<table>
<thead>
<tr>
<th>Step 1</th>
<th>Login</th>
<th>Open a tab in the Chrome browser. Type in the url: has.specialolympics.org</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Login with tablet</td>
<td>If you are using a Tablet select the HAS icon from the desktop of the tablet. Username and Password is on the back of the tablet.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Select Region</td>
<td>Select the placeholder in the geographic region that your Program is located. For example, if you are in United States, click on placeholder in SONA Region.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Sign in</td>
<td>Type in username and password. Note: Passwords are case sensitive to uppercase letters and special characters. If you are unable to login Email <a href="mailto:healthdata@specialolympics.org">healthdata@specialolympics.org</a></td>
</tr>
<tr>
<td>Step 4</td>
<td>Select event</td>
<td>Select Program, then select Healthy Athletes Event.</td>
</tr>
<tr>
<td>Step 5</td>
<td>Search for athlete</td>
<td>Search for an athlete by clicking <strong>Find Patient Record.</strong></td>
</tr>
<tr>
<td>-------</td>
<td>-------------------</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>Step 6</td>
<td>Select an athlete’s record</td>
<td>Type athlete’s NAME or ID Number. Select the athlete from the drop-down list.</td>
</tr>
<tr>
<td>Step 7</td>
<td>Register athlete</td>
<td>If you are unable to find the athlete in the drop-down list, <strong>Register</strong> them.</td>
</tr>
<tr>
<td>Step 8</td>
<td>Complete Registration</td>
<td>Fill out registration form and select <strong>Confirm.</strong> Explain to the athlete or coach that Special Olympics collects phone numbers for follow up care only. The number will not be used for any other purpose.</td>
</tr>
<tr>
<td>Step 9</td>
<td>Start Screening athlete</td>
<td>Select the correct athlete record, Review the information in the <strong>Athlete Header</strong> to ensure it is accurate. Then, <strong>Start Visit</strong> under <strong>General Actions.</strong></td>
</tr>
</tbody>
</table>
Step 10
Select Discipline

You will be directed to the Visits page and can select the discipline you are screening for, e.g., Fit Feet.

<table>
<thead>
<tr>
<th>3 Screening Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Screening</td>
</tr>
<tr>
<td>2. Mouthguard</td>
</tr>
<tr>
<td>3. Fluoride</td>
</tr>
</tbody>
</table>

Click on a number to open the screening form. The circles show screening status:
- Red = Active screening.
- Black = Completed screening.
- White = Not screened yet.

Numbered circles are color coded

Station 1 Screening

Check all boxes that apply.

**Edentulous:** Check "No" box to proceed to the drop-down list of questions for Special Smiles Teeth Screening.
### Station 1
**Teeth Screening**

Check all boxes that apply and type in comments in the Notes text box.

**Note:** There is no Check Out station for Special Smiles. The Athlete may leave when they are finished with the stations. Don’t forget to direct them to pick up their Goody Bag!

### Station 2
**Mouthguard**

Check all boxes that apply.

Save and proceed to next station.

### Station 3
**Fluoride**

Check all boxes that apply.

Save and Finish.
Follow up Tracker

Check the Follow up Tracker for a list of referrals that Athletes have received during screening.

Referrals

Send SMS

Click on the survey, use as a guide when reaching out to an Athlete. Send SMS to athletes’ mobile phone directly from here.

Event Dashboard

Keep track of event screening numbers with Event Dashboard.

Return to Landing page

Select Special Olympics icon or Home on the header to go back to the landing page.