



Accessing your Accreditation Form

1. To access the accreditation form
Go to <http://specialolympicsgb.org.uk/user/login>
You will need to enter your username (club name – all lower case), and password (you can generate a new/memorable one by clicking on 'forgot password')

Username *

Enter your Special Olympics username.

Password *

Enter the password that accompanies your username.

[Forgot your password?](#)

2. Once you have logged on, if you are logging in for the first time, click on the blue tab at the top of the page 'Accreditation Form' to get in to your accreditation form.

Accreditation Form

3. If you are logging on at any other time, click on 'Click here' to edit your accreditation form.

Click here to Edit your Accreditation Form.

Accreditation Name:
PJ

4. Your form will be opened, and you can complete, filling in the mandatory red asterisked sections, as well as other relevant sections with the necessary details.
5. **Steering Group** - To add a new contact to a position (e.g. Main Contact), click on the green bar, 'select a contact'; the list of contacts is brought up.

Steering Group

aka Committee

Main Contact *

The Main Contacts name, email address and phone number will be placed on our website to enable potential members to make contact with you. Please ensure the Main Contact has given you permission to include these details on this form before submitting it.

[Select Contact](#)

6. Click on 'new', and enter the required details, click on save. Then click on 'select' to populate your form with this contact.

To add a new Steering Group contact click "Add new". Then enter the required details and click save.

Then click "select" next to the Steering Group contact in the table that will be displayed. Alternatively, if you want to select a previously added contact, click "select" for that contact shown in the table.



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New

First Name	Email	Actions
p	info@sogb.org.uk	Edit Delete Select

7. You would repeat Step 5 to amend details for an existing contact, but instead of clicking “Add New”, you would click on “Edit”.
8. **Policies** – Please tick the boxes to confirm you are in possession of the relevant policies
9. **Financial Accounting** – Please tick the box if you have a Special Olympics bank account.
10. **Induction Workshop** – Please add dates or your plans to receive one in the Explanation Text box.
11. **Total Club Membership** – Please enter the number of your athletes, unified partners, steering group members, coaches and volunteers in the provided boxes. The numbers will be totalled, and the cost will be revealed automatically by the system.
12. **Registered Charity Members** – If you hold Branch type membership, you will be opportuned to have the shown number of registered members with voting rights at an Annual General Meeting.
13. **Participants** – Please enter the number of your participants; individuals who take part in sports coaching sessions and are NOT registered members of Special Olympics GB. More explanatory details are on the form. You will not be charged a fee for these
14. **Coaching Programme** – Please fill in the sports your club offers, with all the necessary details. Click on ‘*add another item*’ to add more sports. Sports listed here will be shown on the “Find a Club” section of our website, which promotes your programme, so ensure you enter all sports. You will only receive information from National Office on sports you list here.
15. **Competitions Attended** – Please click on the drop-down arrow to select the competitions attended. Click on ‘*add another item*’ to add more competitions.
16. **Agreements** – If you have chosen to upload the relevant signed page of the Governance Agreement (Network or Branch) or Charter (Associate) you may do so by clicking on the appropriate buttons. You may choose the option of posting the signed page of the document to the National Office. To download the correct agreement, please visit <http://specialolympicsgb.org.uk/resources-accreditation> or contact National Office if you have any questions.



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- 17. Name of person completing this form** – This is a mandatory field. Please remember to tick the declaration box.
- 18. Updates** – Please download your athlete census for review and editing, by clicking on the [click here to download](#), not forgetting to upload the amended census on the form. You can notify National Office of changes to any individual athlete or Unified Partners status at any time of the year, by completing an “Athlete & Unified Partner Update Form”, available from <http://specialolympicsgb.org.uk/resources-athletes-unified-partners> .

Athlete Census

If you are re-accrediting, you must have updated and submitted the annual athlete census and financial return (when requested) in order to complete accreditation (documents will be made available via email or via download on your accreditation area). Please tick to confirm you have completed and submitted these (Please note failure to submit may result in your accreditation not being approved and your Special Olympics insurance cover becoming invalid). If you are accrediting for the first time, please tick to confirm you are aware of this requirement

Please [click here to download](#) your Athlete census pdf doc for review and editing using the Adobe sticky notes feature

If you don't have the version of Adobe with sticky notes, you can first download it at this [link here](#)

- 19.** When you are done filling the form, please click on ‘submit’, after which you will receive a system-generated invoice in your email box, whereby you would click on a link to download the invoice. If paying by BACS, please notify National Office.

The ‘save’ button is for whenever you want to exit the form without having completed or submitted it

Save

Submit

- 20.** Please note that once you have clicked “Submit”, you will not be able to access your form until after National Office has approved it. You will receive an email when your form is approved.
- 21.** Please note also that you can access the accreditation forms to update any details on your programme throughout the year, and therefore do not have to wait until the start of a new accreditation year. Ensure you save any changes made.