

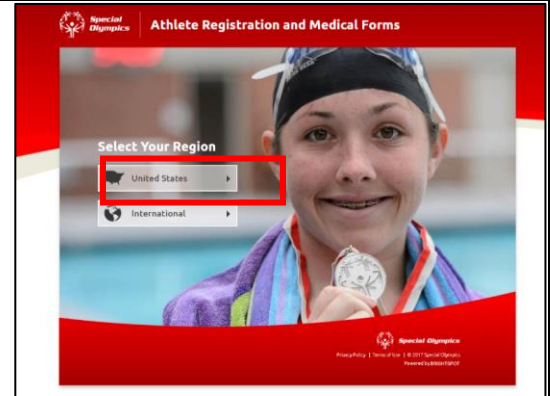
How to Complete the Online Health History and Release Forms for Registration



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 go to your doctor for the medical exam. There are seven (7) easy steps. If you have any trouble, please contact your local SO County Coordinator

STEP 1


- Go to <https://medform.specialolympics.org>
- Select "United States."
- Read the instructions and select "Start"
- State Program = INDIANA
- Local/Area/Delegation = County where athlete will participate in Special Olympics



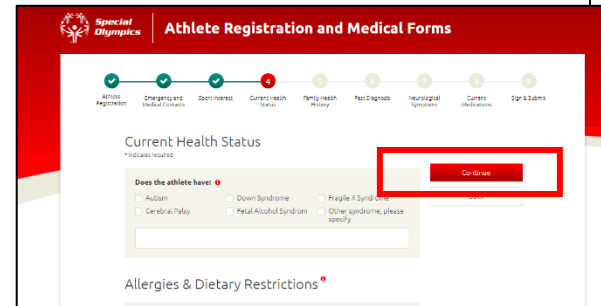
NOTE: you can't save and return to the form so please be prepared to answer all the health history questions. If you are familiar with the medical history of the athlete, it should only take 5-10 minutes to complete.

STEP 2

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

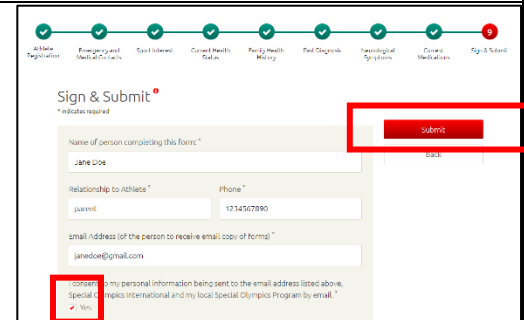
TIP: If you do not understand a question, click the  button to get more information and a description

At the top of the screen you can see where you are in the process of the information to be submitted.



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.
- Check the Acknowledgement Box at the bottom.
- Click SUBMIT




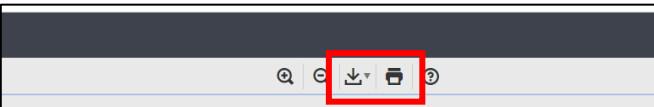



STEP 4

- 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"

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<p>STEP 5</p>	<p>Review the pages and make any necessary corrections. And then sign the release forms. There are two places you will be asked to sign/initial:</p> <ol style="list-style-type: none"> 1. Athlete Release Form 2. Athlete Likeness form (OPTIONAL) <p>Once all the lines are signed, click “Finish”</p> <p>NOTE: The Finish button will not appear if a required field has not been completed.</p> <p>TIP: The first time you sign you will be asked to adopt the signature.</p> <p><i>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.</i></p>	  
<p>STEP 6</p>	<p>All complete forms will be sent to the email indicated on the final page of the submission.</p> <ol style="list-style-type: none"> a) Open the email you receive from DocuSign, 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. c) Print Pages 1-4 (or all if desired). Take Pages 1-4 to Licensed Medical Examiner for exam and signature d) Return signed copy of ATHLETE MEDICAL FORM-PHYSICAL EXAM P. 3 to County Coordinator. e) County Coordinators ONLY: Send PDF Version of Signed ATHLETE MEDICAL FORM-PHYSICAL EXAM to authorized medapp email at Special Olympics Indiana. 	 
<p>STEP 7</p>	<p>When signed electronically, the health history and release forms will automatically be sent back to Special Olympics Indiana. However, until the completed page 3 of the medical (the medical exam by a healthcare professional) is received by the Program, the athlete is not registered for Special Olympics.</p> <p style="text-align: center;">Thank you for taking the time to complete the Online Registration Form!</p>	