

SONY Coach Team Invite/Management Navigation Guide

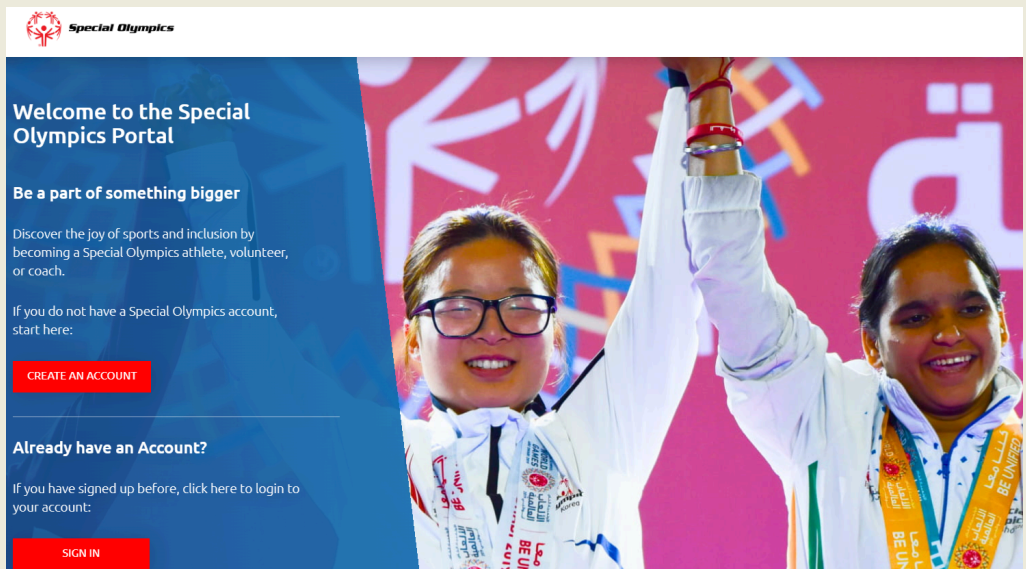
This guide is for Coaches to help show how to add athletes to a team.

1

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

2

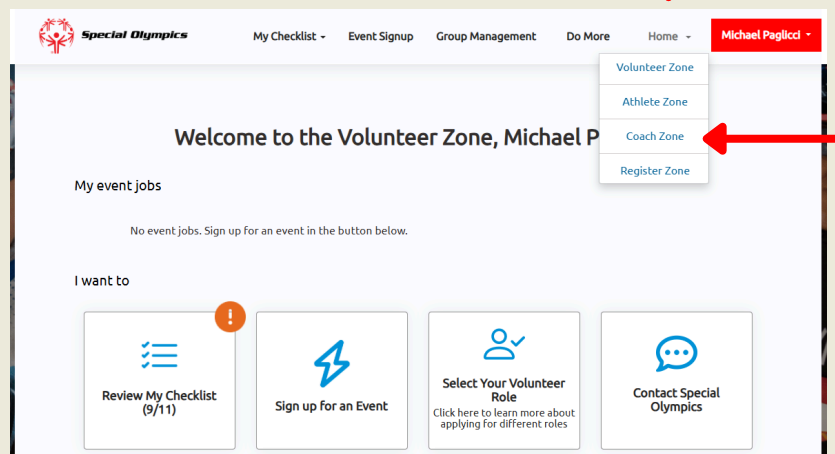
On the homepage, please select 'Sign In' and sign in as normal.



3

Please navigate to your 'Coach Zone'.

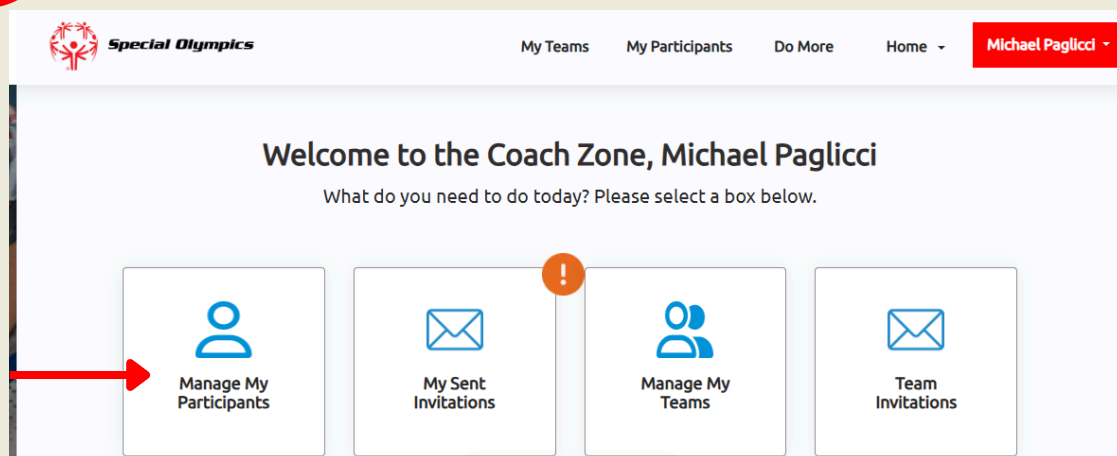
- You can do so by using the drop-down menu next to your name in the top right corner of your screen.



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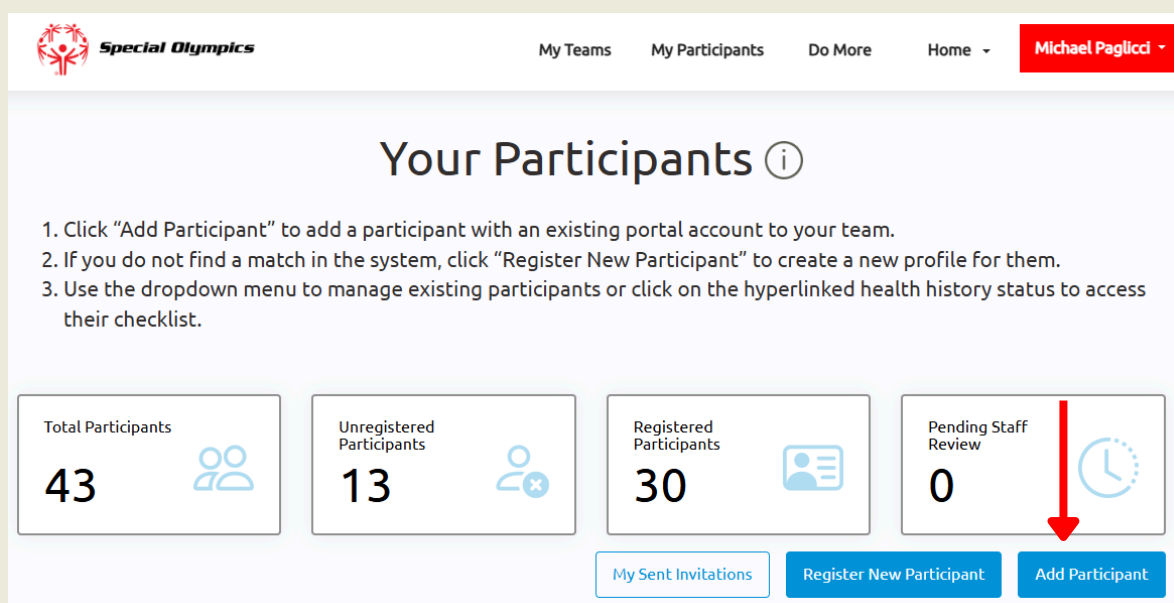
4

Once on the 'Coach Zone' select the 'Manage My Participants' option.



5

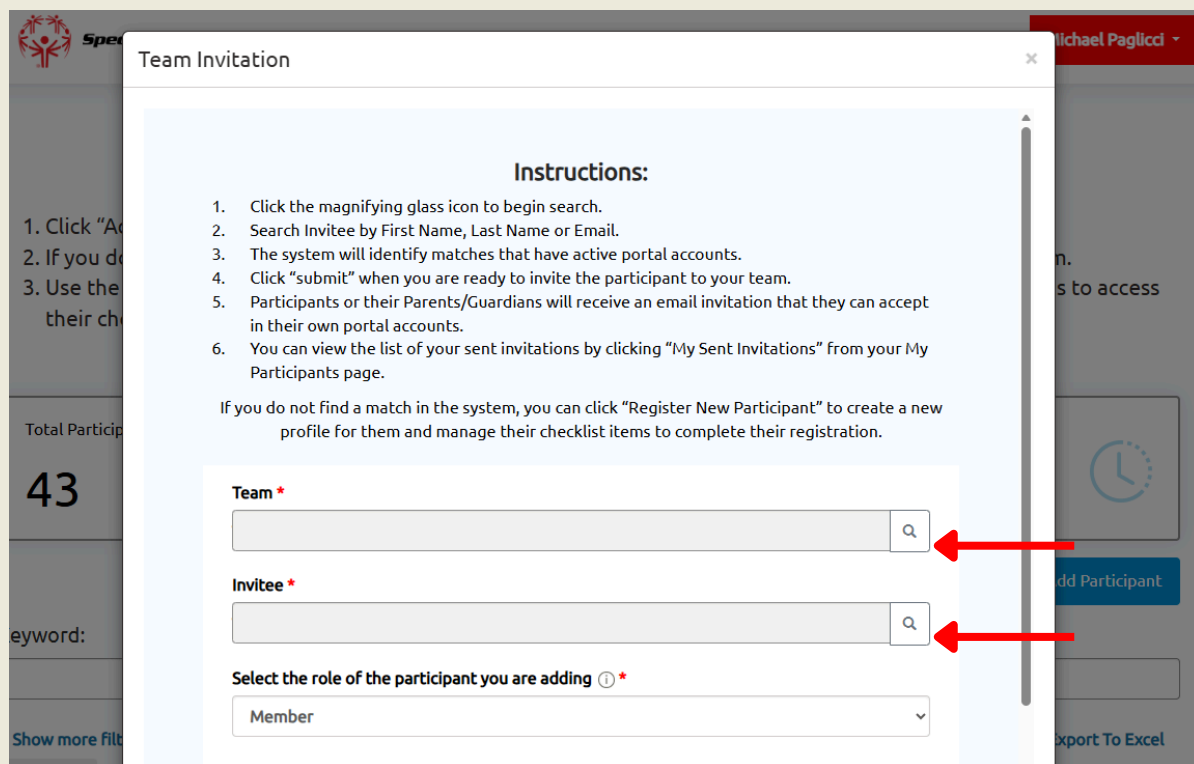
You'll then select the 'Add Participant' button.



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6

On the pop up, you'll search for the team, athlete, and leave them as a 'Member' for their role. To do so, click the magnifying glass next to the search boxes.



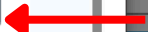
Team Invitation

Instructions:

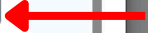
1. Click the magnifying glass icon to begin search.
2. Search Invitee by First Name, Last Name or Email.
3. The system will identify matches that have active portal accounts.
4. Click "submit" when you are ready to invite the participant to your team.
5. Participants or their Parents/Guardians will receive an email invitation that they can accept in their own portal accounts.
6. You can view the list of your sent invitations by clicking "My Sent Invitations" from your My Participants page.

If you do not find a match in the system, you can click "Register New Participant" to create a new profile for them and manage their checklist items to complete their registration.

Team *



Invitee *

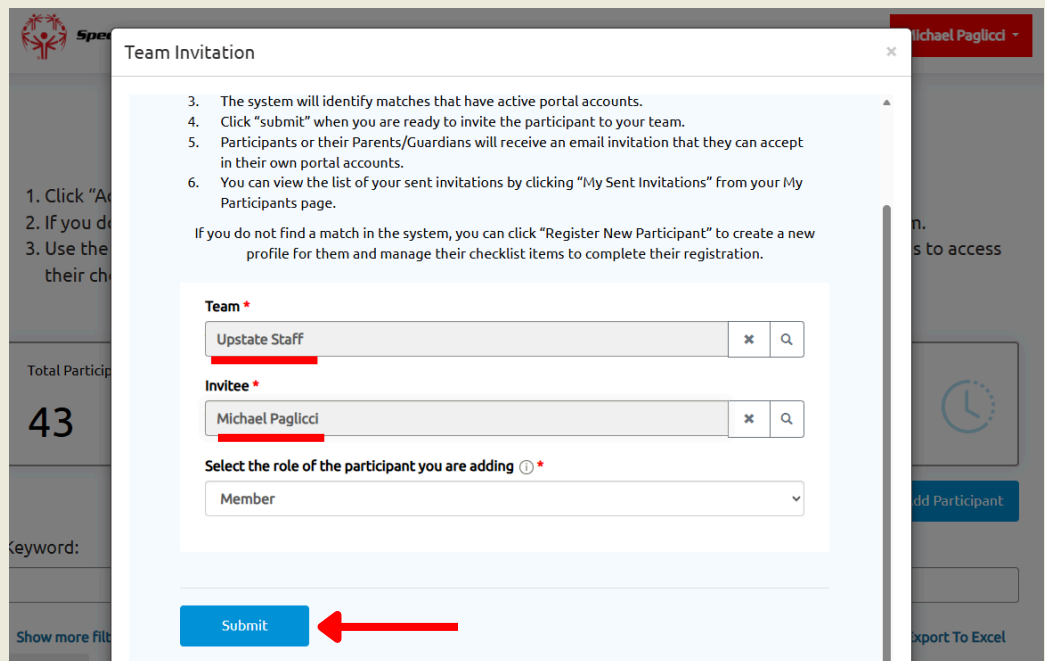


Select the role of the participant you are adding ⓘ *

Member

7

After selecting the team & athlete's name, you'll hit submit. An invitation will be sent to the athlete.



Team Invitation

3. The system will identify matches that have active portal accounts.

4. Click "submit" when you are ready to invite the participant to your team.

5. Participants or their Parents/Guardians will receive an email invitation that they can accept in their own portal accounts.

6. You can view the list of your sent invitations by clicking "My Sent Invitations" from your My Participants page.

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Team *

Upstate Staff

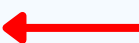
Invitee *

Michael Paglicci

Select the role of the participant you are adding ⓘ *

Member

Submit



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Continue to repeat steps 6 & 7 until all the athletes have been sent a team invitation.

Important Notes:

- This guide ONLY works for athletes who already exist in the portal AND have completed their checklist/requirements. If a name isn't showing up, it's because they haven't fully completed their checklist/requirements.
- When searching for an athlete's name in step 6, please be sure to search for them by their first name AND last name. The system is unable to find someone with just a last name.
- Athlete's will only appear under your Participant and Team screens once they've accepted the team invitation.

Questions or issues can be sent to:
rheard@nyso.org