

SONY Athlete Checklist Navigation Guide

This guide is for Circle of Care (parents/guardians/etc.) to help find where their athlete's checklist is located.

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Please navigate to the COE homepage:
portals.specialolympics.org

2

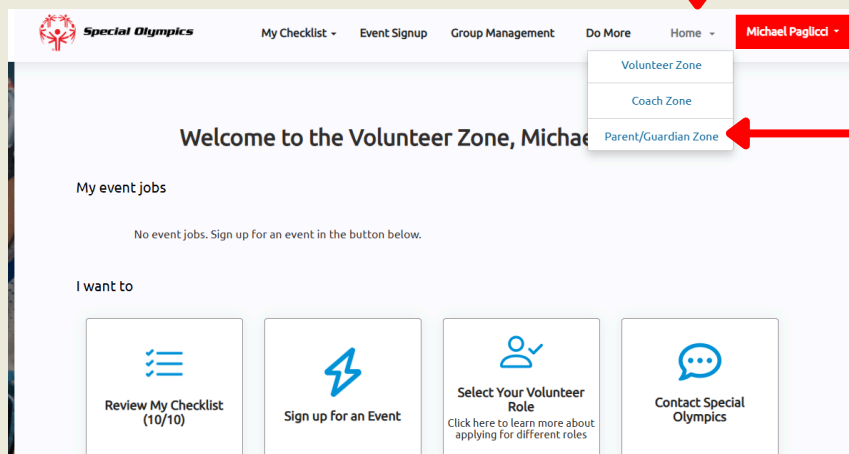
On the homepage, please select 'Sign In' and sign in as normal.



3

Please navigate to your 'Parent/Guardian Zone'.

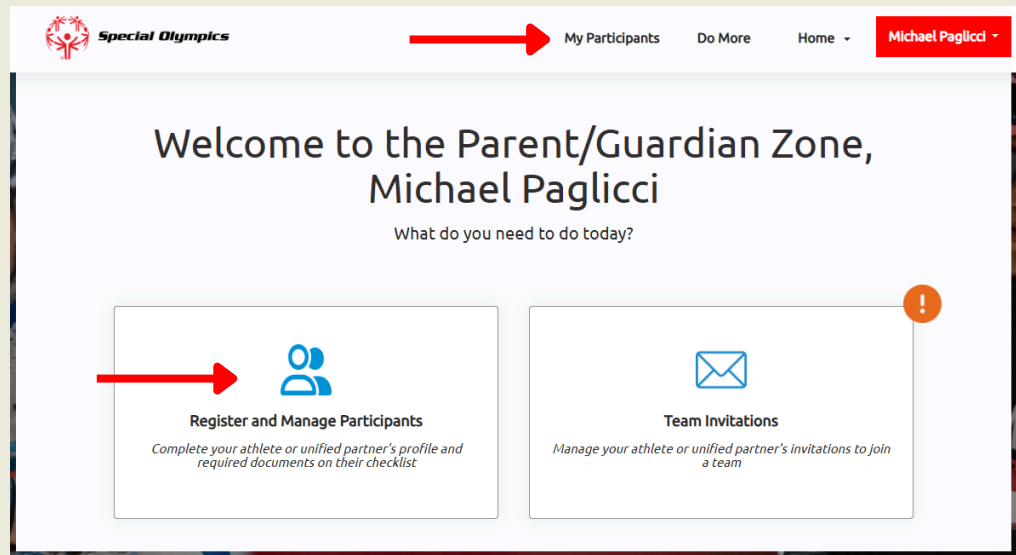
- You can do so by using the drop down menu next to your name in the top right corner of your screen.



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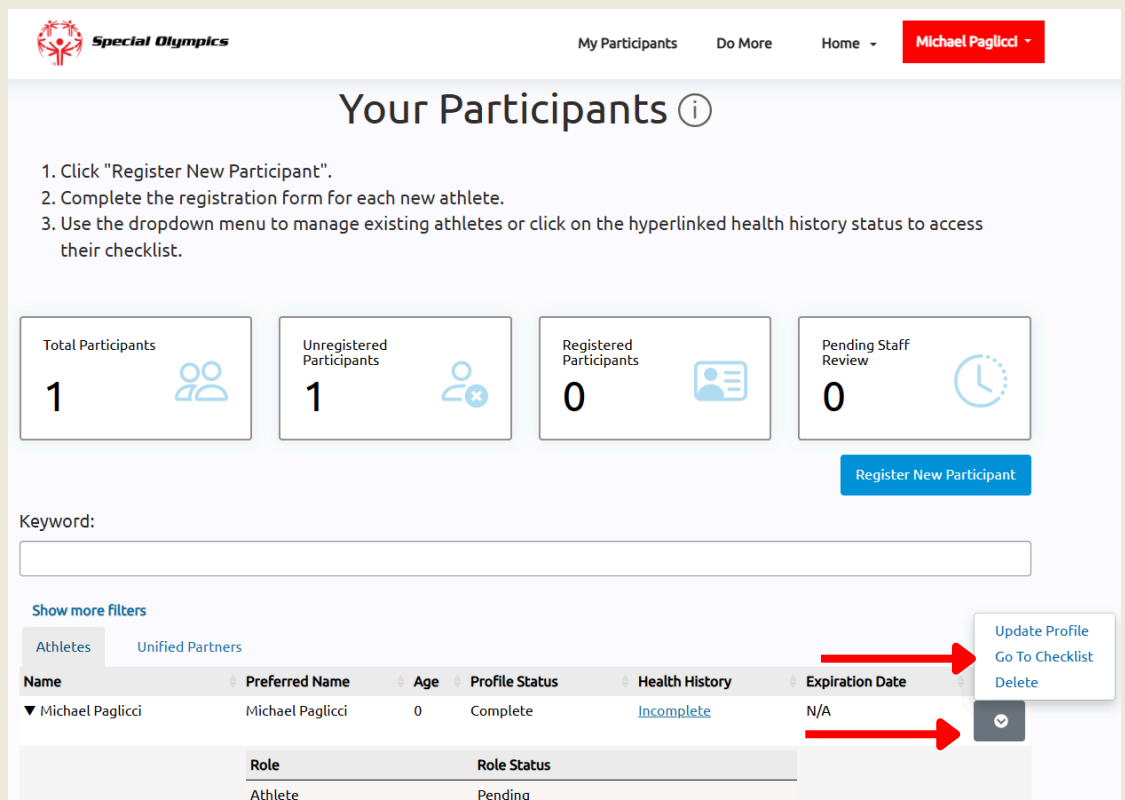
4

Once on the 'Parent/Guardian Zone' select 'My Participants'



5

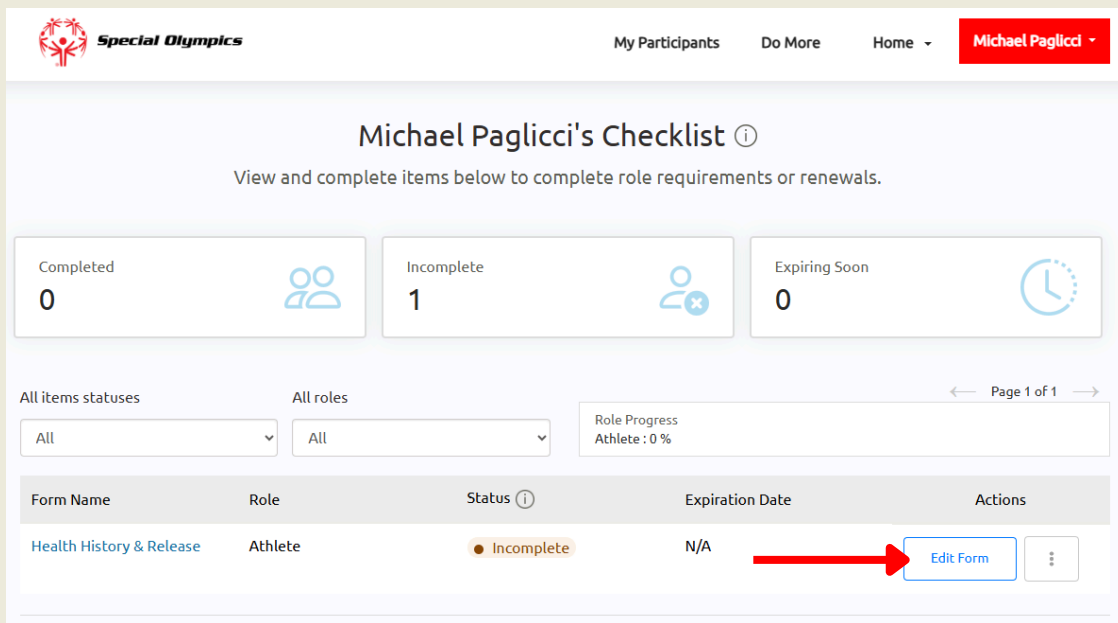
You should see your athlete's name in your list. From here, you'll navigate over their dropdown icon and select 'Go To Checklist'



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On your athlete's checklist, you can edit and complete any missing forms from here. Just select 'Edit Form' to begin the process.



The screenshot shows the 'Michael Paglicci's Checklist' page. At the top, there's a navigation bar with 'My Participants', 'Do More', 'Home', and a user profile 'Michael Paglicci'. Below the header, the title 'Michael Paglicci's Checklist' is followed by a subtitle 'View and complete items below to complete role requirements or renewals.' There are three summary boxes: 'Completed 0' with a people icon, 'Incomplete 1' with a person and X icon, and 'Expiring Soon 0' with a clock icon. Below these are filters for 'All items statuses' (set to 'All'), 'All roles' (set to 'All'), and 'Role Progress Athlete: 0 %'. A table lists the checklist items. The first item is 'Health History & Release' for the role of 'Athlete', with a status of 'Incomplete' and an expiration date of 'N/A'. A red arrow points from the 'N/A' expiration date to the 'Edit Form' button in the 'Actions' column.

Form Name	Role	Status	Expiration Date	Actions
Health History & Release	Athlete	Incomplete	N/A	Edit Form

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Complete any outstanding requirements and forms and your athlete will be all set!

You can bookmark or save these instructions for future use. Athletes will recertify every year based on their Health History & Release Form date.

