## How to Complete the Online Health History and Release Forms for Registration



If you are a Special Olympics athlete or the parent/guardian/caregiver of a Special Olympics Athlete, these instructions are designed to help you electronically complete the Registration and Release forms as well as the Health History portion of the medical form before you attend a MedFest or go to your own doctor for the medical exam. There are seven (7) easy steps. If you have any trouble, please contact Amelia Hamilton at <u>ARH@sonj.org</u>

STEP 1	a) Go to <u>https://medform.specialolympics.org</u>	Athlete Registration and Medical Forms
	b) Select "United States."	Select Your Region
	<ul> <li>Read the instructions on the next page and select "Start"</li> </ul>	International
	<b>NOTE:</b> you can't save and return to the form so please be prepared to answer all the health history questions. If you are familiar with the medical history of the athlete, it should only take 5-10 minutes to complete.	Ender Frank
	a) Complete the registration and medical fields as	
STEP 2	<ul> <li>a) Complete the registration and medical fields, as prompted. Required fields are marked with *</li> </ul>	3 4 5 6 7 8 9
	b) Click "Continue" to move to next page	Emergency and Medical Contacts •
	<b>TIP:</b> If you do not understand a question, click the <sup>•</sup> button to get more information and a description	Is emergency contact same as parent or guardiant"  Ves No  Emergency Contact Name"  Emergency Contact Name"  Emergency Contact Phone"
	At the top of the screen you can see where you are in the process of the information to be submitted.	Emergency Contact Relationship to Athlete"
STEP 3	<ul> <li>a) On the last page, enter contact information for the person completing the form and who will be the one signing the release forms on the next step.         <ul> <li>This person is the individual who will also receive a copy of the completed health history and signed release form.</li> <li>They should be legally able to sign forms on behalf of the athlete.</li> </ul> </li> </ul>	Abbit Regencing SouthWarris Current heads Performance Part Disposal Neurological Current SouthWarris South Market South Association SouthWarris Performance Perfor
	<ul> <li>b) Please be sure to check the acknowledgement at the bottom.</li> </ul>	Leaders are my for my athleterial personal information being sent to the email address instead and in Special Olympics International and my local Special Olympics Program by email.
STEP 4	<ul> <li>You will receive an email with a link to complete the forms on Adobe Acrobat Sign.</li> <li>If prompted, click the "Continue" button to agree to the Adobe Terms of Use and Privacy Policy</li> <li>If you do not want to continue with the electronic signature process you can select another option (such as download) under "Options"</li> </ul>	

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STEP 5	Review the pages and make any necessary corrections.		
SILLIS	And then sign the release forms. There are two places		
	you will be asked to sign/initial:	Athlete Signature: Date:	
		PARENT/GUARDIAN SIGNATURE (required for athlete who is a minor or lacks cap	
	1. Athlete Release Form	I am a parent or guardian of the athlete. I had Click to change derstand this form and h to the athlete as appropriate. By signing 12 mon my own behalf and	
	1. Athlete Release Form	Next         Parent/Guardian Signatu         Parent-Guardian Signat         Parent-Guardian Signatu	
	2. Athlete Likeness form (OPTIONAL)		
		Type Draw Image Mobile	
	Once all the lines are signed, click "Click to	Draw or take a picture of your signature using your mobile device.	
	Approve"		
	NOTE: The Click to Approve button will not appear if a required	Signature and the second se	
	field has not been completed.	Type your signature here	
	<b>TIP:</b> The first time you sign you will be asked to		
	adopt a signature.	Close Apply	
	auopt a signature.		
	If the wrong signature line is showing up, go to page 5 of		
	the document and change the "Athlete Ability to Consent"	By approving, I agree to this agreement, the <u>Consumer Disclosure</u> and to do business electronically with SPECIAL OLYMPICS INC.	
	to "NO" or "YES" as appropriate. This will change the		
	signature line to the parent/guardian or athlete section		
	accordingly. You will need to change the name.		
	From the confirmation page you can download a conv		
STEP 6	From the confirmation page, you can download a copy	✓ You're all set	
	of the forms that were just signed.	You finished approving "Special Olympics Athlete Registration & Medical Forms".	
		Next, Ryan Ferry will acknowledge.	
	If you do not create an account, you will not be able to	We will email the final agreement to all parties. You can also download a copy of	
	access this form again until the Program approves it.	what you just approved.	
		Don't have an Adobe account?	
	You will receive a confirmation email once the Program	Access future agreements anywhere on the web	
	-	<ul> <li>Fill, sign, share, or comment on any PDF</li> </ul>	
	has completed the approval process.	<ul> <li>Send 2 free agreements for e-signature on a monthly basis</li> </ul>	
		Create account	
<b>STEP 7</b>	If signed electronically, the health history and release forms will automatically be sent back to the Special		
	Olympics Program. However, until the completed page 3 of the medical (the medical exam by a healthcare		
	professional) are received by the Program, the athlete is not registered for Special Olympics.		
	professional are received by the Program, the athlete is not registered for special diviniples.		
	If you are attending a MedFest event at your Special Olympics Program, the Program has received your Health		
	History, but we still recommend that you print a copy.		
	Thank you for taking the time to complete the Online Registration Form!		
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