

Instructions to create an account for Special Olympics to become a Certified Volunteer .

Go to <http://soindiana.org/volunteer/> . Click on 'Class A' then click on 'Click here to become a Class A volunteer' button. (see diagram below)

The screenshot shows a web browser window with the URL soindiana.org/volunteer/. The main content area has a red header bar with the text "Find Local Programs By County:" followed by a dropdown menu containing the text "-- Select --". Below this, there is a section titled "SO Indiana State Office Contact" with a "State Office" link. To the right, there is a large block of text about volunteers being the backbone of Special Olympics Indiana, mentioning opportunities for year-round, seasonal, or single-day events, and classifying volunteers into Class A and Class B. Below this text is a link to the "State Office". On the left side of the main content area, there are several red rectangular buttons with white text: "Become an Athlete", "Become a Coach", "Become a Volunteer", "Law Enforcement", and "Knights of Columbus". To the right of these buttons, there are two sections: "CLASS A" and "CLASS B". The "CLASS A" section contains a list of roles: Coaches, Chaperones, Unified Sports® Partners, and Volunteer Leadership / Management Positions. It also states that Class A volunteers are required to complete a five-step application and training process, with a "Click here to Become a Class A Volunteer" button. The "CLASS B" section is partially visible below it.

You get this screen below and begin the process. Note: there are 3 pages. Be sure to complete each page .

Once completed then hit the 'submit' button. If you hit submit and it looks like it doesn't do anything, scroll back up to see if there is anything that wasn't right and needs corrected, such as the passwords didn't match, or a missed required field.

The screenshot shows a web browser window with the URL <https://volunteers.soindiana.org/application>. The page title is "Volunteer Application Step 1 of 3". On the left, there is a vertical sidebar with icons for Dashboard, Applications, Volunteers, Training, and Files. The main content area is titled "Apply to Be a Volunteer". It starts with "Step 1" and a note: "If you are new to the Special Olympics program, please begin by selecting the local program you would like to volunteer for, and entering your information below." There is a dropdown menu labeled "Local Program" with "Hendricks County" selected. Below this are input fields for "Legal First Name" (Eric), "Legal Middle Name" (), and "Legal Last Name" (). There are also fields for "Email Address" (), "Re-type your Email Address" (), and "Cell Phone" (). At the bottom of the form is a "Next" button. In the top right corner, there is an email address "JCUNNINGHAM@PURDUE.EDU" and a "Help" link. The browser's address bar shows the full URL, and the taskbar at the bottom of the screen displays other open applications like Microsoft Excel and a document named "VMS - instructions f...".

The next 3 images are 3 screens (so couldn't get it in one screen shot).

Become a Class A Volunteer... X Dashboard X Become a Volunteer - Spec... X Volunteer Application X

https://volunteers.stateofindiana.org/Application/VolunteerApplication

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Apply to Be a Volunteer

Volunteer Application Step 2 of 3

Please review and update all information listed below. Once reviewed, click the Submit button at the bottom.

Local Program

Hendricks County

Personal Information

Legal First Name Middle Name Last Name

Eric Scott Spurling

Email Address

janespurling@hotmail.com

Password Re-Enter Password

Home Address Apt/Unit

City State Zip Code County

Alberta

Home Phone Cell Phone

Date of Birth Gender

Male Female

Microsoft Excel - Vo... Volunteer Application - Special Olympic Vol... VMS - instructions f... Document1 - Micro... 9:10 AM

Become a Class A Volunteer... X Dashboard X Become a Volunteer - Spec... X Volunteer Application X

https://volunteers.stateofindiana.org/Application/VolunteerApplication

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Employment

Employer/School

Occupation

Qualifications

History With Special Olympics

Have you ever volunteered or participated in any activities with Special Olympics?

Yes No

Confidential Information

Have you in the past year used illegal drugs or prescription drugs unlawfully?

Yes No

Have you ever been convicted or a criminal offense? (omit minor traffic offenses)

Yes No

Have you ever been charged with neglect, abuse, assault, or any sexual offense?

Yes No

Has your driver's license ever been suspended or revoked?

Yes No

Microsoft Excel - Vo... Volunteer Application - Special Olympic Vol... VMS - instructions f... Document1 - Micro... 9:11 AM

Confidential Information

Have you in the past year used illegal drugs or prescription drugs unlawfully?
 Yes No

Have you ever been convicted or a criminal offense? (omit minor traffic offenses)
 Yes No

Have you ever been charged with neglect, abuse, assault, or any sexual offense?
 Yes No

Has your driver's license ever been suspended or revoked?
 Yes No

Emergency Contacts

First Name	Last Name
<input type="text"/>	<input type="text"/>
Cell Phone	<input type="text"/>
<input type="button" value="Remove"/>	
<input type="button" value="Add Another Emergency Contact"/>	

If you hit submit and it looks like it doesn't do anything, scroll back up to see if there is anything that wasn't right and needs corrected, such as the passwords didn't match, or a missed required field.

BE CAREFUL HERE: Be sure to read and fill out completely. Also BE SURE to hit the 'next' button. Do NOT use the 'go back' arrow.

Special Olympics Indiana

Apply to Be a Volunteer
Volunteer Application Step 3 of 3

Consent/Release Form

I understand that:

- The information that I have provided may be verified by periodic background checks or any other means deemed appropriate, and I give permission to Special Olympics to make inquiry of others concerning my suitability to act as a Special Olympics volunteer.
- In the course of volunteering for Special Olympics, I may be dealing with confidential information and I agree to keep said information in the strictest confidence.
- The relationship between Special Olympics and volunteers is an "at will" arrangement, and that it may be terminated at any time without cause by either the volunteer or Special Olympics.
- I grant Special Olympics permission to use my name, likeness, voice and words in television, radio, and film, or other media, in any form, for the purpose of promoting activities of Special Olympics and/or applying for funds to support these activities.
- I will notify Special Olympics Indiana of any change to the information I have provided on this application within ninety days of its occurrence.

As a Special Olympics coach/volunteer, I understand that:

- The information that I have provided may be verified by periodic background checks or any other means deemed appropriate, and I give permission to Special Olympics to make inquiry of others concerning my suitability to act as a Special Olympics volunteer.
- In the course of volunteering for Special Olympics, I may be dealing with confidential information and I agree to keep said information in the strictest confidence.
- The relationship between Special Olympics and volunteers is an "at will" arrangement, and that it may be terminated at any time without cause by either the volunteer or Special Olympics.
- I grant Special Olympics permission to use my name, likeness, voice and words in television, radio, and film, or other media, in any form, for the purpose of promoting activities of Special Olympics and/or applying for funds to support these activities.
- I will notify Special Olympics Indiana of any change to the information I have provided on this application within ninety days of its occurrence.

If I participate as a Special Olympics Unified Sports® partner, I understand that:

I affirm that I have read the above and that the information I have given is true and complete.

Enter Your Full Legal Name

Enter Today's Date

Social Security Number

Social Security Numbers will not be stored by Special Olympics Indiana. Its use is one-time only.

Now click on ‘click here to begin’ for the Online Orientation trainings. There are 3 parts. Once each section is done you will get a “Congratulations you have passed the quiz” screen. Hit ‘continue’ for the next training.

**** If you need to stop, you can go back into it by logging in and clicking on the ‘Training’ on your dashboard. It will Bring you back to the screen below. Click on the Training at the left to see what is left to complete.

This screenshot shows the 'Dashboard' page of the Special Olympics Indiana volunteer application. The top navigation bar includes links for 'Become a Class A Volunteer...', 'Dashboard', 'Become a Volunteer - Spec...', 'Become a Class A Volunteer...', 'Dashboard', and 'Volunteer Application Prev...'. The address bar shows the URL <https://volunteers.soindiana.org/Dashboard>. The main content area features a red header with the 'Special Olympics Indiana' logo and the user's email address, JANETSPURLING@HOTMAIL.COM. On the left, a sidebar menu has 'Online Orientation' selected. The main content area displays a message: 'Welcome back, Eric' followed by a note: 'Your application is currently being reviewed by Special Olympics Indiana staff for the Hendricks County Program. You will receive a notification once the status has changed.' Below this, another message says: 'You have not completed your orientation yet. Click here to begin.' At the bottom of the page, a taskbar shows various open windows including Microsoft Excel, Mozilla Firefox, and VMS instructions.

This screenshot shows the 'Summary' page of the Special Olympics Indiana volunteer application. The top navigation bar and address bar are identical to the previous dashboard screenshot. The main content area features a red header with the 'Special Olympics Indiana' logo and the user's email address, JANETSPURLING@HOTMAIL.COM. On the left, a sidebar menu has 'Training' selected. The main content area displays a summary of the quiz results: 'Correct Questions: 14', 'Total Answered: 18', 'Total Questions: 18', and 'Accuracy: 77.8 %'. Below this, a message says: 'Congratulations! You passed the quiz!' with 'Try Again' and 'Continue' buttons. At the bottom of the page, a taskbar shows various open windows including Microsoft Excel, Mozilla Firefox, and VMS instructions.

Click on 'Training' to see what trainings you have taken or still need to take.

A screenshot of a web browser window showing the 'Training Menu' page. The URL is https://volunteers.soindiana.org/Course. The page has a red header with the Special Olympics Indiana logo and a user profile for 'JANETSPURLING@HOTMAIL.COM'. On the left, there's a sidebar with 'Dashboard' and 'Training' buttons. The main content area shows three training sessions: 'Coach/Volunteer Orientation' (marked as 'Complete'), 'Protective Behaviors Session' (marked as 'Complete'), and 'Concussion Awareness Session' (marked as 'Complete'). The taskbar at the bottom shows other open applications like Microsoft Excel and Norton 360 Premier.

When you have completed all three trainings, your Training screen should look like this.

A screenshot of the same web browser window, now showing that all three training sessions have been completed. The 'Training' section in the sidebar is now grayed out. The taskbar at the bottom shows the same open applications as the previous screenshot.

When you have completed all three trainings, your Dashboard screen should look like this. Note: it says you have completed your orientation.

The screenshot shows a web browser window for the Special Olympics Indiana volunteer application. The URL is https://volunteers.seindiana.org/Dashboard. The page has a red header with the Special Olympics Indiana logo and the user's email address, JANETSPURLING@HOTMAIL.COM. A sidebar on the left shows navigation links for Home, Dashboard, Training, and Download Training Certificate. The main content area displays a message: "Welcome back, Eric" and "You have completed your orientation." There is also a note about the application being reviewed by staff. The taskbar at the bottom shows several open windows related to the volunteer process.

CONGRATULATIONS! You have now completed the online process to become a volunteer. You should get an email once the State Office completes their process.

As a help to Hendricks Co, please email Janet Cunningham (janetspurling@hotmail.com), the County Volunteer Coordinator and let her know what sports/events you are volunteering for. This helps in the communication for those sports/events.

Thank you for your time, effort and dedication in helping with our athletes. The program would not be what it is today if you did not have volunteers like you!

For any questions / comments you can always contact us at :

Janet Cunningham – Hendricks Co Volunteer Coordinator

janetspurling@hotmail.com

317-372-2863 – text / call

Scott Munroe – Hendricks County Coordinator

scamj@sbcglobal.net