

# Online Registration Instructions – New Athlete (Independent)



| Startup                                 |                                                                                                                                                         |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 Participant Information                                                                                                                        |
| Step 6                                  | Click "Next Step..."                                                                                                                                    |
| Step 7                                  | No profile found                                                                                                                                        |
| Step 8                                  | Click "Next Step..."                                                                                                                                    |
| Step 9                                  | 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 |                                                                                                                                                         |
|                                         | <b>Skip this section</b>                                                                                                                                |
| 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                                                                                  |