

Online Registration Instructions – New Volunteer



Start Up		
Step 1	Go to site	Navigate to registration page on www.specialolympics.ca/alberta
Step 2	Click New Athlete - Join Program	On the left hand side, click on New Volunteer - Join Program
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	No profile found	A message will display that your profile is not found in the system. We are asking that all athletes complete new registrations in order to ensure accurate information.
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. You may read the full waivers by clicking -
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
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.
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.

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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 SOA office.
Step 3	Click "Next Step..."	Click on the "Next Step – Medical Information" to continue with the process.
Medical Information		
	Skip this section	Volunteer in Alberta are not required to complete this section.
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 – Enrollment" 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	Confirm Enrollment	This is the final step of the application process, click on "Add Program Enrollment" if you wish to enroll into another program.
Step 2	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 3	Check your E-mail for Membership Portal access	Once the application is submitted, you will receive an email with instructions to register to use the Membership Portal.
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.
Step 5	Add another Program Enrollment if applicable	Click on "Add Program Enrollment" if you wish to enroll into another program.

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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