## Coach Profile - NEW Coach

To begin, visit <u>portals.specialolympics.org</u> It is recommended that you bookmark this link, as this is how you will 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"

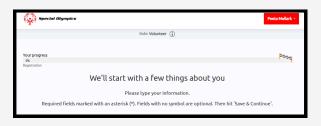






2.

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



3.

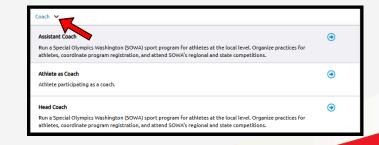
Once you have completed your profile, on the Volunteer Zone select "Select Your Volunteer Role" to apply for the Coach Role.



4.

Under the "Coach" category, select the role you are applying for. If you are unsure, speak with your local SO contact to determine which role is best for you.

(Depending on your program the list under "Coach" may vary).



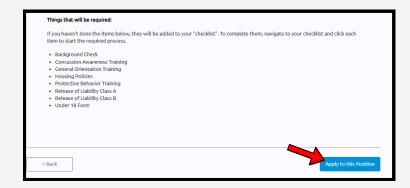


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5.

Once you select your coach role, the next screen will show more details on the role including what other forms are required to for that role. Select "Apply to this Position".

After applying, you will have new items to complete in your checklist.



6.

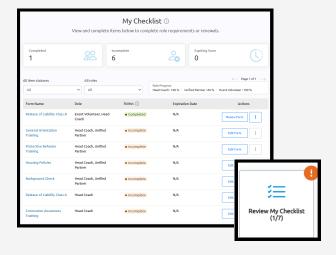
Navigate to "My Checklist" to start completing the added required forms. Click the blue hyperlink or the "Edit Form" button to complete each form.

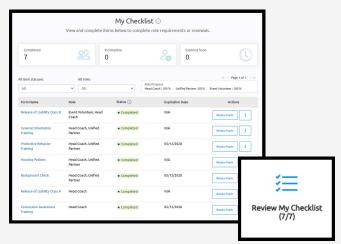
Required forms will differ by program.

Now that you have completed all the role qualifications, and the status of your checklist items are marked as

Some items may need to be reviewed by SO staff and will be in the "Submitted" status until reviewed and approved.

"Complete" you are finished with the registration process to become a Coach.





**NOTES**: See below for specific details for the background check process.

## **Background Check Process**

1.

Once you have selected the hyperlink for the background check you will answer the questions listed then "Submit".

Clicking "Submit" triggers the start of the background check this does not submit your full background check.

Background Check

As a volunteer for Special Olympic, we are required to gather some further background information on you. Any "Yes" responses to question is an enguired to gather some further background deck screening.

Please complete the term from the background deck screening.

Please complete the term from your local program will each out within 2.3

1. Do you use illegal drugs?\*

Yes

No

2. How you were been convicted of a criminal offense in any state!\*

Yes

No

3. Here you were been charged with and/or convicted of neglect, abuse or assault.\*

Yes

No

4. Nes your driver's license ever been suspended or revoked in any state?\*

Yes

No

6. Bissour driver's license ever been suspended or revoked in any state?\*

Yes

No

6. Bissour driver's license ever been suspended or revoked in any state?\*

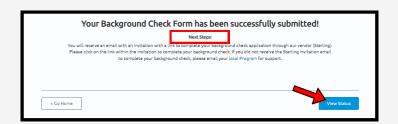
Bissour driver's license ever been suspended or revoked in any state?\*

2.

The following screen will tell you what the **next steps** are to fully complete your background check.

You will receive an email with the subject "Invitation to Complete Special Olympics clearances" with an invitation link to complete your background check application through our vendor (Sterling).

**NOTE:** You have not fully submitted your background check until you do so on the Sterling website.



3.

At any time you can check your status within your Checklist. The below statuses will let you now where your background check is in the process:

- Incomplete: you have not started the process to complete your background check.
- Pending Sterling Application Check
   Email: An email has been sent to
   complete your background check from
   Sterling Volunteers.
- 3. **Submitted:** You have successfully submitted your background check though Sterling Volunteers and your Special Olympics program is reviewing the results.
- 4. **Completed:** your background check has been reviewed and approved.

