



Frequently Asked Questions – Registering or Renewing Athlete Paperwork (Effective January 1, 2026)

What's new for 2026?

As of **January 1, 2026**, Special Olympics Wisconsin has introduced new paperwork for both **new** and **current** athletes. The new paperwork includes:

- **Health History and Release Form**
 - **2026 Athlete Code of Conduct**
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When is the new paperwork due?

New athletes must complete the new paperwork before attending practice.

Most current athletes do not need to submit the new paperwork immediately. However, if their existing paperwork expires before the final day of the State Tournament they plan to compete in, they must submit the new paperwork by their sport's paperwork deadline.

What are the paperwork deadlines for each sport offered by Special Olympics Wisconsin?

January 1

- Alpine Skiing, Cross-Country Skiing, Snowboarding, Snowshoe Racing

February 1

- 3v3 Half-Court Basketball, Basketball Skills, Basketball Team, Swimming

April 15

- Cornhole, Powerlifting, Soccer, Tennis, Track & Field

July 15

- Bocce, Flag Football, Golf, Softball & Tee Ball

October 1

- Bowling, Volleyball
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When are the State Tournaments for each sport?

The State Tournament dates change yearly; please refer to the sports page on our website for the most current information at <https://specialolympicswisconsin.org/sports/>

What is the best way to complete and submit the new athlete paperwork?

The preferred way to complete the new athlete paperwork is to create an account in the **Center of Excellence Special Olympics Registration Portal** (referred to as COE throughout the rest of this document).

1. Visit <https://specialolympicswisconsin.org/>
2. Navigate to **Sports**
3. Select **Athlete Registration**

You can also go to the portal directly here: <https://portals.specialolympics.org/>

Who creates an account in the COE?

If an athlete is under 18 and/or not their own guardian, the parent or guardian will create an account and complete the forms for the athlete. Parents and guardians can register more than one athlete within their account.

If an athlete is over 18 *and* their own guardian, they will create their own account and complete their forms.

What if I don't have access to a computer?

Hard copies of the new forms are available to download and print from the Athlete Registration page.

Completed forms can be:

Emailed to: forms@specialolympicswisconsin.org

or

Mailed to:

Special Olympics Wisconsin
Athlete Paperwork
6582 Ronald Reagan Ave.
Madison, WI 53704

Do athletes still need to get a physical exam?

A physical exam is now only required in special circumstances, explained later in this document.

How often does the new paperwork need to be submitted?

The new Athlete Health History and Release Forms and Athlete Code of Conduct forms expire 365 days from the date they are signed.

How do I create an account in the COE? After I create an account in the COE, how do I complete my/my athlete's paperwork?

There are helpful guides located at the following link: <https://specialolympicswisconsin.org/registration/>

Are the new forms available in other languages?

Most of the hard copy forms are available in both English and Spanish – please notify us if you need a copy of a form in Spanish.

There is an update scheduled for the end of 2026 that will make the COE available in Spanish, Arabic, Chinese, Russian and French.

If your web browser supports additional languages other than English, the content on the COE can be translated into that language.

What are key items to remember as I am creating an account in the COE Portal?

Select **Wisconsin** as the program, even if you live in a different state.

Use proper punctuation and formatting.

Please avoid entering information in all lowercase or all caps.

If you are a parent/guardian creating an account to register an athlete, **enter your information first**. Include your name, address, date of birth (optional), emergency contact, etc. You will then be directed to the Registration Zone to register your athlete(s).

What if I'm not receiving a verification code when creating my account?

Try the following:

- Check your **spam or junk folder**
(The email is sent from Microsoft on behalf of Special Olympics and may be filtered.)
- Allow a few minutes for delivery.
- Confirm your email address was entered correctly (no typos or extra spaces).
- Try a different browser or device.
- Use a personal email address (work or school emails may block automated messages).

Still don't see the code?

- Select **"Resend code"** on the verification screen.
- Review your email security settings.
- If applicable, ask your IT team to allow emails from Microsoft.

What if I forget my password?

Refer to the Password Reset guide for instructions on how to reset your password.


I made a mistake with my name or email address. How can I fix it?

Once your name or email address is entered in the portal, you must request a correction – it cannot be immediately edited.

To request a correction, contact:

Samantha Sotelo

 ssotelo@specialolympicswisconsin.org

 608-442-5677

What if I don't know the answer to all the questions in the COE?

Only questions and fields marked with a red asterisk are required. If you're unsure about the others, you can leave them blank.

What is the Region and County/Program? What if I don't know my Region and/or County/Program?

- **Region** refers to the area of the state the athlete participates in.
 - **County/Program** refers to the name of the local program the athlete participates with. Each program is numbered based on its Region (2–8), followed by the program number. For example, Primary Area 3-33 is located in Region 3, and 33 is the program number.
 - Refer to the helpful guides at the following link for assistance in determining the Region and/or County/Program: <https://specialolympicswisconsin.org/registration/>
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When does an athlete need a physical exam?

A physical exam is only required if:

- The athlete is **currently restricted** from participating in a sport(s) and wants to now participate in that sport
or
 - **“Yes”** is answered on the Health History and Release Form to:
 - Previously being limited in sports participation, **or**
 - Having had a concussion within the past month
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What if an athlete had a broken arm when they were young? Should they answer “Yes” to the question "Has a doctor ever limited your participation in sports"?

"Yes" should only be answered to the question "Has a doctor ever limited your participation in sports" if the doctor has placed the athlete on a **long term** or **ongoing restriction due to a medical condition**.

It should **not** be answered "Yes" for a temporary limitation, past or present.

Temporary limitation examples include:

- Recovering from a broken bone
 - Recovering from a surgery
 - Recovering from a concussion
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Will I be notified if a physical exam is needed?

Yes. If a physical exam is required, a medical form will appear on the athlete's checklist in the COE (more information on the checklists is provided later in this document). You will also receive an email.

If athlete paperwork is submitted via hard copy, you will be notified by mail, email or by your local program manager.

What is an Emergency Care Refusal Form?

An **Emergency Care Refusal Form** is required if **“yes”** is answered on the Health History and Release Form to:

- Having a religious or other objection to emergency medical treatment, **or**
 - No consent to blood transfusions
(Note: Blood transfusions would only be administered by a treating hospital — not by Special Olympics medical volunteers.)
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Will I be notified if I must complete the Emergency Care Refusal form?

Yes. If required, the Emergency Care Refusal Form will appear on the athlete’s checklist in the COE (more information on the checklists is provided later in this document). You will also receive an email.

If athlete paperwork is submitted via hard copy, you will be notified by mail, email or by your local program manager.


I didn’t mean to mark “yes” to refusal of emergency care or blood transfusions in the COE. How can I change my answer?

Once submitted, these answers cannot be edited.

To request a correction, please contact:

Samantha Sotelo

 ssotelo@specialolympicswisconsin.org

 608-442-5677

I didn’t mean to mark “yes” to refusal of emergency care or blood transfusions on the hard copy of the Health History and Release Form that I submitted. How can I change my answer?

Please complete and submit a new hard copy of the Release section of the form.

Am I able to cross out anything I don’t agree with on the Release section of the Health History and Release Form?

No. It is a legal document that cannot be altered.

If I use the COE, how will I know that the paperwork I complete has been approved?

You will receive an email titled “**Completion of Requirements for Athlete**” once all required paperwork has been submitted and approved. At that point, no further action is needed.

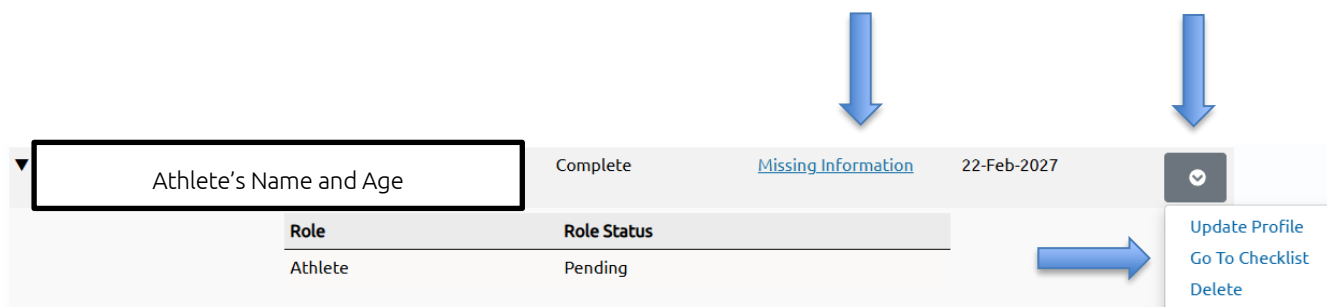
A completed PDF copy of the paperwork will also be sent to the email address used to create the account. Please save this PDF for your records.

After you begin the process, you may receive additional emails from the COE outlining required tasks. Please note that these emails may occasionally arrive out of order.

What if I do not receive the email “Completion of requirements for Athlete” email?

Login to the portal.

- If you are an athlete, go to your **Athlete Checklist** to see which forms still need to be completed.
- If you are a parent or guardian, go to “My Participants” from your **Register Zone** page. Click on the **Missing Information** link. Or use the down arrow to the far-right side of the athlete’s name and then Select **Go to Checklist** to see what items are missing or still incomplete.



How will I know the paperwork has been approved if I submit a hard copy?

If your forms are emailed, you will receive a response within 1-3 business days.

If your forms are mailed, please check with your coach or local program manager approximately two weeks after submitting your forms.

I've completed all the forms. How do I register for sports and/or tournaments?

You will work with your local program on selecting a sport and competing in competitions.

Will I receive a reminder when it is time to renew the paperwork?

Yes. The email address listed in the COE for the athlete or parent/guardian will receive reminder notifications 90, 60, and 30 days before the paperwork expiration date.

Please be sure to notify us if your email address changes to ensure you continue receiving these reminders.

What if I didn't create an account in the Center of Excellence Registration Portal? Will I still receive reminders when I need to renew the paperwork?

If an email address was provided on the hard copy forms and is current and valid, reminders about upcoming paperwork deadlines will be sent to that email address.

What if no email address was provided on the hard copy forms submitted?


You can look up when an athlete's paperwork expires at the bottom of the Athlete Registration website here: <https://specialolympicswisconsin.org/registration/>

Be sure to enter the athlete's last name and 8-digit date of birth in the following format: MM/DD/YYYY.

What if I have additional questions?

Please contact **Samantha Sotelo** at:

 ssotelo@specialolympicswisconsin.org

 608-442-5677