Return to Activities (R2A) Web Application

User guide for Special Olympics Programs, ver. 2

To access the R2A application on any internet browser, go to ONE of the following website URLs:

https://r2a.specialolympics.org

OR

https://returntoactivity.specialolympics.org

Click the “Register here” link to register for an account.
Or you can click on the “Register tab” at the top. Both methods will bring you to the Registration Screen.

Enter the information in all of the fields and click the grey “Register” button.

Creating a “Password” requires 8 characters or more, with at least

- 1 uppercase letter (A-Z)
- 1 number/digit (0-9)
- 1 special character (#, $, %, etc.)

Enter the same password in the “Confirm password” field. Both must match.

Once you have logged in you will then see the Terms and Conditions screen.

If you are on a mobile device and are having trouble viewing the End User Data Processing Agreement, you can use the following link to download it to your device.

**End User Data Processing Agreement**

Please read it carefully and use the checkbox at the bottom of the page to agree.
After a successful registration, you will receive a confirmation email at the address you provided. The email will be sent from “covid@specialolympics.org” in case you need to check your email SPAM folder.

Please forward the Registration Confirmation Email to Covid@specialolympics.org.

Subject: R2A Program User Account

Provide the name of your Program and the R2A Help Team will confirm that you have been given the correct user account role/type in the application.

The App team will then vet your access as a Program User; access will not be immediately available to you upon registration.

Next, you will be at the profile screen. Here you will fill out your Name, and DOB.

Note: You must be 16 years or older in order to proceed.

Once your profile has been filled out, click the “Update” button.

DO NOT PROCEED TO THE NEXT STEP UNTIL YOUR EMAIL CONFIRMATION HAS BEEN RECEIVED.

Once the email has been received, log out/in, and move on to the next step.

Once you have logged in Click on “Welcome” at the top of the page.

Once you become a Program User, you will have additional options and features available to you.

Here you can read information about the app. The instructions will tell you how to use the app and you can also use the links to navigate the site if you don’t want to use the links at the top.

There is also a link to the “Resources Page”, which is where you can find the latest protocol information.
To manually enter a COVID-19 questionnaire for someone in your Program, click on “My Participants” at the top of the screen and choose “My Participants”.

To enter a Participant’s COVID-19 information, click on the “Create Button”.

You will be asked to enter information about the Special Olympics Participant. Please complete all fields and click “Submit”.

When you get to the “Program” field, use the magnifying glass on the right to search for your Program.
Here, you will type your Program name into the search box starting with “Special Olympics” and click the magnifying glass to search for your Program.

**Note:** You can use the asterisk (*) wildcard to search on partial text. For ex: If you search for *Alaska, it will return Special Olympics Alaska.

Once you have found your Program, click the check box on the left to select it.

Click the select button

Once all fields are filled out, click “Submit”

You will then see the COVID questionnaire which has questions that ask you for your existing vaccination and/or your testing status. Please fill out all fields that are applicable to you.
When you reach the bottom of the form, you can click on the “Add Files” button to upload a copy of your vaccination record from your PC, Mac, or Mobile Device.

The following file types are allowed:
- Images – GIF, JPG, PNG
- Microsoft World Document
- PDF file

File size should be less 5MB in size (5000kb).

To download an uploaded file, click on the file name.

To delete a file, Click the down arrow to the right of the file name and choose “Delete”.

You also have the ability to create folders to store your uploaded files. However, this is completely optional.

You can also use the “New Folder” button to create a folder to hold all of your vaccination records. However, to do this you **MUST** create the folder first, and then add the files to that folder. See next steps.

When creating a Folder, click the “New Folder” button. You will then name your folder and click the “Create Folder” button.

Now you will be in the Folder you’ve created, and you can start adding files.

To get out of the folder, click on the folder icon above your uploaded file.
Once all vaccination records have been uploaded, click “Submit”

Once you have submitted your COVID-19 survey, you will receive a confirmation email at your registered email address.

You should now be at the “My Participants” page. You can also get there by clicking on “My Participants” at the top.

Here you can view all of the Participants you have entered, Create a new Participant, Edit or Delete an existing one, or Download a CSV file of your Participants and their responses.
To Import a list of Participants and their responses, Click the “My Participants” tab at the top and choose “Import My Participants List”.

Once you are at the Import Participants screen, click “here” to download the Import Template and Instructions on how to fill it out.

Once you open the instructions, hold down the “Ctrl key” and click on the “R2A Participant Import Template (CSV)” link to download the template that you will use to import.

It will then open in Excel.
The Import Template will have the same questions as the app, however there are specific rules that must be followed when entering information.

Use the downloaded instructions to guide you on how to fill out the template.

Once you have the template filled out, save it to your computer.

Go back to the app and click the “Create” button.

Once the “Create” window opens, click the “Choose File” button, and locate the Import Template that you just saved.

Click “Open”.

<table>
<thead>
<tr>
<th>Vaccination Status</th>
<th>First Name</th>
<th>Last Name</th>
<th>Date Of Birth</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully Vaccinated</td>
<td>Steven</td>
<td>Test</td>
<td>3/6/1988</td>
<td>Special Olympics International</td>
</tr>
</tbody>
</table>
You will then see the attached file. Click the “Submit” button to start the import.

After a couple of minutes your file will finish importing and you will get a “Started On”, and “Completed On” date and time.

You will not see a “Status” message for several minutes. You do not have to wait for that to appear.

Click on “My Participants” at the top to see your existing and imported Participants.

Here we can see that all of my Participants have imported successfully.

You can now click the “Pencil” icon to view or edit their questionnaire.
To access the R2A Protocol Assessment Tool, Click on “Protocol Assessments” at the top.

On this page you will find some brief instructions as well as a link to the “Resources Page” where you will find the most current Protocol Assessment.

Click on “Create” to start an Assessment Questionnaire.

At the “Create” screen, fill out the questionnaire according to your local event and COVID scenarios.

All fields are mandatory.

The “Survey Date” field will auto populate with the current date.

For more COVID information, there are links to different resources at the bottom of the page.

Once you have filled out all fields, Click “Submit”.

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You should now be back at the “Protocol Assessment” page.

Here, you can see the information you provided, as well as a “Overall Risk Category” column.

Use the “Current Protocol Assessment” link to go to the “Resources Page”.

Use the “Updated R2A Protocol” Word doc, or PDF to look up your “Overall Risk Category”.

Here you will find all of the COVID information related to your Risk Category.

Once your Protocol Assessment has been submitted, you will receive a confirmation email.

You can come back to your Protocol Assessment at any time.

For additional assistance please contact COVID@specialolympics.org.

Thank you!