

## Voluntaro Help & How To's

This document will go over how to renew & find all the necessary trainings for Volunteering or Coaching for SOWI.

### **Log in links:**

Returning Volunteers - <https://app.voluntaro.com/>

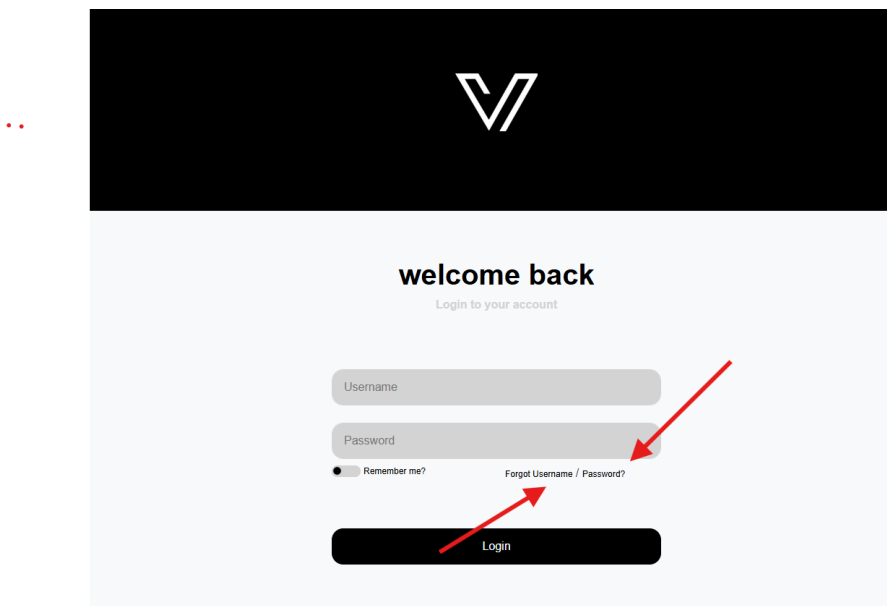
New Volunteers - <https://app.voluntaro.com/WI/Application>

### **Logging In**

All profiles were created using previous information, and emails from this. The Username is, mostly, the first part of the email. So, [example@specialolympicswisconsin.org](mailto:example@specialolympicswisconsin.org) would have the Username of 'example'

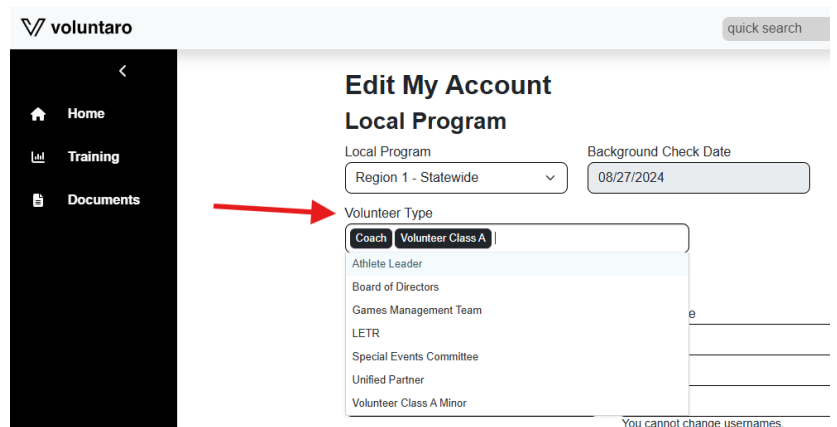
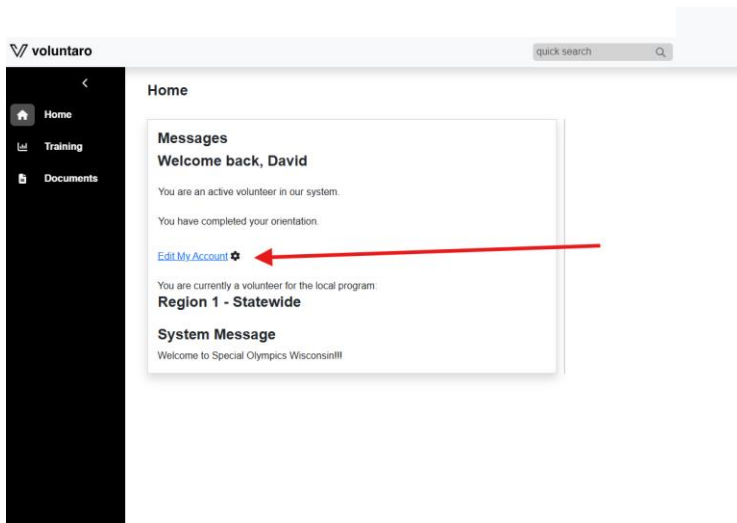
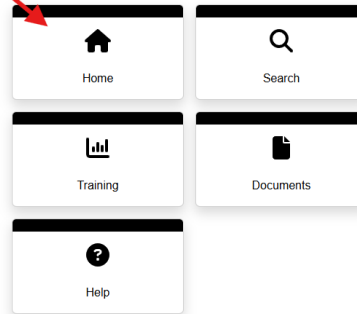
This is the Username you will need to enter to get the 'Forgot Password' email as well.

If you do not know your Username, or think a different email address is on your profile so you aren't getting the 'Forgot Password' email, please reach out to – [training@specialolympicswisconsin.org](mailto:training@specialolympicswisconsin.org)



## Adding 'Coach' to Volunteer Type

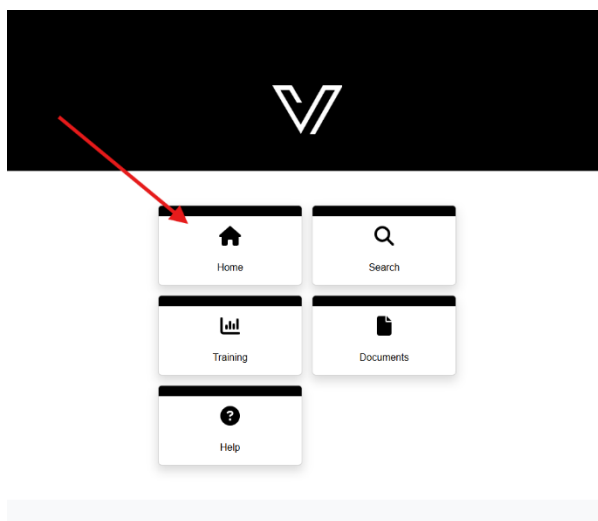
When logging into Voluntaro, if you go to 'Home' then 'Edit my Account', click in the box for 'Volunteer Type', you can then select 'Coach' from the dropdown. **You will not be able to see the courses below that are listed for 'Coaches' without having this on your profile.**



## **Background Check**

Who: Class A Volunteers & Coaches

You can ONLY renew your Background Check on the day it expires, or after the day it expires. Your Program Manager can provide you with this date if you do not know it. To renew this, log into your profile, press 'Home' then press 'Click here to begin' – this will be in blue.



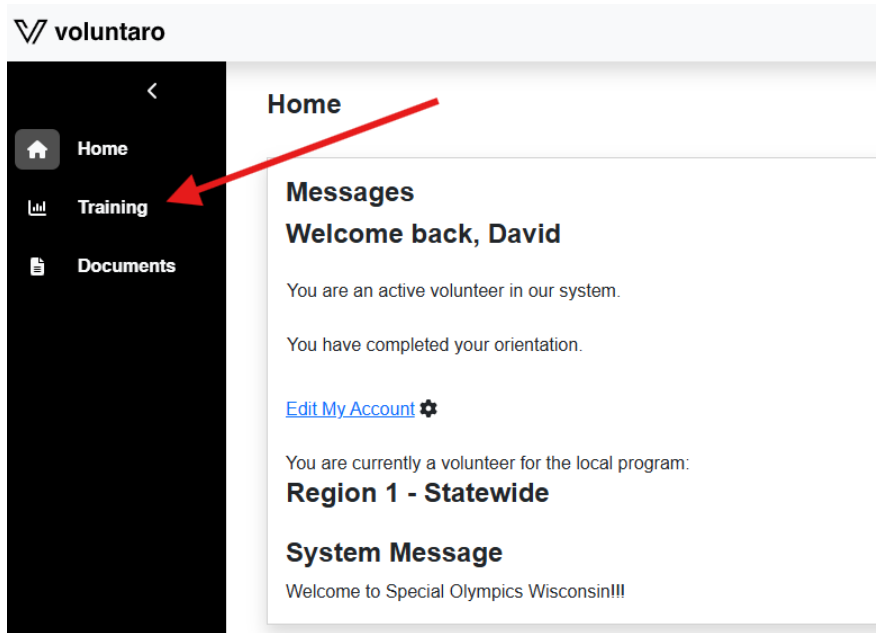
You have not consented to your background check yet. [Click here to begin](#)

## **System Message**

Welcome to Special Olympics Wisconsin!!!

## Training Section

All necessary trainings are in this section. Regardless of Volunteer type.



### Training Menu

Congratulations! You have completed all steps to becoming a Class A Volunteer with Special Olympics Wisconsin! Your County Coordinator or his/her designee will be contacting you shortly.

#### Standard Volunteer Training

##### Protective Behaviors\*

This REQUIRED module must be completed before you can volunteer.

Retake Training Module



##### Communicable Disease Waiver\*

This REQUIRED module must be completed before you can volunteer.

Retake Training Module



#### Sports Training

##### Coaching Orientation\* ⬇

This REQUIRED module must be completed before you can volunteer.

Retake Training Module



##### Concussion Course\* ⬇

This REQUIRED module must be completed before you can volunteer.

Retake Training Module



##### Coach Code of Conduct\*

This REQUIRED module must be completed before you can volunteer.

Retake Training Module



Courses that have a \* are 'Required' by the volunteer type selected. A checkmark means the course is completed & valid.

### **Protective Behaviors**

Who: Class A Volunteers & Coaches

Your Protective Behaviors expires every 3 years, and needs to be re-taken. This course can be found in the 'Training' section of Voluntaro.

If you have taken this course on the SONA Learning portal, please send the certificate to - [training@specialolympicswisconsin.org](mailto:training@specialolympicswisconsin.org) – so your profile can be updated with the correct date.

### **Communicable Disease Waiver**

Who: Class A Volunteers & Coaches

This is a one-time waiver that is needed to be signed. It can be found in the 'Training' section of Voluntaro.

### **Coaches Code of Conduct**

Who: Coaches

This is now a requirement for all coaches. It can be found in the 'Training' section of Voluntaro. This will be required every 3 years, as this is a document that can be updated each year.

### **Coaching Orientation**

Who: Coaches

This course has replaced the previous 'General Coaching Certification'. It is required every 3 years.

### **Concussion Course**

Who: Coaches

This course is required every 3 years. It was previously in the 'General Coaches Certification' but due to the training requirement changes, this is no longer possible. This course has replaced that section.

### **Sport Specific Courses**

**These courses will NOT have a \* next to them, as they are not required to be 'Active' in the system, and are 'Optional'. However, to be a Silver Level coach (required for State & Regional competition) you need to have this completed in your desired sport.**

Who: Coaches

There a sport specific course for each sport that SOWI offers. These courses can be used as a renewal for ALL coaches, providing the previously completed either the old General Coaching Certification, or the new Coaching Orientation.

If you have any questions, please reach out to - [training@specialolympicswisconsin.org](mailto:training@specialolympicswisconsin.org)

<b>Alpine Skiing Coaching - Sport Specific Course</b> ⬇ <small>This is an OPTIONAL training module.</small>	Retake Training Module	✓
<b>Basketball Coaching - Basketball Skills - Sport Specific Course</b> ⬇ <small>This is an OPTIONAL training module.</small>	Retake Training Module	✓
<b>Basketball Coaching - Half Court 3 on 3 - Sport Specific Course</b> ⬇ <small>This is an OPTIONAL training module.</small>	Retake Training Module	✓
<b>Basketball Coaching - Team Basketball - Sport Specific Course</b> ⬇ <small>This is an OPTIONAL training module.</small>	Retake Training Module	✓
<b>Bocce Coaching - Sport Specific Course</b> ⬇ <small>This is an OPTIONAL training module.</small>	Retake Training Module	✓
<b>Bowling Coaching - Sport Specific Course</b> ⬇ <small>This is an OPTIONAL training module.</small>	Retake Training Module	✓