Circle of Care - Registering Your Athlete

Thank you for creating an account within the Center of Excellence (COE). 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. Once on the Special Olympics Portal, you will select "Create An Account" and follow the prompts to create your profile.

1. After entering your email address, be sure to select "Send verification code". A code will be sent to your email to enter into the "Verification Code" box. Then select "Verify Code"

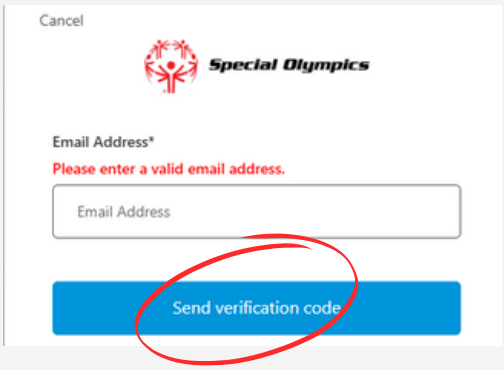
2. When creating your profile, be sure to indicate your role of "I am registering an Athlete" (Parent, Circle of Care, Family)

3. Ensure that you are selecting the correct Region AND hitting the + to select your agency(ies). This will help us "tag" your athlete to the appropriate agency(ies)

4. Once you have completed your profile, you will see the Register Zone. Click "My Participants" to start managing your Athlete's profiles.

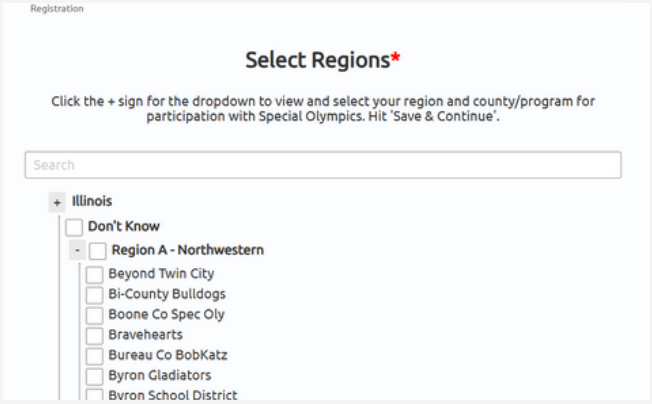
5. To add an Athlete to your roster, select the blue "Add New Athlete" button on the My Athletes page.

1.

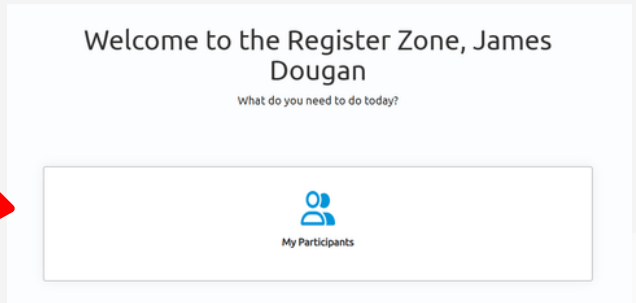


2.

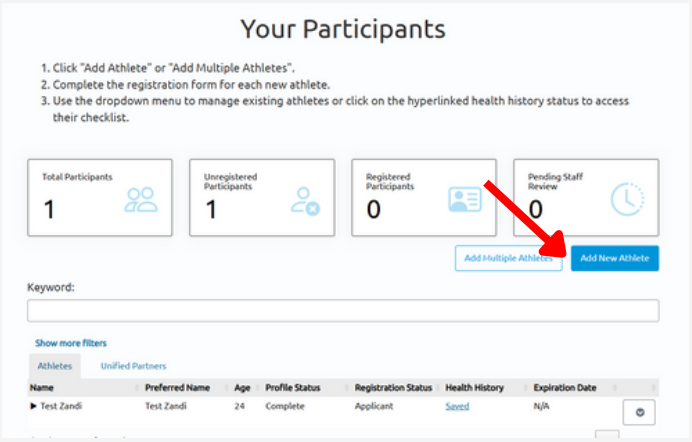
3.



4.



5.



Special Olympics Illinois

Looking for more detailed instructions? Click Here

Access Portal

Circle of Care - Registering Your Athlete

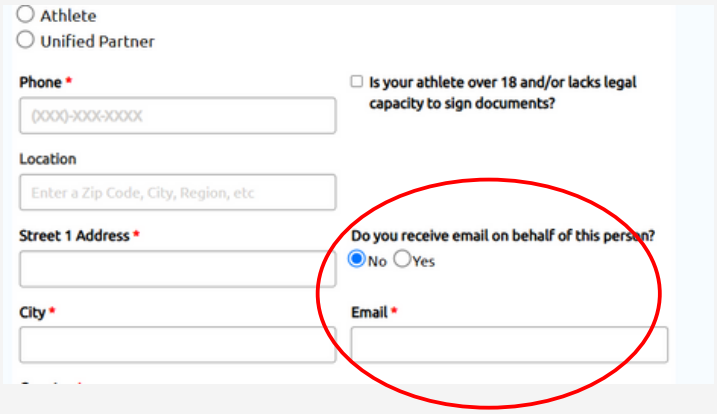
5. Complete Athlete's Contact Information with accurate data. If you would also like your athlete to receive email's regarding their information, choose "No" for "Do you receive email on behalf of this person?" and enter their email.

6. Once you have submitted your athlete's contact information, they should appear on your "Your Participants" page.

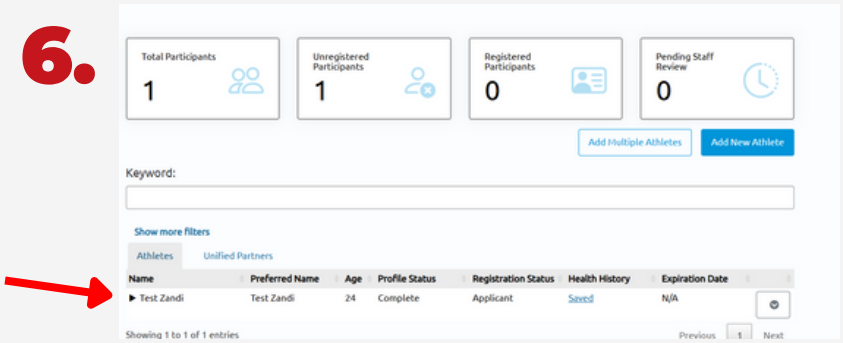
7. Click the down arrow on the Right side of the Athlete's information and select "Go to Checklist"

8. Every athlete will have a checklist that includes the "Athlete Acknowledgement Form" and Health History & Release." Be sure to complete both of these items in order for your athlete to be eligible to complete. Status will be complete once our SOILL staff have reviewed your forms and checked for a Guardian on the Health History & Release. Signatures can be submitted via E-Sign or uploaded manually. Doctor signatures are no longer required.

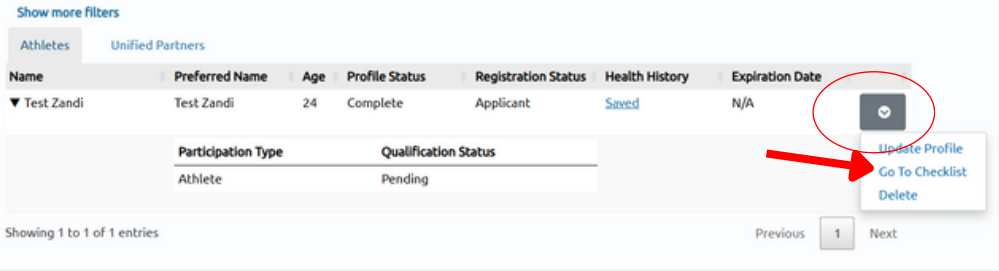
5.



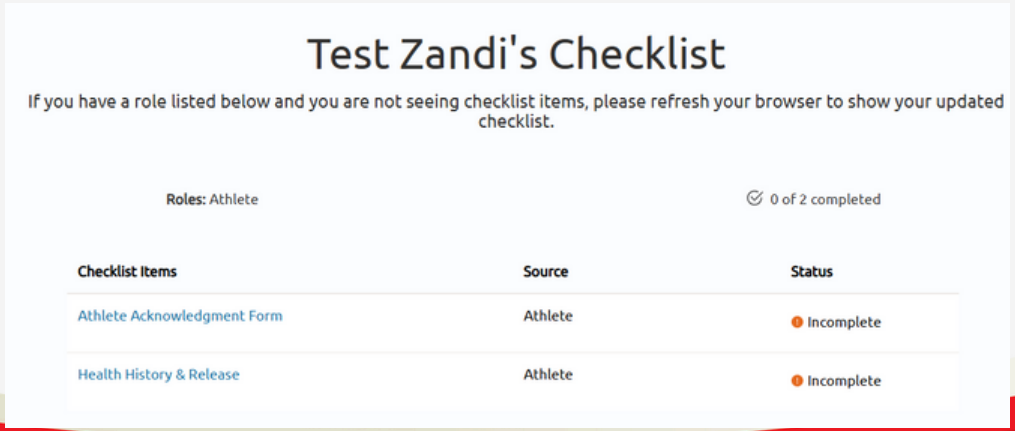
6.



7.



8.



Special Olympics Illinois

Looking for more detailed instructions? Click Here

Access Portal