

Family Member Checklist Form Submission

Thank you for registering for Special Olympics World Games Santiago 2027. To begin, visit portals.specialolympics.org. It is recommended that you bookmark this link, as this will be how you login, in the future. Once logged in you can complete checklist items for yourself or your family members.

1.

When in a checklist, either yours or a family members, you will see a list of items that need to be complete.

Under **"Status"** look for the **"Incomplete"** status to know what items need to be submitted.

Next to the form you would like to complete, under **"Actions"** select **"Edit Form"**.

This will open the form for you to complete.

Form Name	Role	Status	Expiration Date	Actions
Family Games Information	Family Member	Incomplete	N/A	Edit Form
Terms and Conditions / Likeness & Registrant Release	Family Member	Incomplete	N/A	Edit Form
Identification Document Information	Family Member	Incomplete	N/A	Edit Form
Credential Photo Upload	Family Member	Incomplete	N/A	Edit Form

2.

There may be a number of different types of items to complete.

Some items might be a questionnaire that triggers additional questions depending on how you answer.

Some might be a checkbox item, where you will want to read all the pages by navigating with the arrows on the top and then checking and saving the item.

Others you may need to upload a document.

3.

For any items that require you to upload a form, be sure to read the instructions first and then select **"Upload Form"** to upload the required document.



Access Portal



Special Olympics

Center of Excellence

Family Member Checklist Form Submission

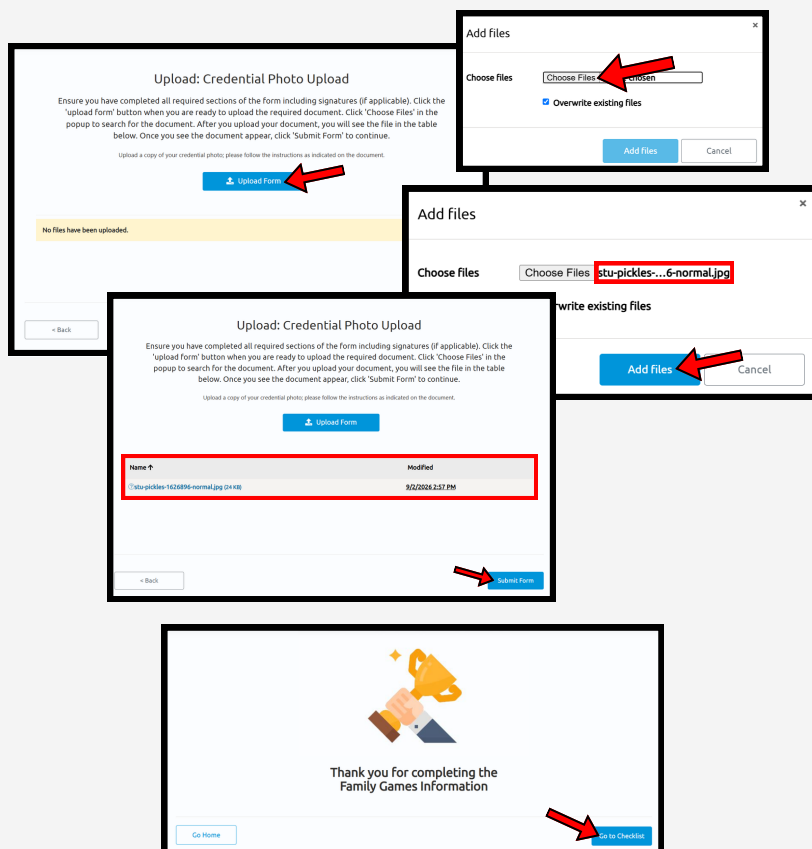
4.

Now that you have opened the Upload Form, select **"Upload Form"**.

A popup to Add Files will appear. Select **"Choose File"** and your device File Explorer will open for you to select the correct form.

Once the correct form is selected, you can **"Add Files"**

You will now see a document has been uploaded and you can **"Submit Form"**



5.

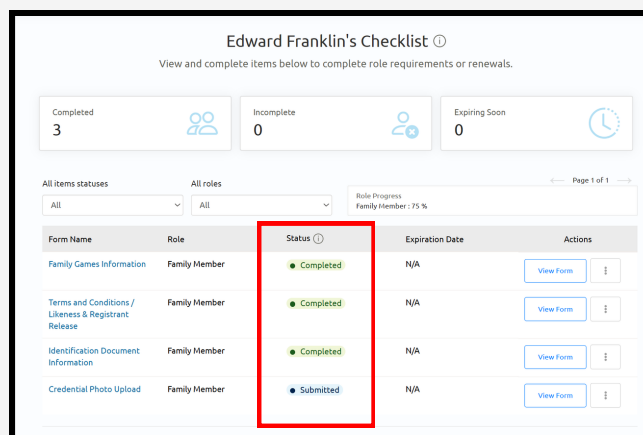
After a form is submitted/saved you will see a **"Thank You"** page, here you can navigate back to your checklist to complete your other items.

6.

As you complete items, any item that is set to auto approval will show as **"Complete"**.

If any items need to be reviewed by a staff member once submitted the Status will read **"Submitted"**.

At this point you have completed your checklist items.



7.

Once all forms have been completed and approved, you will see the **Role Progress** show as 100%. That is when you know you are successfully registered for the World Games.

