Managing My Participants - Admin

You want to know all you can do as a "Coach" with the Admin role and what is capable in the Coach Zone for you. To log in to your account visit portals.specialolympics.org and head to your Coach Zone.

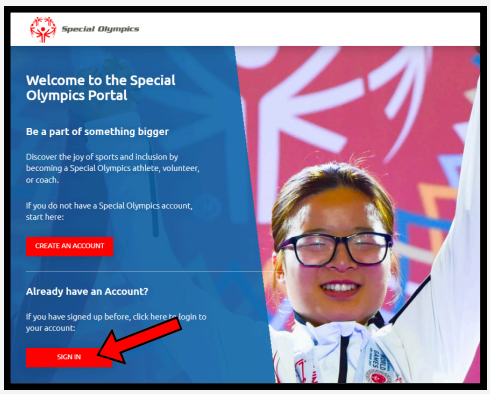
1.

Log into your account : **portals.specialolympics.org**

- Don't have an account yet? Follow the **Creating a Portal Account Quick Guide**

You will need to have the Coach Role to register a be approved to have the Coach Zone.

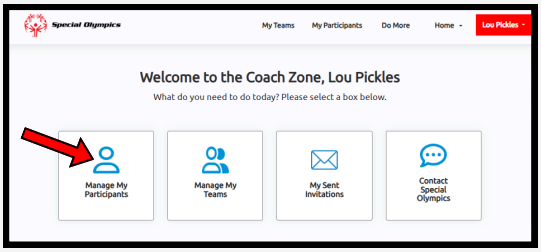
- Don't know where to find additional roles? Follow the **Applying for More Roles Quick Guide**



2.

Once you have access to the Coach Zone Click **"My Participants"** to start managing your Athlete's profiles.

Note: your program staff will have to give you admin access to see participants within the coach zone.

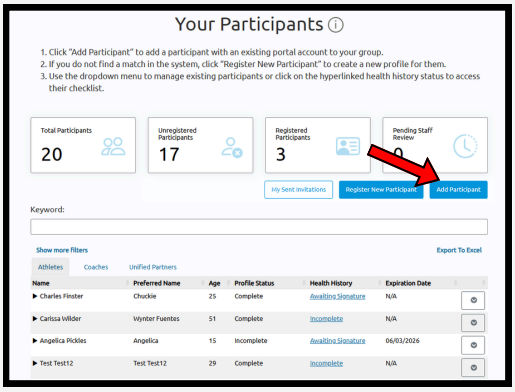


3.

Inside **"Your Participants"** is where you will find your list of all the Athletes, Coaches and Unified Partners who you manage.

If you are missing an athlete, or a new athlete has joined your group you are able to add them here.

Note: be sure to start with **"Add Participant"** search for the contact before **"Registering a New Participant"**



Access Portal

Special Olympics
Center of Excellence

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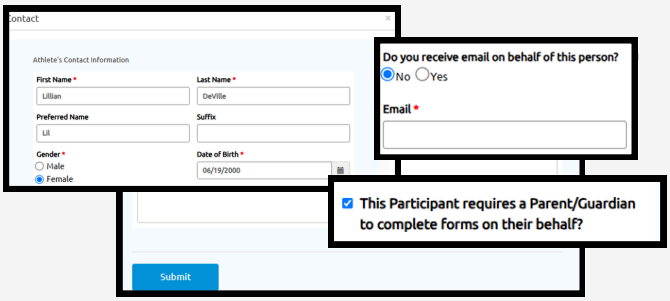
4.

If registering an athlete, you will need to complete all required fields. The red asterisks* indicated the required fields.

If you do not receive emails on behalf of the athlete be sure to enter the correct email.

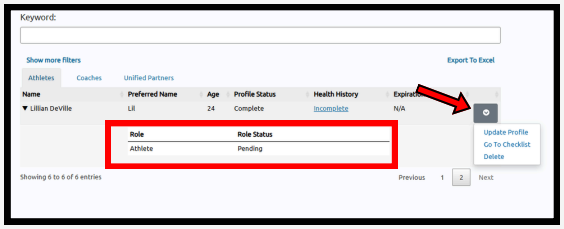
If the athlete is not their own guardian be sure to check the box indicating they require a parent/guardian to complete forms on their behalf.



5.

Athletes you have added or have been related to you by your program staff will appear on the **"Your Participants"** list.

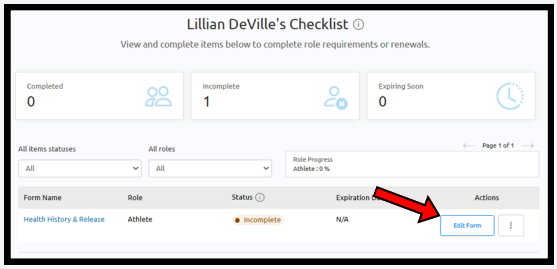
Here you see their "**Role Status"**, have the option to update their profile information, go to their checklist or remove them from your participants list.



6.

Depending on your program's athlete requirements the checklist may vary.

Every athlete will have a checklist that includes the required forms for your program. You can help complete these forms by selecting **"Edit Form"**. All forms should have the status as **"Approved"** to be eligible to participate



7.

If you assist athletes or unified partners in completing the needed requirements and choosing e-sign, a popup box will appear to enter in the guardian/athlete email.
Some may require a witness email as well.

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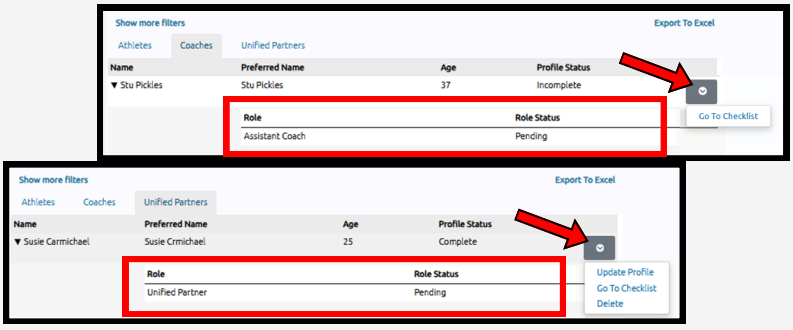
8.

In My Participants, you are also able to view any Coaches and Unified Partners who are a related contact.

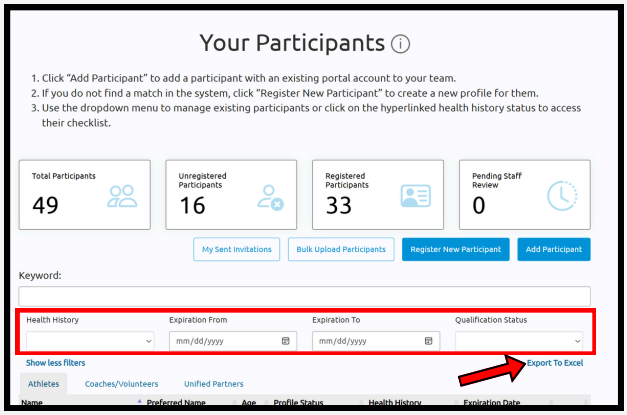
- **Coaches** - you are able to see their **"Role Status"** and will be able to see their Checklist items but not make any edits. If Pending status they have not completed something in their checklist.
- **Unified Partners** - you are able to do the same as you do with athletes.

Note: "Add Participant" can also be utilized to search for Unified Partners before creating a new contact.



9.

If you need to filter your view more, you can select **"Show more filters"** on the left side under the Keyword bar.

At anytime, you are able to export your list to Excel, by clicking **"Export to Excel".** If you filter the list, the export will only export the filtered list.

Note: Export to Excel will only export the full table you are on. If Athlete is selected only Atheltes will export, to export all 3 tables you will need to Export to excel 3 times.