

# Intent to Participate & Registering your Team

You've created your Dynamics Portal account AND completed the required trainings on the "My Checklist" page in your online account. Now what? The steps below explain the process to register your team.

## For Coaches Only.

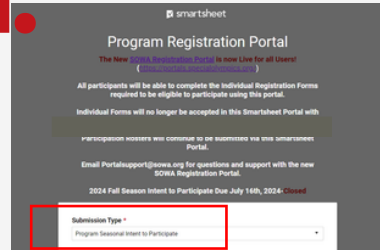
- 1. Complete the season's "Intent to Participate" form** through the Smartsheet's portal to let us know your school is participating this season.
- 2. Season Email.** After you submit your "Intent to Participate", you'll receive an email. This email will include important details for the season. You'll also receive a blank Season Registration Participation Roster.
- 3. Filling Out the Practice Registration Roster.**
  - Use the blank Practice Registration Roster found in the Season email or find it [linked here](#).
  - Add ALL Unified Partners, Athletes, Coaches and Chaperones that will be participating this season to the Participation Roster and submit it through the [Smartsheet Portal](#), selecting "Practice Registration Roster" as the submission type and "All Unified Champion Schools" as your Area.
  - Include Role, Full Name, Birthdate, and Gender are required for Special Olympics to process.
  - Coaches may submit multiple Practice Registration Rosters
  - Coaches will receive a roster back that will be labeled "Competition Roster" and will include certification status.
  - Once the "Practice Registration Roster" is submitted, SOWA will add your participants to your "Coach Zone" found in the Home Tab in your Portal Account under "Manage my Athletes".

- 4. The FINAL Practice Registration Roster: DUE 12/9**
  - The Final Practice Registration Roster is your final roster for the season.
  - Anyone who will be competing during the season will need to be on this roster. We will not accept updated rosters after 12/9.
  - If this is your first Roster Submission, use the blank Practice Registration Roster found in the season email or find it [linked here](#), and submit through the [Smartsheet Portal](#), selecting "Practice Registration Roster" as the submission type.
  - If you have submitted multiple Practice Rosters, please make sure the final roster submitted includes the correct players and submit your final roster through the [Smartsheet Portal](#), selecting "Updated Practice Registration Roster" as the submission type.
  - By 12/13, you will receive an email with your final roster and participant clearances.

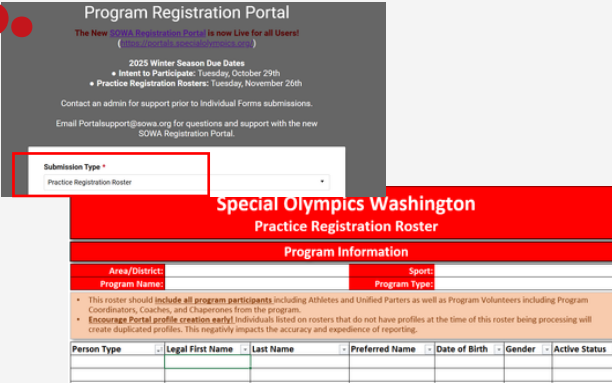
- 5. Auditing Period: 12/13/2024-1/6/2025**
  - If players/coaches come back not being cleared after the final "Practice Registration Roster" is submitted, they will have the above period to create their account and complete their required checklist items to be cleared.
  - 1/6/2025 will be the last day to have participants cleared.

- 6. Competition Rosters & BSAT Scores: DUE 1/27**
  - On 1/7/2025m coaches will receive the final status of player via an updated Competition Roster. If individuals are not cleared at this time will not be able to participate.
  - On this roster, you will add team names, BSAT scores, etc.
  - After completing, upload it to the [Smartsheet Portal](#) and select "Competition Registration Roster" as your submission type and "All Unified Champion Schools" as your Area.

**1.**



**3.**



**4.**



**6.**



**CONTACT**

Please email [PortalSupport@sowa.org](mailto:PortalSupport@sowa.org) or visit our [Portal Support Webpage](#)



**Access Portal**