

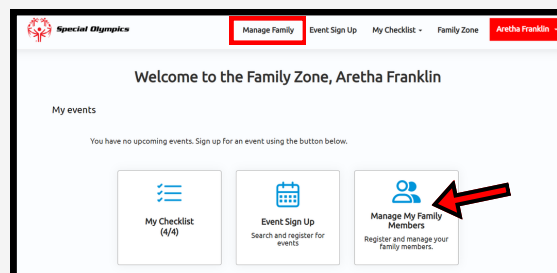
Creating & Managing Family Groups

You are looking to register your Family to attend Games as a support team. To log in to your account visit portals.specialolympics.org and follow these steps to complete the process!

1.

From your Family Zone Home Page, you can select **"Manage My Family Members"** tile or use the **"Manage Family"** on the ribbon.

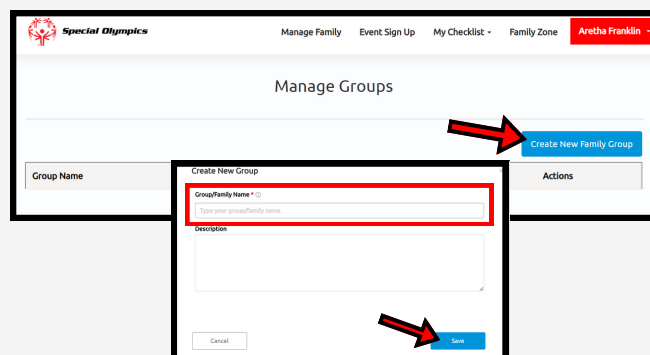
This will take you to the Manage Groups page.



2.

On the Manage Groups Page, you will start with no groups listed. Select **"Create New Family Group"**.

A pop up will appear for you to enter the Group/Family Name.

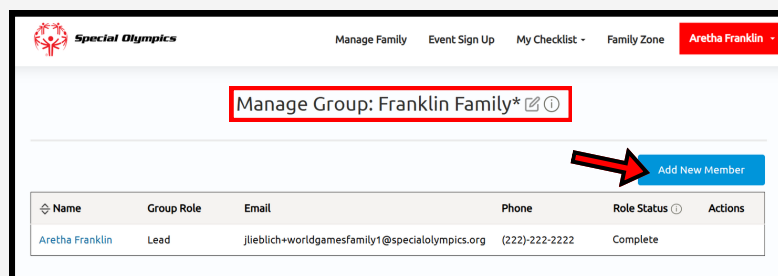


3.

After you create your group, you will be taken inside the group to see all members.

You will see yourself listed and will need to add additional members. To add additional members, select **"Add New Member"**.

You can also edit the **Title** or **Description** using the edit icon next to the Group Name.



4.

A popup will appear for you to add your new member information.

any field with a **red asterisk*** is required.

Click **"Save"**.

Add Member

First Name *

Last Name *

Do you receive emails on behalf of this individual? *

☒ No ☐ Yes

Email *

Country Code (Primary Phone) *

Phone *

Date of Birth *

Save



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5.

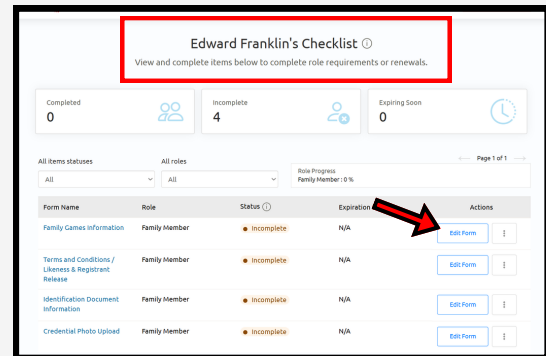
Once your family member is added they will be listed in your group.

Under **"Role Status"**, you can see who still needs to complete checklist items. Anyone who is listed as **"Incomplete"** means checklist items need to be submitted.

In your Group, you can take the following actions for your members:

- **Go to Checklist:** this is where you will need to complete any required forms for your family members.
- **View/Edit Profile:** you can update emails or addresses by selecting this.
- **Remove Member:** you can remove the member from your group if needed.

When **"Go to Checklist"** is selected for a **Member**, you will see their name at the top and see what forms are still incomplete. Here you can complete the required checklist items.



6.

Once you have your group created it will appear in the Manage Groups page.

If you ever need to add additional members or take any other actions for this group "Manage Groups" will be how this is done.

To add additional members you will select the hyperlinked **"Group Name"**

Under **"Actions"** you have the options:

- **Edit Group** - here you can update the name and the description.
- **Deactivate Group** - here you can deactivate the group if no longer an active group you use.

