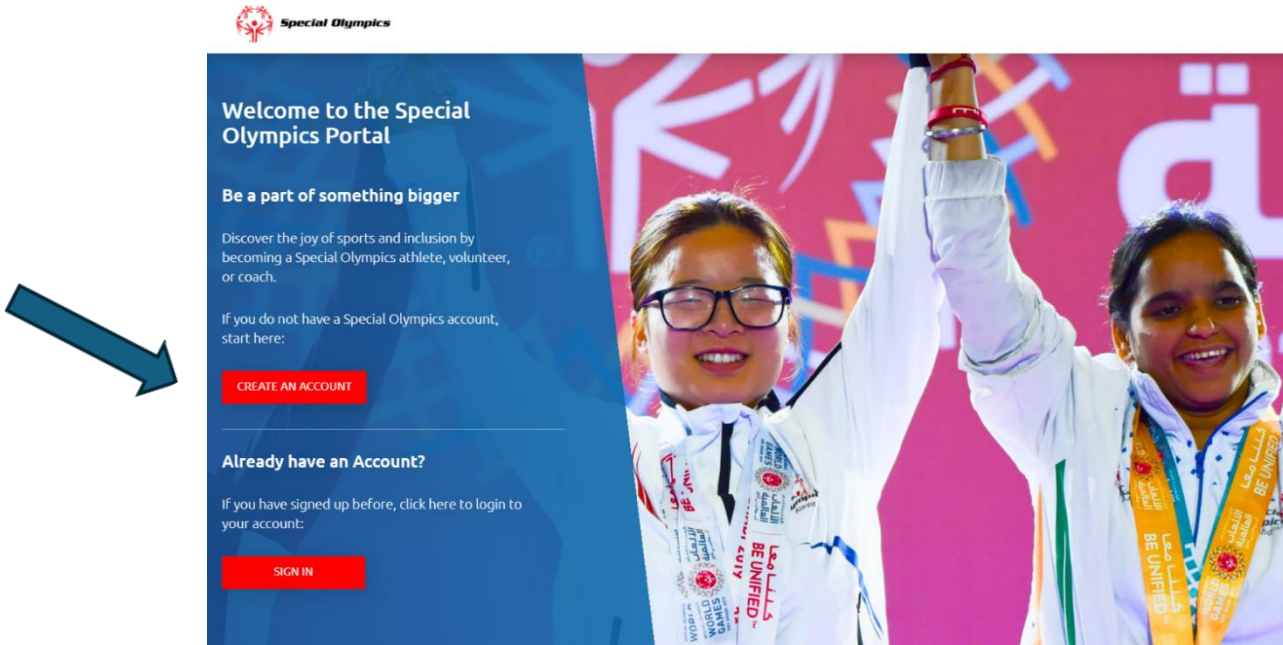


Creating an account in the Center of Excellence (COE) Registration Portal – Parents and Guardians Registering an Athlete(s)

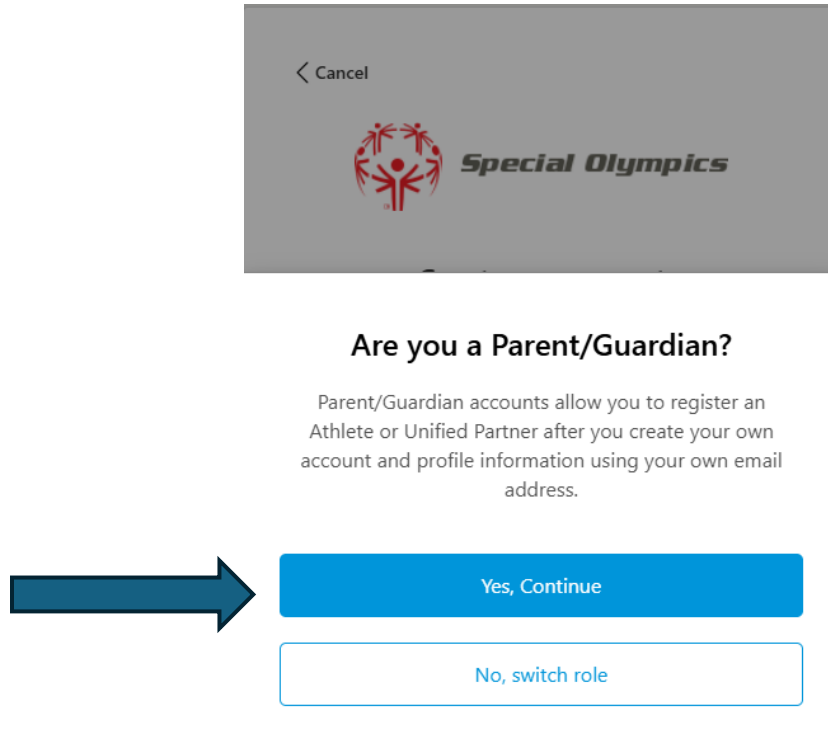
1. Visit portals.specialolympics.org and select **Create An Account**.



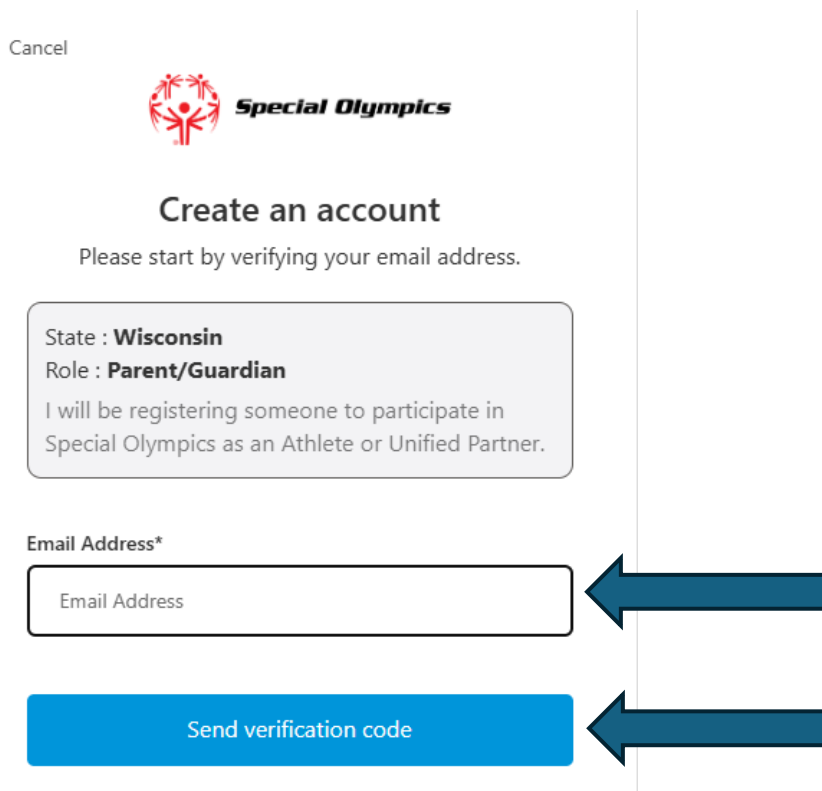
2. Using the arrows, select **Wisconsin** as the program and **Parent/Guardian/Family** as your role. Then select **Continue**.

A screenshot of the "Create an account" form. At the top left is a "< Cancel" link. Below it is the Special Olympics logo. The main heading is "Create an account" with the subtext "Select your state to see role options". There are two dropdown menus: "What program do you participate in?" with "Wisconsin" selected, and "What is your role?" with "Parent/Guardian/Family" selected. Below these is a summary box: "Selected role: Parent/Guardian" and "I will be registering someone to participate in Special Olympics as an Athlete or Unified Partner." At the bottom is a blue "Continue" button. Three blue arrows on the right point to the "Parent/Guardian/Family" dropdown, the summary box, and the "Continue" button.

3. On the next screen, you will be asked to verify that you are a parent/guardian. Select **Yes, Continue**.



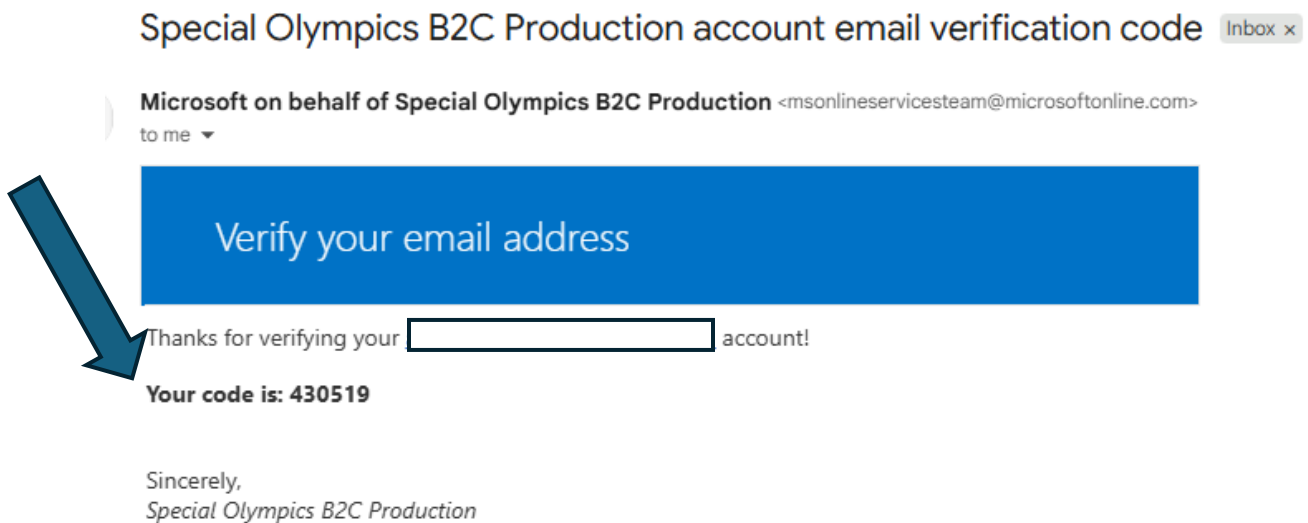
4. On the next screen, enter your email address, then select **Send Verification Code**. Do not close the page.



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 junk or spam folder**.


Microsoft on behalf of 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 select **Verify code**.

Cancel

 **Special Olympics**

Create an account

Please start by verifying your email address.

State : **Wisconsin**
Role : **Parent/Guardian**
I will be registering someone to participate in Special Olympics as an Athlete or Unified Partner.

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address*
Your email address


Enter code here

Verify code

Send new 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 : **Parent/Guardian**

I will be registering someone to participate in Special Olympics as an Athlete or Unified Partner.

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. You can make edits to your name. Fields with a red asterisk* must be completed.

Special Olympics

Role: Parent/Guardian ⓘ

Your progress
0%
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., II

Preferred Name *
Your name or nickname

Email
Your email address

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

Phone *
[Empty field]

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: Parent/Guardian ⓘ

Your progress
7%
Registration

When were you born?

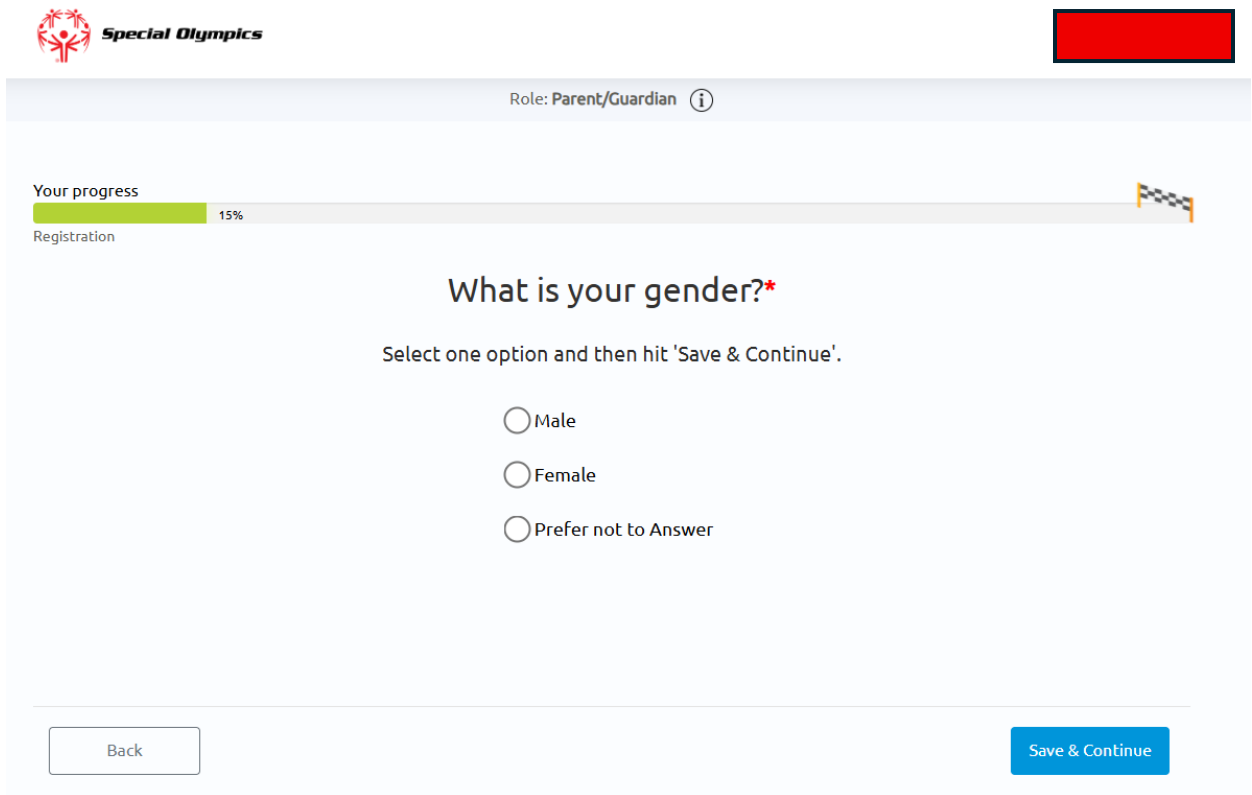
Please type or select your date of birth. Then click 'Save & Continue'.

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. In the top right corner, there is a red rectangular box. Below the logo, the text 'Special Olympics' is visible. A header bar indicates the user's role as 'Parent/Guardian' with an information icon. A progress bar shows 'Your progress' at 15% for the 'Registration' step. The main question is 'What is your gender?*' with a red asterisk. Below the question, it says '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 are two buttons: 'Back' on the left and 'Save & Continue' on the right.

13. As you go through the next section, you may notice that the questions contain no asterisk. You may choose to enter the information and/or then select **Next**.

At the end of the section, select the region and local program that your athlete participates 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 athlete's local program manager or coach
- Email: sports@specialolympicswisconsin.org



Demographic Details

Profile Photo

No file selected

Biography

What is your T-Shirt size?

Language(s) Spoken

What is your race or ethnicity?

Select the race(s) or ethnicity(ies) below.

- 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
- Unknown

Regions

Click the + sign for the dropdown to view and select your region and county/program for participation with Special Olympics. Hit 'Save & Continue'.

Click on the "+" to expand the choices



Search

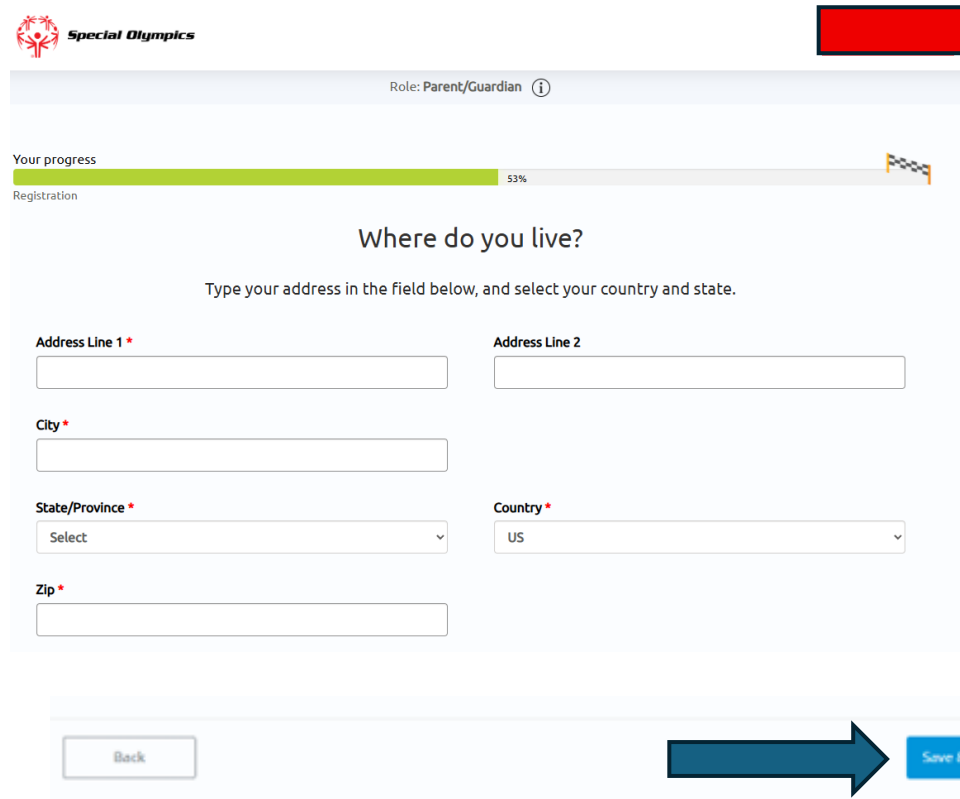
- + Wisconsin
 - Don't Know
 - + Region 2 - North Central
 - + Region 3 - Northwestern
 - + Region 4 - Fox Valley
 - + Region 5 - Northeastern
 - + Region 6 - Southwestern
 - + Region 7 - Southeastern
 - + Region 8 - Greater Milwaukee

Previous

Next

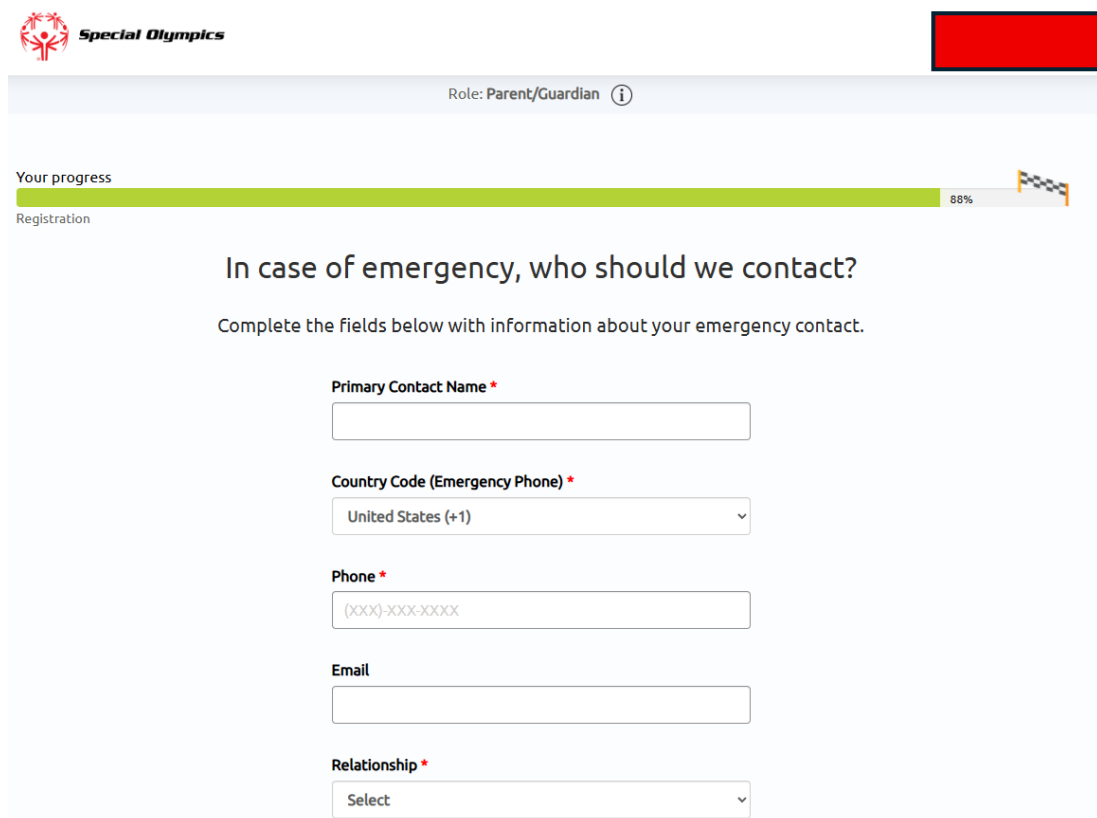


14. Enter your address, then scroll down and select **Save & Continue**.



The screenshot shows the Special Olympics registration interface for a Parent/Guardian. At the top left is the Special Olympics logo. At the top right is a red rectangular box. Below the logo, the role is identified as "Parent/Guardian" with an information icon. A progress bar indicates "Your progress" at 53% for the "Registration" step. The main heading is "Where do you live?" with 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). 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.

15. Enter your emergency contact information.



The screenshot shows the Special Olympics registration interface for a Parent/Guardian. At the top left is the Special Olympics logo. At the top right is a red rectangular box. Below the logo, the role is identified as "Parent/Guardian" with an information icon. A progress bar indicates "Your progress" at 88% for the "Registration" step. The main heading is "In case of emergency, who should we contact?" with the instruction "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 with "United States (+1)" selected), "Phone" (text input with a placeholder "(xxx)-xxx-xxxx"), "Email" (text input), and "Relationship" (dropdown menu with "Select" selected).

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



Congratulations! Your account has been successfully created. You will now be directed to the Parent/Guardian Zone to complete the required forms to register your athlete or renew your athlete(s) eligibility.

Please refer to the guide “Completing COE Forms – Parent/Guardian” for the next steps.