

# Online Registration Instructions – New Volunteer



| Start Up                                |   |
|---|---|
| Step 1                                  | Navigate to registration page on <a href="http://www.specialolympics.ca/alberta">www.specialolympics.ca/alberta</a>                                     |
| Step 2                                  | Click New Athlete - Join Program  |
| Step 3                                  | Choose SO Alberta   |
| Step 4                                  | Select Myself   |
| Step 5                                  | Fill out Volunteer Information  |
| Step 6                                  | Click "Next Step..."  |
| Step 7                                  | No profile found  |
| Step 8                                  | Click "Next Step..."  |
| Step 9                                  | Review and check off Waivers  |
| Program Search Criteria                 |   |
| Step 1                                  | <b>Ignore Postal Code &amp; Distance</b><br><b>*We recommend simply putting the Chapter, Region and Community in order to view all sports available</b> |
| Step 2                                  | Select Related Chapter, Region & Community  |
| Step 3                                  | Click "Search"  |
| Step 4                                  | Select a program  |
| Step 5                                  | Click "Next Step..."  |
| Member Profile                          |   |
| Step 1                                  | Fill out Main Information & Communication Preferences   |
| Step 2                                  | Click "Next Step..."  |
| Address                                 |   |
| Step 1                                  | Fill out Primary Address  |
| Step 2                                  | Click "Next Step..."  |
| Criminal Record Check (CRC) Information |   |
| Step 1                                  | Indicate whether you have a criminal record   |
| Step 2                                  | Submit your Criminal Record Check   |
| Step 3                                  | Click "Next Step..."  |
| Medical Information                     |   |
|   | <b>Skip this section</b>  |
| Emergency Contacts                      |   |
| Step 1                                  | Add Emergency Contacts  |
| Step 2                                  | Fill out Emergency Contact information  |
| Step 3                                  | Submit Emergency Contacts   |
| Step 4                                  | Click "Next Step..."  |

| Member Training                          |  |
|--|--|
| Step 1                                   | Add Training   |
| Step 2                                   | Click "Next Step..."                                   |
| Volunteer Profile Additional Information |  |
| Step 1                                   | Fill out Profile Additional Information                |
| Step 2                                   | Add References   |
| Step 3                                   | Click "Next Step..."                                   |
| Enrollment Details                       |  |
| Step 1                                   | Confirm Enrollment                                     |
| Step 2                                   | Select your Volunteer Category and Organizational Role |
| Step 3                                   | Check your E-mail for Membership Portal access         |
| Step 4                                   | Click on "Go to Portal Registration"                   |
| Step 5                                   | Add another Program Enrollment if applicable           |

## 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  |