

Online Registration Instructions - Multi New Athletes (Supported)



Start up	
Step 1	Complete Google Pre-Registration Form
Step 2	Check for Confirmation E-mail
Step 3	Click on confirmation link
Enrolling Athletes in Programs	
Step 1	Navigate to registration page on www.specialolympics.ca/alberta
Step 2	Login to your account
Step 3	Click on "My Roles"
Step 4	Find the "Family Admin" and click "Continue"
Step 5	Click on "Participant Enrollments" to view current enrollments
Step 6	Click on "Add Program Enrollments"
Step 7	Choose Athlete from list
Program Search Criteria	
Step 1	Ignore Postal Code & Distance *We recommend simply putting the Chapter, Region and Community in order to view all sports available
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	
	Skip this section
Medical Information	
Step 1	Fill out Medical Information
Step 2	Add Medical Conditions if applicable
Step 3	Click "Next Step..."
Emergency Contacts	
Step 1	Add Emergency Contacts
Step 2	Fill out Emergency Contact information
Step 3	Submit Emergency Contacts
Step 4	Click "Next Step..."

Enrollment Detail	
Step 1	Review Enrollment Details
Step 2	Click "Next Step..."
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