

Special Olympics NY – Online Volunteer Sign Up Instructions

Local Basketball – 4/5/25

Volunteer Timeslot: 8:00am-1:00pm

Existing Volunteer Instructions

1. Visit <https://portals.specialolympics.org/>
2. From here, at the top of the page, you should see a title called “Event Signup”. Click on it.
3. Once you’re on the ‘Event Signup’ page, you should see “2025 Western Local Basketball” listed below. Select the event by clicking on the title.
4. Once you’re on the event page, you can select the shift(s) you’d like to help with. When you’ve found a shift you’d like to do there’s two ways to sign up for it:
 - a. Select the shift by clicking on the box next to the shift name. Then scroll down until you see a blue “Sign Up” box. Click on that box and confirm your shift by clicking ‘Yes’ in the pop-up window.
 - b. Click on the shift name to be taken to that shift’s specific page/info. From there, scroll down until you see a blue “Sign Up” box. Click on that box and confirm your shift by clicking ‘Yes’ in the pop-up window.
5. That’s it! You’re now signed up to help with our event.

New Volunteer Instructions

1. Visit <https://portals.specialolympics.org/>
2. Click “Create An Account”
3. Complete the sign-up process by providing your email, name, and some additional details.
 - a. Please be sure to select ‘New York’ as the state you will be participating in.
4. After completing the sign-up process, you’ll be logged in to the portal.
5. From here, at the top of the page, you should see a title called “Event Signup”. Click on it.
6. Once you’re on the ‘Event Signup’ page, you should see “2025 Western Local Basketball” listed below. Select the event by clicking on the title.

(Instructions continue on next page.)

7. Once you're on that event page, you can select the shift(s) you'd like to help with. When you've found a shift you'd like to do there's two ways to sign up for it:
 - a. Select the shift by clicking on the box next to the shift name. Then scroll down until you see a blue "Sign Up" box. Click on that box and confirm your shift by clicking 'Yes' in the pop-up window.
 - b. Click on the shift name to be taken to that shift's specific page/info. From there, scroll down until you see a blue "Sign Up" box. Click on that box and confirm your shift by clicking 'Yes' in the pop-up window.
8. That's it! You're now signed up to help with our event.