

Creating Your Athlete Profile

1 of 2

You may have received an email from Special Olympics (Do Not Reply) <portals@specialolympics.org> inviting you to claim your profile on our new registration portal. Please follow these steps to complete the process! If this is your first time claiming your profile, please follow the Claiming Your Profile & Creating Portal Account guide.

1. When creating your profile, be sure to indicate your role of "I want to be an Athlete"

2. Once you have completed your profile, you will see the Athlete Zone. Click "Athlete Checklist" to begin completing your registration requirements.

3. On this checklist, click the item to start completing. You may or may not have anything to complete, depending on if your information is already in the system. You can see the stats of your forms under the "Status" column.

4. If you have forms to complete, click on the blue hyperlinks to begin completing them. These forms can be completed from the portal & signed manually or through Adobe esign.

1.

What is your role?

☐ I want to be an Athlete

☐ I am registering an Athlete (Parent, Circle of Care, Family)

☐ I want to be a Volunteer (Coach, Event Volunteer, LETR) or Unified Partner

2.

Welcome to the Athlete Zone, SOWA Athlete

What do you need to do today?

 Athlete Checklist

 Volunteer with Special Olympics

 My Past Events

 My Upcoming Events

3.

Athlete Checklist

If you have a role listed below and you are not seeing checklist items, please refresh your browser to show your updated checklist.

Roles: Athlete

0 of 3 completed

Checklist Items:	Source:	Status:
Athlete Release Form	Athlete	Incomplete
Waiver	Athlete	Incomplete
Athlete Medical Form	Athlete	Incomplete

4.

Athlete Release Form

For signing the Athlete Release Form Form, you can chose to sign an eForm where you will be redirected to another website and make your online signature, or sign manually by downloading form and then uploading it signed.

[Back](#) [Manual Sign](#) [Sign eForm](#)



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2 of 2

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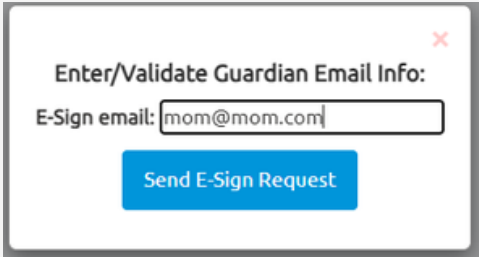
5. When completing a signature document, you are able to sign on your behalf if you are over 18. If you are under 18, please enter in your parent or guardians email address for them to sign on your behalf. Esign Documents will be automatically approved!

6. If completing a form via Manual Sign, follow the instructions to download the document. Once signed, reupload the PDF or an Image to submit the document. Manually signed documents will require a SOWA staff member to approve.

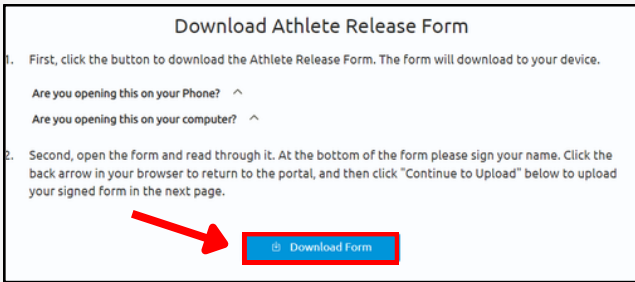
7. To complete the Medical History Form, click on the hyperlink and begin answering the questions relevant to you. Once completed, the form will be automatically approved!

8. Congratulations! You have completed the registration process to become a SOWA Athlete! Once your forms are reviewed and approved, you should see all of your forms marked as "Completed" on the checklist.

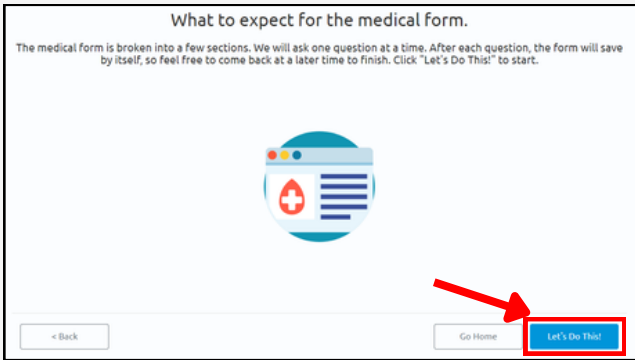
5.



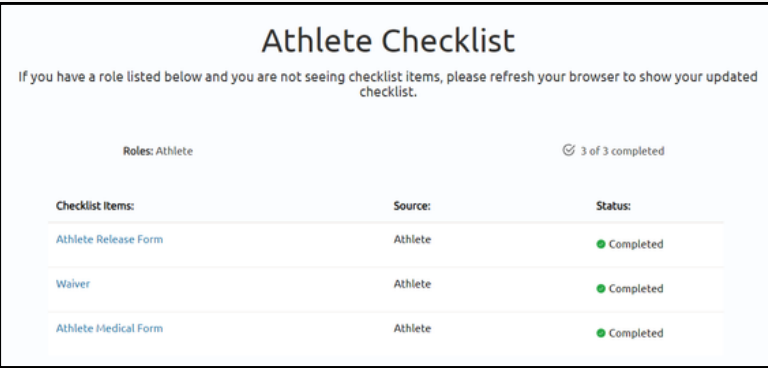
6.



7.



8.



Checklist Items:	Source:	Status:
Athlete Release Form	Athlete	Completed
Waiver	Athlete	Completed
Athlete Medical Form	Athlete	Completed



Special
Olympics
Washington

CONTACT

Please email PortalSupport@sowa.org or visit our [Portal Support Webpage](#)



Access Portal