

# KEEPING YOUR ACCREDITATION UP TO DATE

Special Olympics Great Britain uses the information you supply on your accreditation form to understand, support and report on what you are delivering under the name of Special Olympics. We also use the information to keep you up to date with opportunities, support, competitions, events and funding available to you.

## Keeping your Accreditation Form up to date enables us to:

1. Inform you about opportunities for your athletes and volunteers.
2. Inform you about opportunities specific to the sports you are delivering (for example, if Special Olympics GB knows you are delivering Table Tennis sessions, and funding or support becomes available, you would only receive this information if Table Tennis was listed on your Accreditation Form).
3. Get the right information to the right people. If your Main Contact details change, we need to know to ensure future communications are sent to the right place. The same goes for other contacts too.
4. Keep you accredited details on the Find a Club page up to date (the Special Olympics GB website pulls information directly from your Accreditation Form). This helps promote what you are delivering to anyone visiting the website and will lead you to more competition opportunities.
5. Have a clear picture of the entire National Programme, which in turn helps us to plan ahead for future development and support needs that you may have.
6. Collectively ensure our athletes are able to access high quality sports coaching and competition opportunities.
7. Create reports for our supporters and funders, which allows us to evaluate our programme and showcase the great work our Clubs, Networks and Regions are doing to Government, Special Olympics International and other existing and potential supporters and funders.
8. Accredite Special Olympics GB to Special Olympics International, allowing us all to operate under the brand of Special Olympics and access further support and competition opportunities.
9. Cover your sports coaching and competition activity under the Special Olympics GB Insurance Policy.

## What should you include on your Accreditation Form?

- All sports coaching sessions under the section titled “Coaching Programme”. If any particular sport has more than one regular coaching session, these additional coaching sessions should be added separately. If any two different coaching sessions are delivered at the same time and venue, they should still be separate entries on your Accreditation Form.
- All Unified Sports® sessions under the section titled “Coaching Programme”. If you deliver Football and Unified Football, these need to be two separate entries on your Accreditation Form.
- Contact details of Steering Group members, Head Coaches and Sport Main Contacts. If they change at any point this must be updated, as our contact lists are based on the details you provide on your Accreditation Form.

## How to keep your Accreditation Form up to date?

- You can access your Accreditation Form at any time of the year, following its initial approval by National Office at the start of the year.
- To access your Accreditation Form, you just need to:
- [Click here](#) to log in to your online form
- Enter your Username and Password.
- Click “Edit”
- Add or update any of the information on your Accreditation Form.
- If you’ve forgotten your password, click “Forgot your password” and follow the instructions.
- If you’ve forgotten your Username or need help filling in the form, contact Peju Oriunuta.

The more we know about the sports you deliver, the more opportunities we can create, share, co-ordinate and support.

Thank you in advance for your help and all you are doing to enable our athletes to enhance their lives through sport!