

Volunteer Registration Package 2018-2019

EXCITING NEWS! THE DAY YOU HAVE ALL BEEN WAITING FOR IS HERE! ONLINE REGISTRATION!!!! WELCOME TO 2018 EVERYONE!

AS THIS IS A NEW SYSTEM AND WE WANT ACCURATE AND UP-TO-DATE INFORMATION, FOR THIS YEAR ONLY, WE ARE ASKING THAT ALL VOLUNTEERS PLEASE SIGN UP AS A **NEW VOLUNTEER**, REGARDLESS IF YOU ARE RETURNING OR NOT

THE NEW SYSTEM IS A LITTLE AWKWARD TO USE AT FIRST, SO WE HAVE CREATED A STEP BY STEP "HOW TO" PAGE TO HELP GUIDE YOU THROUGH IT!

IF YOU HAVE ANY QUESTIONS, PLEASE EMAIL
DATABASE@SPECIALOLYMPICSEDMONTON.CA

THANK YOU SO MUCH!

VOLUNTEER REGISTRATION HOW TO

Start Up		
Step 1	Go to site	Visit https://portal.specialolympics.ca/home
Step 2	Click New Volunteer - Join Program	On the right hand side, click on New Volunteer - Join Program. We are asking all volunteers to register as new volunteers this year.
Step 3	Choose SO Alberta	Select your SO Alberta from the list under "Your Chapter/Province/Territory"
Step 4	Select Myself	Select "Myself" under the question "Are you filling this application for yourself or someone else?"
Step 5	Fill out Volunteer Information	Fill out the fields under "Volunteer Information" - note you must be 18 years of age or older to apply
Step 6	Click "Next Step..."	Click on the "Next Step - Validate Member" button to initiate the process.
Step 7	"Profile Not Found" OR "Participant Unique ID Verification"	<p>IF Last Name, First Name, Date of Birth, AND Email Address match what SOE has on file for you, you will get the message "Participant Unique ID Verification". STOP and check the inbox of the email address that you entered – there will be a verification code. Enter this code in to the "Member Unique ID Confirmation" box – then click "Next Step – Waivers".</p> <p>IF the information does not match exactly, you will get "Profile Not Found" message. It could be because your email has changed, or because we have entered it wrong in the system. Check your information, be sure that you have spelled everything correctly, and enter it one more time. IF still "Profile Not Found" – go ahead and click "Next Step – Waivers". This does not mean that anything is wrong – you will still be registered.</p>
Step 8	Click "Next Step..."	Click on the "Next Step – Waivers" to continue with the process and review the waivers.
Step 9	Waivers	Check off the appropriate boxes for the legal waivers. READ the full waivers by clicking – Read Full Waiver
Program Search Criteria		
Step 1	Ignore Postal Code & Distance	In order to display all of the programs in the city, do not specify your Postal Code and distance
Step 2	Select Related Chapter, Region & Community	To view all of the sports in the community, select the Chapter, Region & Community. Edmonton is region/zone 6. Other affiliates can be found by referring to the guide at the end of this form.
Step 3	Click "Search"	Search results will appear after you click "Search"
Step 4	Select a program	If you have found the program you want, select it from the list using the check box on the "Select" column. Be aware that you can only select one program at the time. You can click on the detail icon to view details of the club and program offered. At this time you can only select one program at a time– you will be able to add multiple sports in the Enrollment Details section.
Step 5	Click "Next Step..."	Click on the "Next Step – Member Profile" to continue with the process.
Member Profile		
Step 1	Fill out Main Information & Communication Preferences	Fill out the information about your profile. Make sure you provide information for the mandatory fields marked with (*).
Step 2	Click "Next Step..."	Click on the "Next Step – Address" to continue with the process.
Address		

Step 1	Fill out Primary Address	Fill out the information about your address. Make sure you provide information for the mandatory fields marked with (*).
Step 2	Click "Next Step..."	Click on the "Next Step – Address" to continue with the process.
Criminal Record Check (CRC) Information		
Step 1	Indicate whether you have a criminal record	If you have criminal record check, please indicate "Yes".
Step 2	Submit your Criminal Record Check	There are several options for submitting your CRC. If you have an electronic file with the criminal check, please click on "Add" button to create a record and provide the details. You will be able to attach the document. You may also fax or send the original to the SOE office. If you don't have one or you are unsure, please contact the SOE office as we can assist you. SEE LAST PAGE OF THIS PACKAGE FOR MORE INFORMATION ON POLICE RECORD CHECKS
Step 3	Click "Next Step..."	Click on the "Next Step – Medical Information" to continue with the process.
Medical Information		
	Skip this section	Volunteers in Alberta are not required to complete this section. However, currently Special Olympics Canada has Dietary Restrictions and Medications as required forms to continue the registration process. SOE uses dietary information to aid in food orders for tournaments or special events. Please disclose any dietary information in this field. We do not need all medication details, but pertinent information in case of emergency (i.e. if you carry an epi pen for allergic reactions), please put this information here.
Emergency Contacts		
Step 1	Add Emergency Contacts	You MUST provide emergency contacts, please click on the "Add" button to provide the details.
Step 2	Fill out Emergency Contact information	Enter the emergency contact details. Make sure you provide information for the mandatory fields marked with (*).
Step 3	Submit Emergency Contacts	Click on "Submit" button to save the emergency contact.
Step 4	Click "Next Step..."	Click on the "Next Step – Member Training" to continue with the process.
Member Training		
Step 1	Add Training	If you want to provide information about your training, please click on the "Add" button to enter the details.
Step 2	Click "Next Step..."	Click on the "Next Step – Volunteer Profile" to continue with the process.
Volunteer Profile Additional Information		
Step 1	Fill out Profile Additional Information	Complete all fields that apply
Step 2	Add References	Click on "Add" button on the Personal References section to add a reference.
Step 3	Click "Next Step..."	Click on the "Next Step – Enrollment Details" to continue with the process.
Enrollment Details		
Step 1	Select your Volunteer Category and Organizational Role	Select the "Category" and "Organization Role" you wish to volunteer for. Once approved, depending on your role, you will receive different access to your information or other athletes' or volunteers' information.

Step 2	Confirm Enrollment	This is the final step of the application process. After clicking "submit enrollment" please use click on "Add Program Enrollment" if you wish to enroll into another program.
Step 3	Add another Program Enrollment if applicable	Click on "Add Program Enrollment" if you wish to enroll into another program.
Step 4	Click on "Go to Portal Registration"	Click on "Go to Portal Registration" to go to register and use the Membership Portal. This will give you access to change review your enrollments, change your contact information, etc.
Portal Registration		
Step 1	Fill out the Portal Registration Details	Here, you MUST enter the information entered in the "Participant Information" section. The name and email MUST match what you entered as the "Participant Information" section.
Step 2	Click on "Register"	At this point, you will be able to login to the portal using the email & password that you provided.

Region/Zone Guide

Zone 1	Brooks, Lethbridge, Medicine Hat, Crowsnest Pass
Zone 2	Airdrie, Drumheller, Foothills, Olds & District
Zone 3	Calgary
Zone 4	Camrose, Lacombe, Red Deer, Wetaskiwin, Rocky Mountain House
Zone 5	Edson, Leduc, Strathcona County, West Central, St. Albert, Barrhead, Drayton Valley, Whitecourt
Zone 6	Edmonton
Zone 7	Lakeland, Lloydminster, St. Paul, Lac La Biche, Vegreville
Zone 8	Grande Prairie

Police Record Checks

Police Record Checks are to be re-done every 3 years! With the new database system, keeping records up-to-date will be more simple! If you are unsure if you have one with SOE, or when it needs to be renewed, please contact Celina at ccomeau@specialolympicsedmonton.ca

Do you need to complete a new Police Record Check?

If you need to complete a new check, there are several options to do so:

1. Come into the SOE office - FREE
 - We can do all the paper work on site here at the office. We then deliver a batch of PRC's to be processed on Fridays! Contact Celina to set up a time.
2. VOID Payment – FREE
 - SOE can send you a VOID payment letter which you can take to a police station and they will VOID your fee. You must then upload the PRC to your portal on the database, mail/ scan it to the office
3. Go into a police station – FEE WILL BE CHARGED
 - If you choose to go into a police station to complete a PRC without a VOID payment letter, you will be charged whatever fee that is associated. SOE will not reimburse you if you pick this option