

Coach Profile - NEW Coach

To begin, visit portals.specialolympics.org. 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 for that role. Select **"Apply to this Position"**.

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

Things that will be required:

If you haven't done the items below, they will be added to your "checklist". To complete them, navigate to your checklist and click each item to start the required process.

- Background Check
- Concussion Awareness Training
- General Orientation Training
- Housing Policies
- Protective Behavior Training
- Release of Liability Class A
- Release of Liability Class B
- Under 18 Form

[< Back](#)
[Apply to this Position](#)

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.

My Checklist ⓘ
View and complete items below to complete role requirements or renewals.

Completed 1 Incomplete 6 Expiring Soon 0

All item statuses: All All roles: Role Progress: Head Coach: 100% Unified Partner: 80% Event Volunteer: 100% Page 1 of 1

Form Name	Role	Status ⓘ	Expiration Date	Actions
Release of Liability Class B	Event Volunteer, Head Coach	Completed	N/A	Review Form ⓘ
General Orientation Training	Head Coach, Unified Partner	Incomplete	N/A	Edit Form ⓘ
Protective Behavior Training	Head Coach, Unified Partner	Incomplete	N/A	Edit Form ⓘ
Housing Policies	Head Coach, Unified Partner	Incomplete	N/A	Edit Form ⓘ
Background Check	Head Coach, Unified Partner	Incomplete	N/A	Edit Form ⓘ
Release of Liability Class A	Head Coach	Incomplete	N/A	Edit Form ⓘ
Concussion Awareness Training	Head Coach	Incomplete	N/A	Edit Form ⓘ

[Review My Checklist \(1/7\)](#)

7.

Now that you have completed all the role qualifications, and the status of your checklist items are marked as **"Complete"** you are finished with the registration process to become a Coach.

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

My Checklist ⓘ
View and complete items below to complete role requirements or renewals.

Completed 7 Incomplete 0 Expiring Soon 0

All item statuses: All All roles: Role Progress: Head Coach: 100% Unified Partner: 80% Event Volunteer: 100% Page 1 of 1

Form Name	Role	Status ⓘ	Expiration Date	Actions
Release of Liability Class B	Event Volunteer, Head Coach	Completed	N/A	Review Form ⓘ
General Orientation Training	Head Coach, Unified Partner	Completed	N/A	Review Form ⓘ
Protective Behavior Training	Head Coach, Unified Partner	Completed	05/12/2028	Review Form ⓘ
Housing Policies	Head Coach, Unified Partner	Completed	N/A	Review Form ⓘ
Background Check	Head Coach, Unified Partner	Completed	05/12/2028	Review Form ⓘ
Release of Liability Class A	Head Coach	Completed	N/A	Review Form ⓘ
Concussion Awareness Training	Head Coach	Completed	05/12/2028	Review Form ⓘ

[Review My Checklist \(7/7\)](#)

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.

The screenshot shows a 'Background Check' form for Special Olympics volunteers. It contains four questions with radio button options for 'Yes' and 'No':

1. Do you use illegal drugs?^{2*}
2. Have you ever been convicted of a criminal offense in any state?^{2*}
3. Have you ever been charged with and/or convicted of neglect, abuse or assault?^{2*}
4. Has your driver's license ever been suspended or revoked in any state?^{2*}

At the bottom, there are 'Back' and 'Submit' buttons. A red arrow points to the 'Submit' button.

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.

The screenshot shows a confirmation message: 'Your Background Check Form has been successfully submitted!'. Below this, it says 'Next Steps:' and provides instructions about receiving an email invitation from Sterling. At the bottom, there are '< Go Home' and 'View Status' buttons. A red arrow points to the 'View Status' button.

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:

1. **Incomplete:** you have not started the process to complete your background check.
2. **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.

The screenshot shows the 'My Checklist' page with the heading 'View and complete items below to complete role requirements or renewals.' It features three summary cards: 'Completed 2', 'Incomplete 6', and 'Expiring Soon 0'. Below these are filters for 'All item statuses' and 'All roles'. A table lists the items:

Form Name	Role	Status	Expiration Date	Actions
Background Check	Head Coach	Pending Sterling Application - Check Email	N/A	View Form

A red box highlights the 'Status' column header in the table.



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