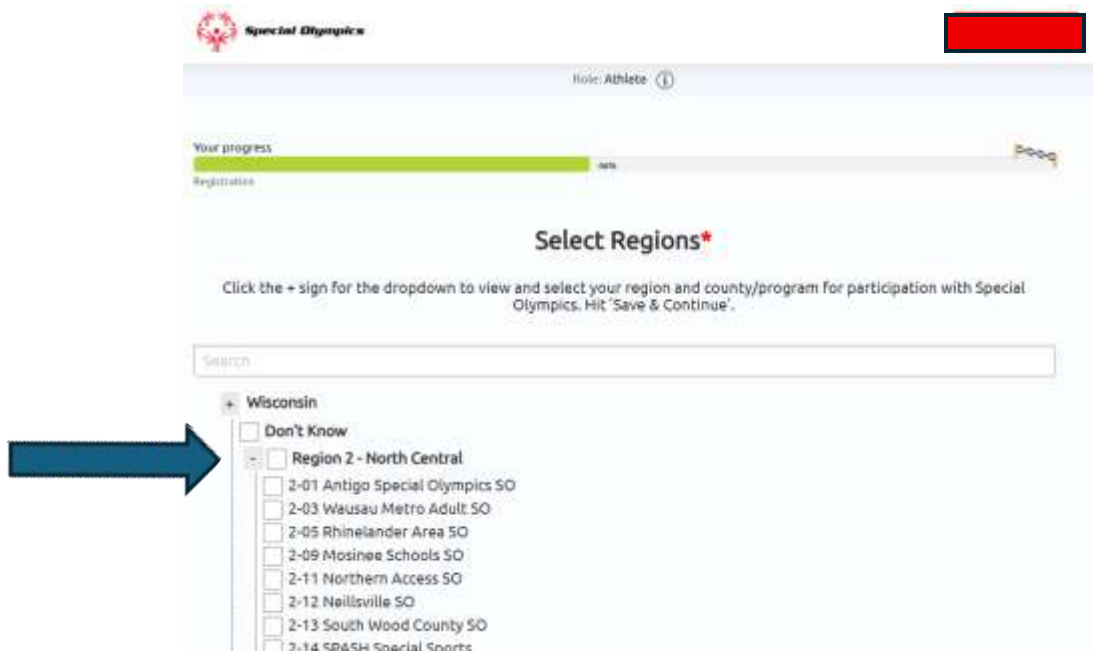
Save & Continue

14. Select the region and local program that you participate with. If you're unsure which Region and/or Program to select, try the following options:

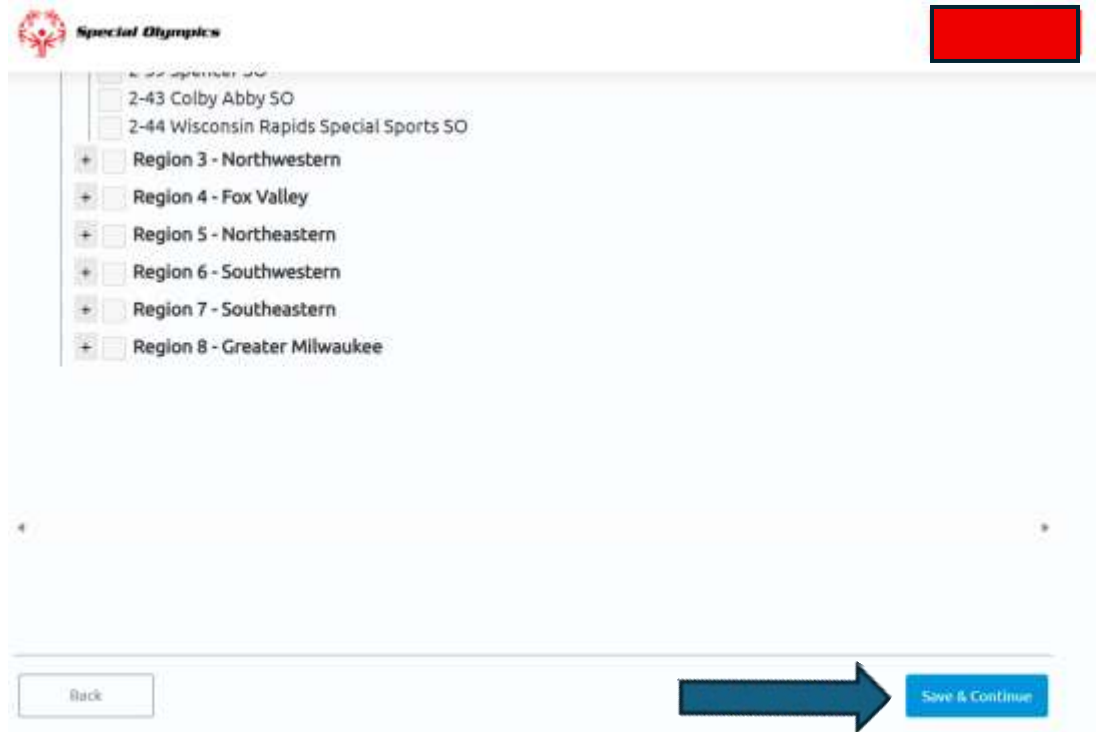
- Find your Region: <https://specialolympicswisconsin.org/regions/>
- Contact your local program manager or coach
- Email: sports@specialolympicswisconsin.org



Click on the “+” sign to expand the choices.

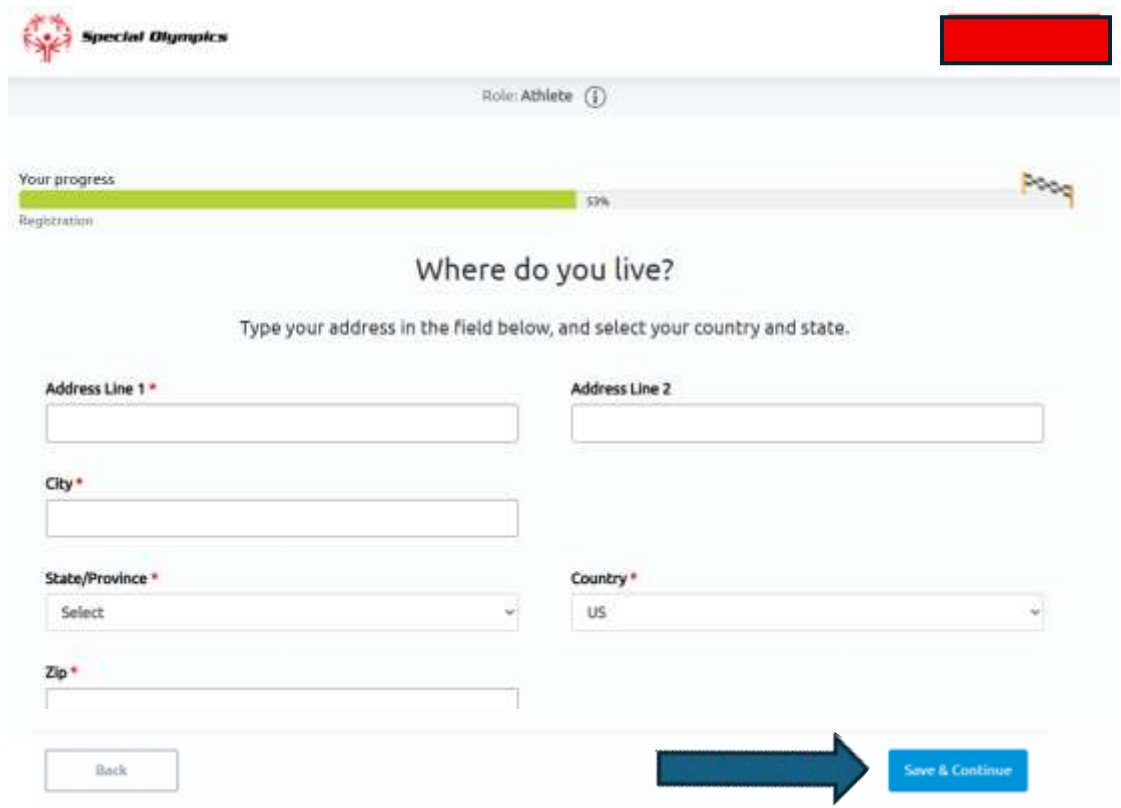


15. When you have finished with your selections, scroll down the page and select **Save & Continue**.



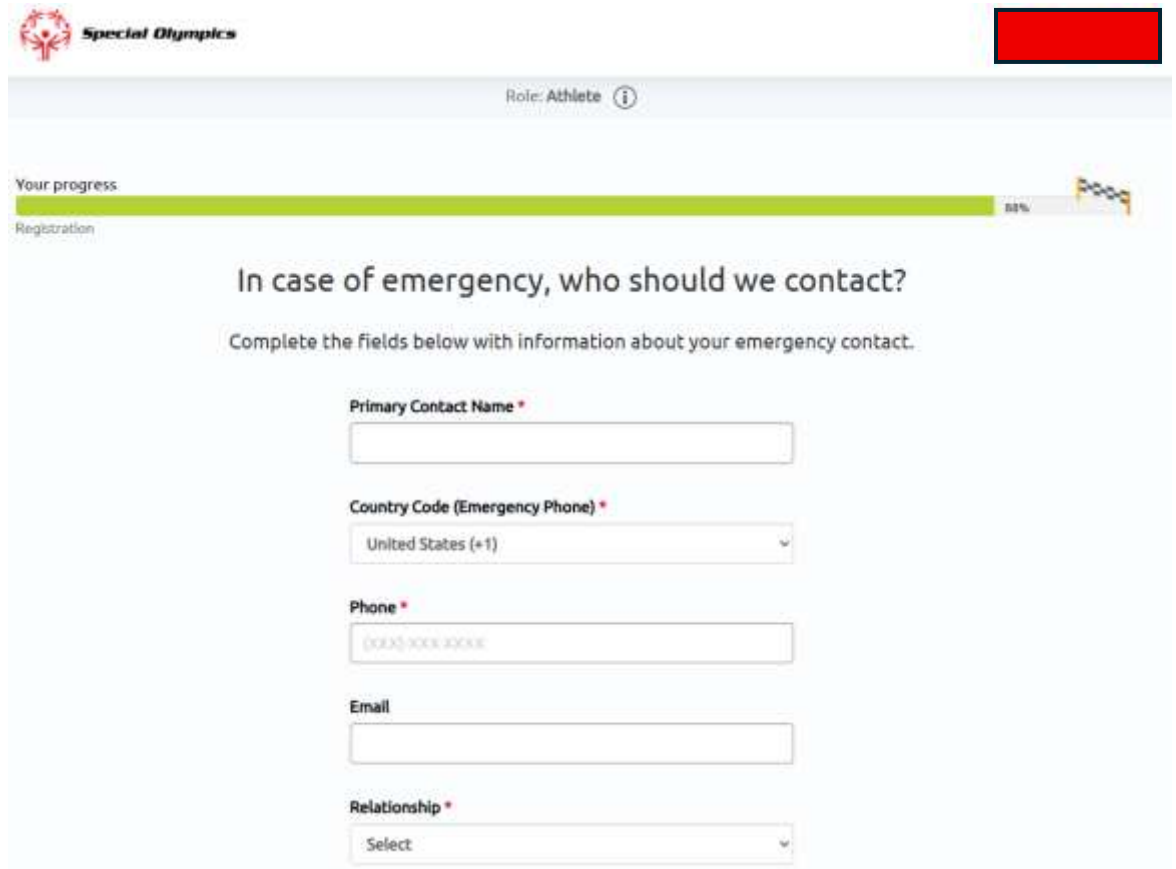
The screenshot shows the Special Olympics registration interface. At the top left is the Special Olympics logo. Below it is a list of regions with expandable options: 2-43 Colby Abby SO, 2-44 Wisconsin Rapids Special Sports SO, Region 3 - Northwestern, Region 4 - Fox Valley, Region 5 - Northeastern, Region 6 - Southwestern, Region 7 - Southeastern, and Region 8 - Greater Milwaukee. A red rectangular box is present in the top right corner. At the bottom, there is a 'Back' button on the left and a 'Save & Continue' button on the right, with a blue arrow pointing from the 'Back' button towards the 'Save & Continue' button.

16. Enter your address, then scroll down and select **Save & Continue**.



The screenshot shows the 'Where do you live?' section of the Special Olympics registration page. At the top left is the Special Olympics logo. Below it is the text 'Role: Athlete' with an information icon. A progress bar shows 'Your progress' at 50% for 'Registration'. The main heading is 'Where do you live?' followed by the instruction 'Type your address in the field below, and select your country and state.' The form includes the following fields: 'Address Line 1 *' (text input), 'Address Line 2' (text input), 'City *' (text input), 'State/Province *' (dropdown menu with 'Select' selected), 'Country *' (dropdown menu with 'US' selected), and 'Zip *' (text input). A red rectangular box is present in the top right corner. At the bottom, there is a 'Back' button on the left and a 'Save & Continue' button on the right, with a blue arrow pointing from the 'Back' button towards the 'Save & Continue' button.

17. Enter your emergency contact information.



The screenshot shows the Special Olympics registration interface. At the top left is the Special Olympics logo. In the top right corner, there is a red rectangular box. Below the logo, the user's role is identified as 'Athlete'. A progress bar indicates that the 'Registration' step is 88% complete. The main heading asks, 'In case of emergency, who should we contact?' and instructs the user to 'Complete the fields below with information about your emergency contact.' The form includes the following fields: 'Primary Contact Name' (text input), 'Country Code (Emergency Phone)' (dropdown menu showing 'United States (+1)'), 'Phone' (text input with a placeholder '(000) 000-0000'), 'Email' (text input), and 'Relationship' (dropdown menu with 'Select' as the current option).

Scroll down the page to select **Save and Continue**.



**Congratulations! Your account has been successfully created.
You will now be taken to the Athlete Zone to complete the
required forms to join or renew your eligibility.**

**Please refer to the guide “Completing Forms in the COE –
Athletes” for the next steps.**