

Parent/Guardian - Adobe E-sign Health History Form

To begin, visit portals.specialolympics.org. It is recommended that you bookmark this link, as this will be how you log in in the future. You have selected to electronically sign your forms, here is a guide to be sure you fully submit your forms.

1.

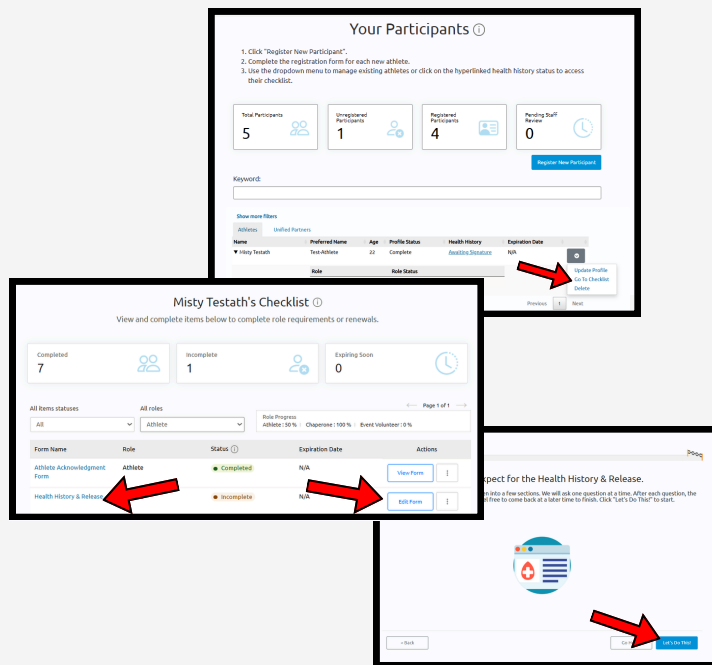
If not already in your participant checklist follow the steps below:

From your **"Parent/Guardian Zone"** click into the **"Register and Manage Participants"** tile.

Once in **"My Participants"** you will see a list of the athletes you are the guardian of. Use the arrow on the right of the athlete list to show **"Go To Checklist"**

Once in the athletes Checklist you can either select the hyperlinked form name or **"Edit Form"**.

This will then open the beginning of the Health History & Release Form for you to complete. Select **"Let's Do This!"** to get started.

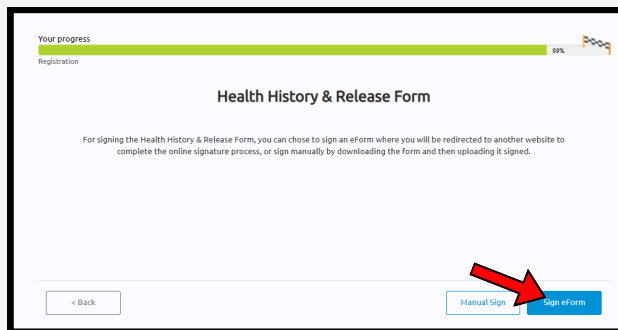


2.

After you have answered all the Health History & Release Form questions you will have the option to **"Manual Sign"** or **"Sign eForm"**.

Select **"Sign eForm"** to sign the form via adobe.

NOTE: Some programs only have one or the other as an option, this screen may vary based on your program settings.

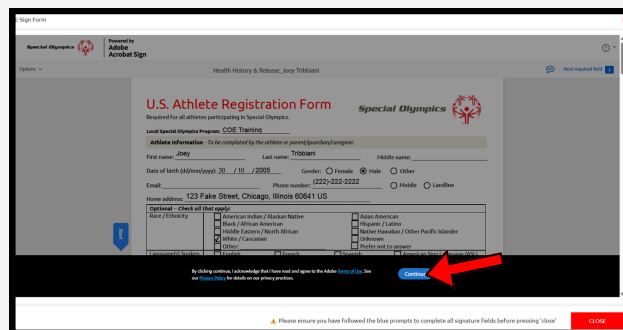


3.

Once you have chosen to sign the form electronically the Adobe Form will popup.

First thing you will click on is the blue **"Continue"** button.

NOTE: You should not select the red close button in the bottom right until you have fully **signed** and **submitted** your form.



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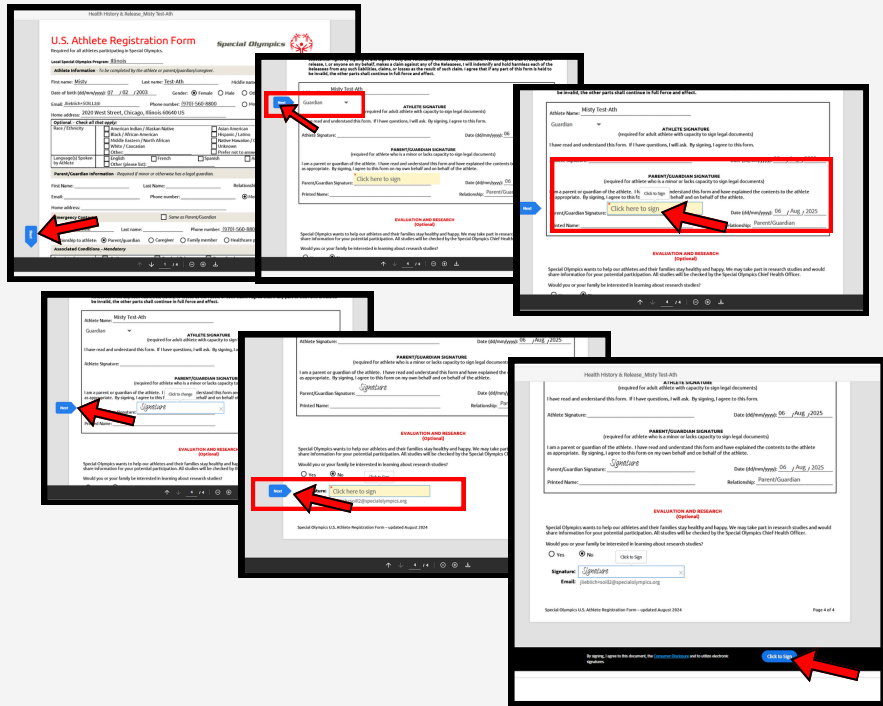
4.

You will now see a blue **“Start”** arrow on the left side of the form.

After you start the form follow the blue **“Next”** buttons and **“Click here to sign”** when needed.

Once all steps have been taken the **“Next”** arrow will no longer be visible and you will now see a blue **“Click to Sign”** button at the bottom of the form.

NOTE: As the Parent/Guardian be sure that you are signing in the **“Parent/Guardian Signature”** section by updating the toggle under the athletes name to **“Guardian”** if not already correct.



5.

Now that you have selected **“Click to Sign”** the form has been submitted and your adobe screen will show **‘You’re all set’**. You are now able to use the Red **“Close”** button.

After you have signed and closed the Adobe window you will be shown a **“Thank you for signing the form”** message and be able to go back to the checklist or go home.

