

# Creating New Volunteer Profile & Registering for Events

To begin, visit [portals.specialolympics.org](https://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.

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"

Special Olympics  
Create an account  
Select your state to see role options  
What state do you participate in?  
Washington  
What is your role?  
Volunteer  
Selected role: Volunteer  
I want to volunteer as a Coach, Event Volunteer, LETR, or become a Unified Partner.  
Continue

Are you a Volunteer?  
Volunteer accounts allow you to manage your registration for volunteer roles, events, and complete important qualifications.  
Yes, Continue  
No, switch role

Special Olympics  
Create an account  
Please start by verifying your email address.  
State: Washington  
Role: Volunteer  
I want to volunteer as a Coach, Event Volunteer, LETR, or become a Unified Partner.  
Verification code has been sent to your inbox. Please copy it to the input box below.  
Email Address  
jleblich+sova2@specialolympics.org  
Verification Code  
Verify code  
Send new code

2.

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

Special Olympics  
Peeta Mellark  
Role: Volunteer  
Your progress  
100%  
Registration  
We'll start with a few things about you  
Please type your information.  
Required fields marked with an asterisk (\*). Fields with no symbol are optional. Then hit 'Save & Continue'.

3.

Ensure that you are selecting the correct Region AND selecting the + to select any of the regions that apply.

You can utilize the search bar by typing in the specific region you are looking for. This will help narrow down the options.

Special Olympics  
Select Regions\*  
Click the + sign for the dropdown to view and select your region and county/program for participation with Special Olympics. Hit 'Save & Continue'.  
East Region + North Central Area + Douglas County +  
Washington  
Don't Know  
East Region  
North Central Area  
Chelan County  
District & Chelan County  
Douglas County  
Eastmont HS  
Icicle Trackers

4.

Once your Profile is created you will see **"Welcome to the "Volunteer Zone"** followed by your name and different clickable tile options.

Special Olympics  
Welcome to the Volunteer Zone, Peeta Mellark  
Great, you've successfully created your volunteer account! Before you can sign up for an event, click on Review My Checklist to complete a few forms. Once the forms are approved, you can sign up for an event.  
My event jobs  
No event jobs. Sign up for an event in the button below.  
I want to  
Review My Checklist (2/2)  
Sign up for an Event  
Select Your Volunteer Role  
Click here to learn more about applying for different roles  
Contact Special Olympics

5.

You have now officially created a portal account but you are not done yet. To register for an event select **"Sign up for an Event"**

If you were sent an Event URL you can copy and paste that into your browser and it will take you to **Step 7**.

I want to  
Review My Checklist (1/1)  
Sign up for an Event  
Select Your Volunteer Role  
Click here to learn more about applying for different roles  
Contact Special Olympics

# Creating New Volunteer Profile & Registering for Events

6.

The “**Event Sign Up**” page shows all the events with in your state. Using the “**Keyword**” box you can search for a specific event or any of the filters under “**Show more filters**”.

Once you find the event you are looking for you can click into it by selecting the hyperlinked name.

Event Sign Up

Keyword:

Type of Event:

Show more filters

Search

Sort By:

| Event                            | Location            | Spots | Start Time       | End Time         |
|----------------------------------|---------------------|-------|------------------|------------------|
| <a href="#">Kraken Challenge</a> | Seattle, Washington | 73    | July 04, 8:00 AM | July 04, 7:00 PM |

7.

Within the event you will see a list of shifts to register for.

Using the keyword box you can narrow down what shift you are looking for or type in an invite code, if applicable.

Once you find the shift you are looking for select they hyperlinked shift name.

Keyword:

Sort By:

Shift Name:

Role:

Date:

Spots:

|                          |   |                 |       |        |
|--------------------------|---|-----------------|-------|--------|
| <input type="checkbox"/> | <a href="#">Afternoon Shift: 11:30 AM CDT - 3:30 PM CDT</a> | Event Volunteer | 07/04 | 0 / 10 |
| <input type="checkbox"/> | <a href="#">Morning Shift: 8:00 AM CDT - 12:00 PM CDT</a>   | Event Volunteer | 07/04 | 0 / 10 |
| <input type="checkbox"/> | <a href="#">Evening Shift: 3:00 PM CDT - 7:00 PM CDT</a>    | Event Volunteer | 07/04 | 0 / 10 |

8.

Inside that shift you will see the specific shift details. As long as you are eligible you can select “**Sign Up**”.

Ineligible for the shift and need to register for the additional role?

- Follow the: **Applying for More Roles Quick Guide** and then return to the shift to sign up.

Afternoon Shift - 11:30 AM CDT

Kraken Challenge Start Date: July 04, 11:30 AM CDT Spots: 10

Seattle, Washington End Date: July 04, 3:30 PM CDT

Volunteer Information

Role: Afternoon Shift - 11:30 AM CDT

Description: Field day

Event Location: 2901 Western Ave, Seattle, Washington, 98121

Parking: there is no parking better walk

Where to Go: the open field

Who to Contact: @Jainie Lieblich

What to Bring: shoes, water a good attitude

Am I qualified: You're eligible to apply for this role.

Back Sign Up

9.

You will know that you have correctly registered for an event when the shift is listed under “**My Event Jobs**” on your Volunteer Zone home page. You will also receive and email with event details.

\*If no jobs are listed and you did not receive an event registration email you are not registered for any events.

Welcome to the Volunteer Zone, Peeta Mellark

Great, you've successfully created your volunteer account! Before you can sign up for an event, click on [Review My Checklist](#) to complete a few forms. Once the forms are approved, you can sign up for an event.

My event jobs

Jul 04, 8:00 AM Morning Shift, Kraken Challenge

I want to

Review My Checklist (1/1)

Sign up for an Event

Select Your Volunteer Role Click here to learn more about applying for different roles

Contact Special Olympics