

# Managing My Participants

You want to know all you can do as a Parent/Guardian and what is capable in the Parent/Guardian Zone for you. To log in to your account visit [portals.specialolympics.org](https://portals.specialolympics.org).

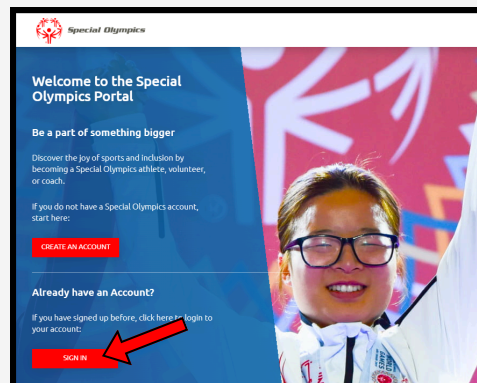
1.

Log into your account :

[portals.specialolympics.org](https://portals.specialolympics.org)

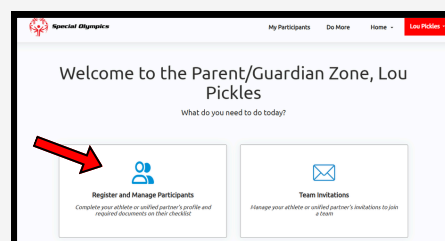
- Don't have an account yet? Follow the **Creating a Portal Account Quick Guide**

Be sure you are selecting **"Parent/Guardian"** as your Role to have access to the Parent/Guardian Zone.



2.

Once you have access to the Parent/Guardian Zone Click **"Register and Manage Participants"** to start managing your participant profiles.

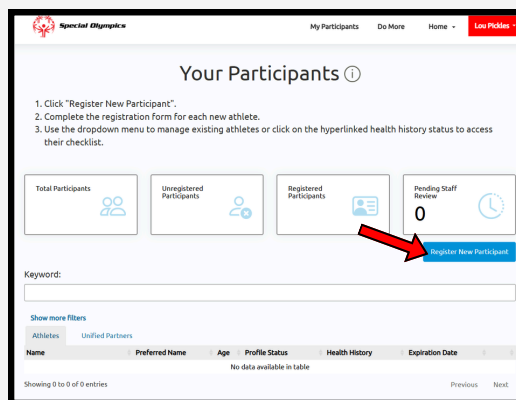


3.

Inside **"Your Participants"** is where you will find your list of all the Athletes, Unified Partners who you are the parent/guardian of.

When you create your account there will be no one listed.

Follow the steps below to add your participants and complete all required items.



4.

When registering a participant, you will need to complete all required fields. The **red asterisks\*** indicate the required fields.

If you receive emails on behalf of the participant be sure to mark **"Yes"**. If not mark **"No"** and enter their correct email.

Mark if this participant is their own legal guardian correctly.

When ready to submit and complete participant checklist select **"Submit and Continue to Checklist"**

Contact

Athlete's Contact Information

First Name *	Last Name *
<input type="text" value="Reptar"/>	<input type="text" value="Dinosaur"/>
Preferred Name	Suffix
<input type="text" value="Reptar Dinosaur"/>	<input type="text"/>
Gender *	Date of Birth *

Do you receive email on behalf of this participant?  
 No  Yes      Email \*

Is this participant their own legal guardian?  
 Yes  No

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5.

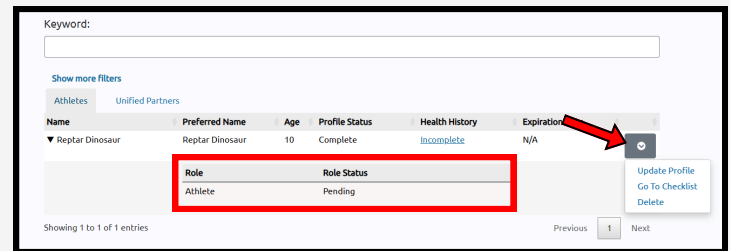
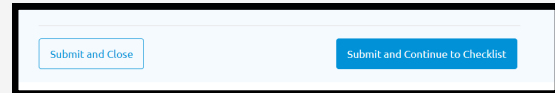
By selecting **“Submit and Continue to Checklist”**, this will redirect you to the participants checklist.

If you do not want to go to the participants checklist right away you have the option to **“Submit and Close”** this will add your participant and take you back to **“My Participants”**

Once you have added your participant(s), they will appear on the **“Your Participants”** list.

Here you can do the following actions:

- see their **“Role Status”**
- Update their profile information
- **“Go to Checklist”**
- Remove them from your participants list.



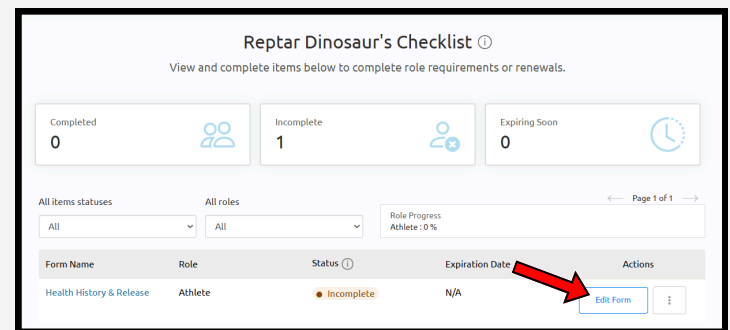
6.

To complete all required items for your participant go to their checklist. Getting the the checklist can be done either by **“Submit and go to Checklist”** or by using the **“Go to Checklist”** dropdown option.

Depending on your program’s athlete requirements the checklist will vary.

You can complete these forms by selecting **“Edit Form”** under actions.

All forms must have the status as **“Approved”** to be eligible to participate



7.

**E-Sign** - the Health History document will be ready for you to sign and submit.

**Manual** - The Health History document will be ready to download and print to sign and upload to submit at a later time.

