

Coach Profile - NEW Coach

To begin, visit portals.specialolympics.org. It is recommended that you bookmark this link, as this is how you will 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.

Choose the state you participate in and the role you are applying for, **"Volunteer"**.

Read the role description and confirm you are indeed applying for the correct role, **"Volunteer"**.

Enter your email address, select "Send verification code". A code will be sent to the email address entered. Copy the code in the "Verification Code" box. Then select "Verify Code"

2.

You will then need to complete your profile. The questions with the **red asterisks*** are required.

3.

Once you have completed your profile, on the Volunteer Zone select **"Select Your Volunteer Role"** to apply for the Coach Role.

4.

Under the **"Coach"** category, select the role you are applying for. If you are unsure, speak with your local SO contact to determine which role is best for you.

(Depending on your program the list under "Coach" may vary).



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5.

Once you select your coach role, the next screen will show more details on the role including what other forms are required for that role. Select **"Apply to this Position"**.

After applying, you will have new items to complete in your checklist.

Things that will be required:

If you haven't done the items below, they will be added to your "checklist". To complete them, navigate to your checklist and click each item to start the required process.

- Background Check
- Concussion Awareness Training
- General Orientation Training
- Housing Policies
- Protective Behavior Training
- Release of Liability Class A
- Release of Liability Class B
- Under 18 Form

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[Apply to this Position](#)

6.

Navigate to **"My Checklist"** to start completing the added required forms. Click the blue hyperlink or the **"Edit Form"** button to complete each form.

Required forms will differ by program.

My Checklist ⓘ
View and complete items below to complete role requirements or renewals.

Completed 1 Incomplete 6 Expiring Soon 0

All item statuses: All roles: Role Progress: Head Coach: 100% Unified Partner: 80% Event Volunteer: 100%

Form Name	Role	Status	Expiration Date	Actions
Release of Liability Class B	Event Volunteer, Head Coach	Completed	N/A	Renew Form ⓘ
General Orientation Training	Head Coach, Unified Partner	Incomplete	N/A	Edit Form ⓘ
Protective Behavior Training	Head Coach, Unified Partner	Incomplete	N/A	Edit Form ⓘ
Housing Policies	Head Coach, Unified Partner	Incomplete	N/A	Edit Form ⓘ
Background Check	Head Coach, Unified Partner	Incomplete	N/A	Edit Form ⓘ
Release of Liability Class A	Head Coach	Incomplete	N/A	Edit Form ⓘ
Concussion Awareness Training	Head Coach	Incomplete	N/A	Edit Form ⓘ

[Review My Checklist \(1/7\)](#)

7.

Now that you have completed all the role qualifications, and the status of your checklist items are marked as **"Complete"** you are finished with the registration process to become a Coach.

Some items may need to be reviewed by SO staff and will be in the "Submitted" status until reviewed and approved.

My Checklist ⓘ
View and complete items below to complete role requirements or renewals.

Completed 7 Incomplete 0 Expiring Soon 0

All item statuses: All roles: Role Progress: Head Coach: 100% Unified Partner: 80% Event Volunteer: 100%

Form Name	Role	Status	Expiration Date	Actions
Release of Liability Class B	Event Volunteer, Head Coach	Completed	N/A	Renew Form ⓘ
General Orientation Training	Head Coach, Unified Partner	Completed	N/A	Renew Form ⓘ
Protective Behavior Training	Head Coach, Unified Partner	Completed	05/12/2028	Renew Form ⓘ
Housing Policies	Head Coach, Unified Partner	Completed	N/A	Renew Form ⓘ
Background Check	Head Coach, Unified Partner	Completed	05/12/2028	Renew Form ⓘ
Release of Liability Class A	Head Coach	Completed	N/A	Renew Form ⓘ
Concussion Awareness Training	Head Coach	Completed	05/12/2028	Renew Form ⓘ

[Review My Checklist \(7/7\)](#)



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