

# How to Complete the Online Health History and Release Forms for Registration

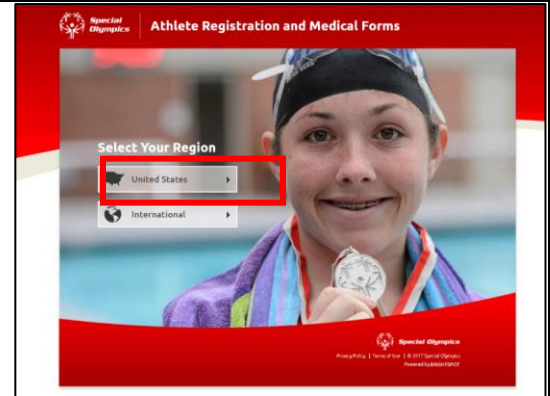


If you are a Special Olympics athlete or the parent/guardian/caregiver of a Special Olympics Athlete, these instructions are designed to help you electronically complete the Registration and Release forms as well as the Health History portion of the medical form before you attend a MedFest or go to your own doctor for the medical exam. There are seven (7) easy steps. If you have any issues, please contact Samantha Sotelo, Athlete Records Manager, at 608-442-5677 or [ssotelo@specialolympicswisconsin.org](mailto:ssotelo@specialolympicswisconsin.org)

## STEP 1


- Go to <https://medform.specialolympics.org>
- Select "United States."
- Read the instructions on the next page and select "Start"

**NOTE:** You cannot save and return to the form so please be prepared to answer all the health history questions. If you are familiar with the medical history of the athlete, it should only take 5-10 minutes to complete.

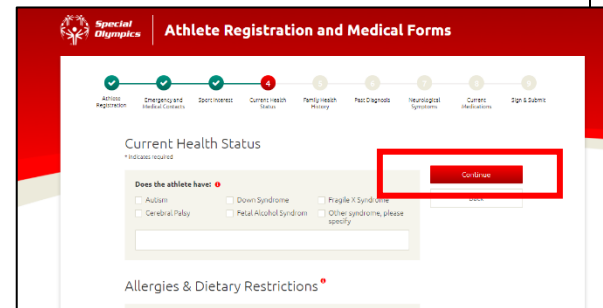


## STEP 2

- Complete the registration and medical fields, as prompted. Required fields are marked with \*
- Click "Continue" to move to next page

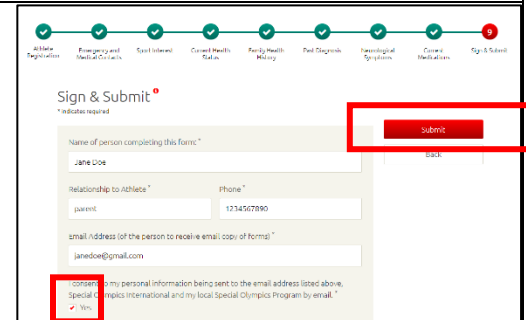
**TIP:** If you do not understand a question, click the  button to get more information and a description

At the top of the screen, you can see where you are in the process.



## STEP 3

- On the last page, enter contact information for the person completing the form and who will be the one signing the release forms on the next step.
  - This person is the individual who will also receive a copy of the completed health history and signed release form.
  - They should be legally able to sign forms on behalf of the athlete.
- Please be sure to check the acknowledgement at the bottom.



## STEP 4

- You will be taken directly to DocuSign to review and sign your forms.
- If prompted, check the "I agree" again and then click the "Continue" button.
  - If you do not want to continue with the electronic signature process you can select another option (e.g, print and sign) under "Other Actions"

# How to Complete the Online Health History and Release Forms for Registration

## STEP 5

Review the pages and make any necessary corrections. Then, sign the release forms. There are two places you will be asked to sign/initial:

1. Athlete Release Form
2. Athlete Likeness form (OPTIONAL)

Once all the lines are signed, click “Finish”


**NOTE: The Finish button will not appear if a required field has not been completed.**

**TIP:** The first time you sign, you will be asked to adopt the signature.

*If the wrong signature line is showing up, go to page 5 of the document and change the “Athlete Ability to Consent” to “NO” or “YES” as appropriate. This will change the signature line to the parent/guardian or athlete section accordingly. You will need to change the name.*



A screenshot of a web form with a 'SIGN' button highlighted in a red box. The form contains fields for Athlete Name (Elizabeth), Date, and sections for Athlete Signature and Parent/Guardian Signature.



A screenshot of a signature preview screen showing a signature for Peyton Purcell. A red box highlights the 'ADOPT AND SIGN' button.

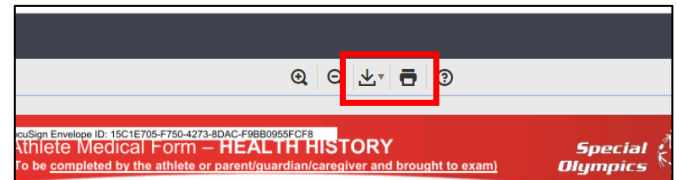


A screenshot of a confirmation screen with a 'FINISH' button highlighted in a red box. The text says 'Done! Click Finish to send the completed document.'

## STEP 6

All complete forms should have been sent to the email you indicated on the final page of the submission.

- a) In the email you receive, click on the red “View Forms” button.
- b) Select the “Printer” or “Download” icon at the top of the page to print or download a copy of the form.



## STEP 7

If signed electronically, the health history and release forms will automatically be sent to Special Olympics Wisconsin. **However, until the completed page 3 of the medical (the physical exam completed by a healthcare professional) is received by Special Olympics Wisconsin, the athlete is not yet registered/renewed.** Please submit the completed page to your local program or to Special Olympics Wisconsin directly at [medicals@specialolympicswisconsin.org](mailto:medicals@specialolympicswisconsin.org) or 2310 Crossroads Dr., Ste. 1000, Madison, WI 53718.

**Thank you for taking the time to complete the Online Registration Form!**