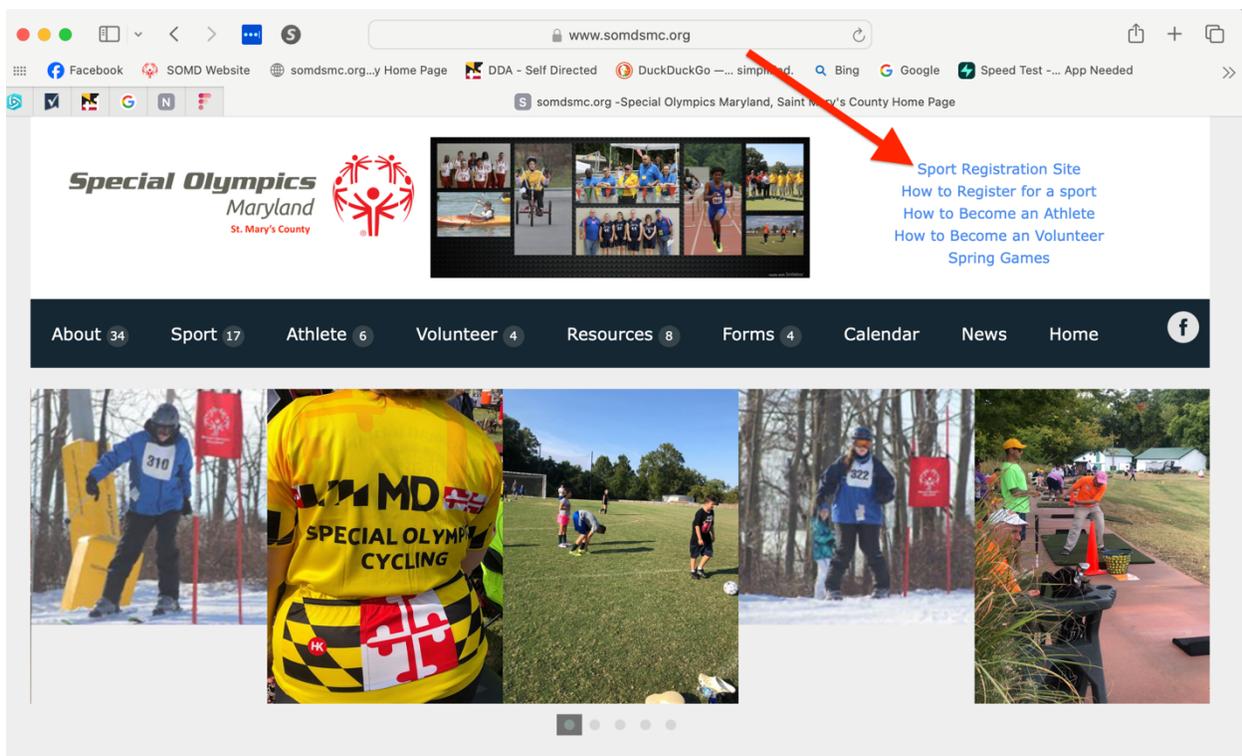


SPORT SIGN-UP PROCESS GUIDE

This guide will provide step by step instructions to help an athlete, provider guardian or family member register an athlete, Coach or other volunteer for a sport.

Step 1: Go to <http://www.somdsmc.org>

Step 2: Select “Sport Registration Site” on the top right of the page as shown below.



This will take the person signing up to the Event Registration Site.

UP COMING EVENTS



 Cycling Program

Location : NAS
Patuxent River

[Registration Details](#)

FROM
2024-08-10
TO
2024-10-12

Step 3: Select "Registration Detail", which will take you to your profile for any update that is necessary. IF YOU DON'T HAVE A PROFILE COMPLETE THE PROFILE FORM AND EMAIL TO director@somdsmc.org to have the profile built.

USER SIGNIN

director@somdsmc.org
events.somdsmc.org

Other Passwords for somdsmc.org...

[Click Here to Sign-in](#)

[Not Registered yet? Click Here](#)

[Forgot Password Click Here?](#)

- To reset your account by clicking the "Forgot Passord?" link.
- Enter your User Name and Mobile (no dashes) and then press Enter.
- Fill out New Password.
- Enter your User Name and Password to login.

If you do not have an account, send an [Send Email Here](#)
Email: director@somdsmc.org if you need an account:

Step 4: Enter your “Username” and “Password” to log into your profile. Scroll down and verify all your data is still correct or complete any blank sections. If you can’t remember your username will always be the users LAST NAME and either first initial, first and middle initial or their suffix (jr., sr., etc.).

If you can’t remember your password, select the “Forgot Password” button, and follow the instructions to change the password. If you are still having problems contact the webmaster at russ@vertical-shift.com or Jeff Hagen at director@somdsmc.org. The standard first-time login password is Somdsmc1.

When you are finished with your profile select “Update Profile” as shown below.

Status
Active

Update Profile

Phone
301-904-1719

E-Mail
director@somdsmc.org

Special Olympics MD – St. Mary’s County P.O. Box 921
Hollywood, MD 20636

Step 5: Select “Sport Sign-Up” at the top of the page.

SOMDSMC SOMDSMC SPORT SIGNUP MYACCOUNT ADD DRIVER/CYCLIST EXIT

MY ACCOUNT

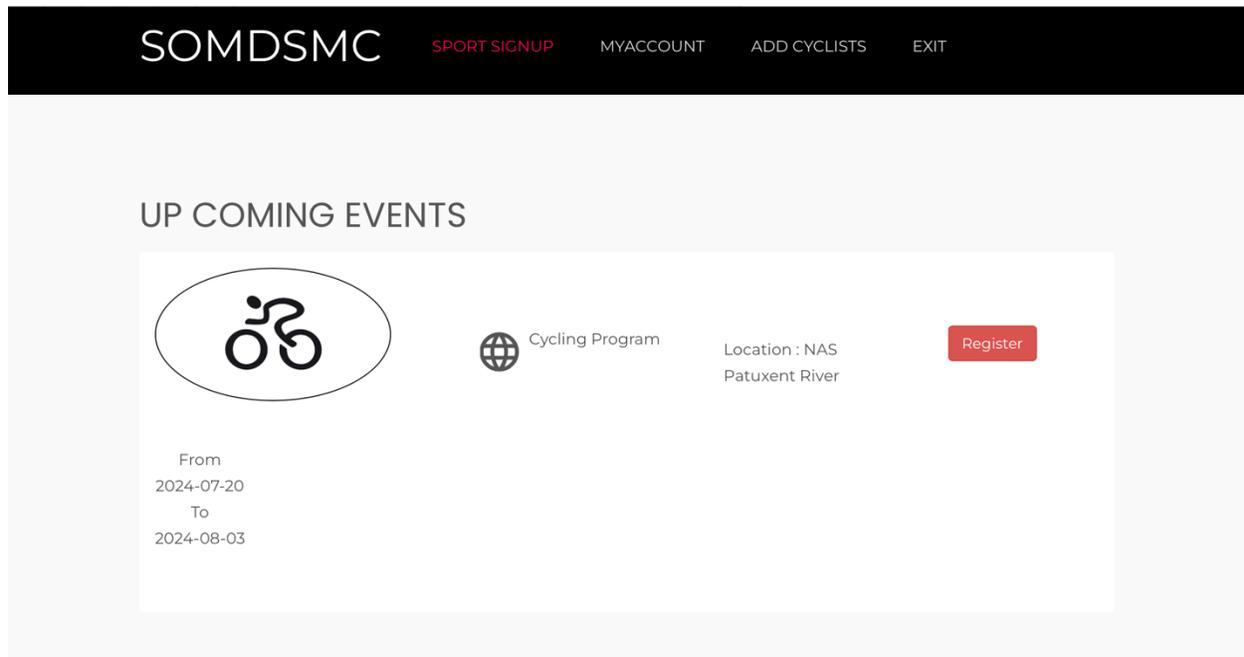
- My Profile
- Change Password
- My Registration(s)
- Logout

JEFFERY'S PROFILE

Today's Date = Thu, 05-Dec-2024
Member Since: 2022-06-23 10:28:14
Member UserID: 773
Last Profile Update: 2024-07-20 05:13:23

User Name
hagenjr

This will take you to the active sports that you can sign-up to participate in. In this example it is for our Cycling Program.



The screenshot shows the top navigation bar of the SOMDSMC website with links for SPORT SIGNUP, MYACCOUNT, ADD CYCLISTS, and EXIT. Below this is the 'UP COMING EVENTS' section, which features a cycling icon, a globe icon, and a 'Register' button. The event details include the dates 'From 2024-07-20 To 2024-08-03' and the location 'NAS Patuxent River'.

Event Name	Location	Start Date	End Date	Action
Cycling Program	NAS Patuxent River	2024-07-20	2024-08-03	Register

Step 6: Select Register and it will open up the sign-up screen shown below. Read the data that tells you about when, where, and what time the sport will take place. It also identifies the coach with his/her name, phone number and email address.

Email or call Coach Jim Russell
SOMDSMC
SPORT SIGNUP MYACCOUNT
ADD CYCLISTS EXIT

more information Cycling State Competition –
Saturday October 19, 2024 at TBD In order to attend
any of the practice sessions, the athlete must have a
current medical that expires NO EARLER THAN
October 20, 2024. Go to
<http://www.somdsmc.org/athlete.php> and click on
Medical Lookup to verify the expiration of your
medical. Coaches – Certifications need to be valid
through the sport season you plan to coach.

Sponsor
SOMDSMC

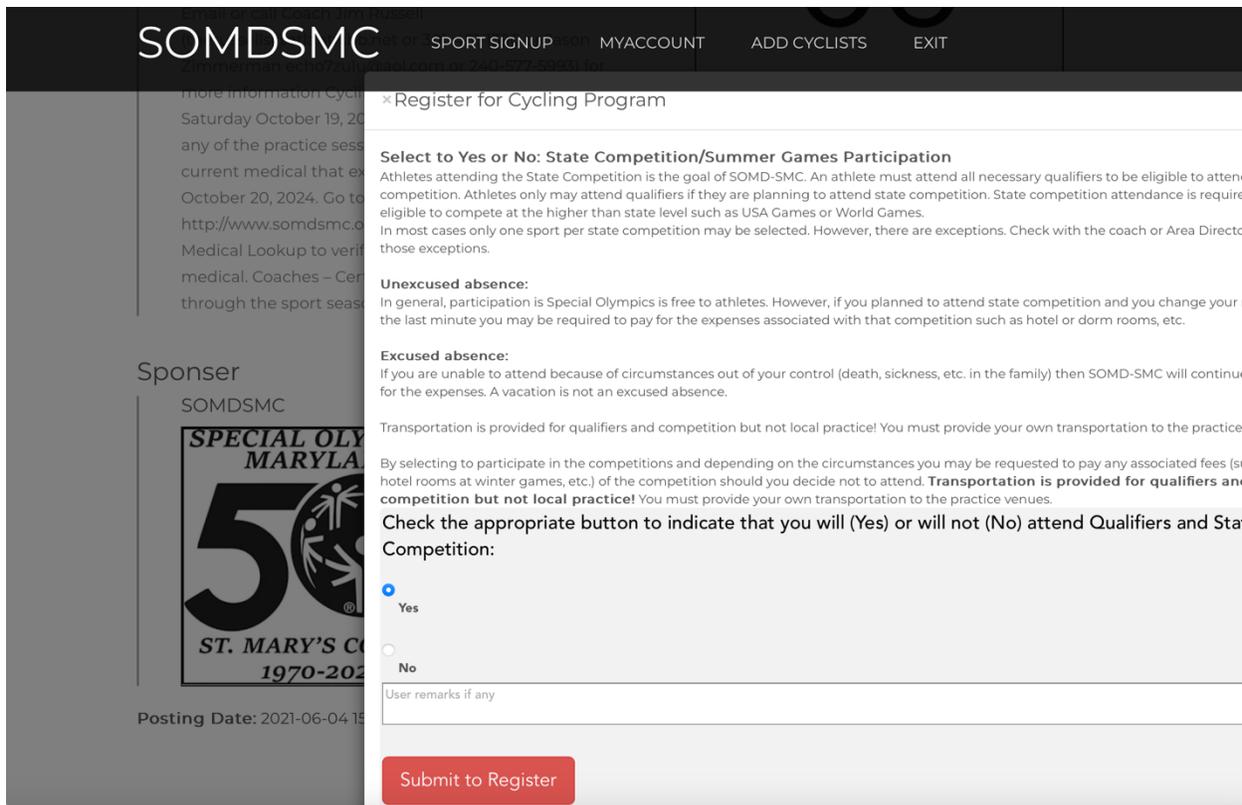


Posting Date: 2021-06-04 15:05:15

- Cycling 2024 (Sport Category)
- Event From: 2024-08-10 To: 2024-10-12
- Registration Open Date: 2024-07-20
- Registration Close Date: 2024-08-03
- NAS Patuxent River
- Jim Russell
- 301-481-1390
- therussells@atlanticbb.net

[Click Here to Begin Registration](#)

When you have read everything select the “Click Here to Begin Registration” button.

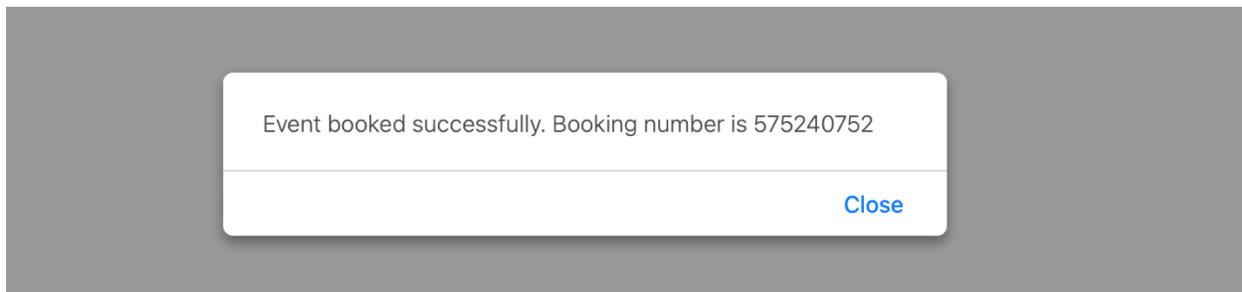


PLEASE READ THIS ENTIRE PAGE BEFORE MAKING ANY SELECTIONS!

Step 7: Next you need to read about the completion for this sport. Then you will be required to select wither the “Yes” button or “No” button making your choice to go to qualifiers and State Competition for this sport. This is what we use to build the Delegation roster for competition.

Step 8: Select the “Submit to Register” button to complete the process of signing up for a sport.

This open a new window indicating you have been successful in your sign-up and give you a Booking number.



Step 9: Select the “Close” button and it will take you back to your “MY REGISTRATIONS” section in your profile as shown below.

The screenshot shows the SOMDSMC MY ACCOUNT interface. At the top, there are navigation links: SPORT SIGNUP, MYACCOUNT, ADD CYCLISTS, and EXIT. On the left, there is a sidebar menu with options: My Profile, Change Password, My Registration(s), and Logout. The main content area is titled "MY REGISTRATIONS" and contains a table with the following data:

#	Registration Id	Event Name	Registration Date	Registration Status	Action
1	989559843	Swimming	2023-03-15 15:41:47	Confirmed	
2	593055898	Track & Field	2023-03-15 15:42:08	Confirmed	
3	963884146	Bocce	2023-03-15 15:42:47	Confirmed	
4	351315917	Spring Games	2023-03-15 15:43:03	Confirmed	
5	480969620	Kayaking	2023-05-15 06:13:36	Confirmed	
6	467354627	Sailing	2023-05-17 04:33:16	Confirmed	
7	570086237	Golf	2023-06-30 05:57:39	Confirmed	
8	383412475	Cycling Program	2023-07-16 16:44:33	Confirmed	
9	643285167	Soccer Program	2023-08-07 04:46:45	Confirmed	

You will

Once button is clicked, they will see a participation agreement that is asking your plans to attend competitions. It also identifies the transportation requirements.

You have now completed the necessary steps to register for a sport. Your registration will be shown as “Not Confirmed Yet” pending action from a coach or a website admin to process this request. The results are either confirmed or cancelled. Either way you will be notified the results.

NOTE FOR CYCLING SIGN-UP

Cycling practices are held at NAS Patuxent River, a military base. Please provide the full name (as listed on their driver’s license) of anyone potentially bringing an athlete to practice. NAS Patuxent River will only allow entrance to a driver whose name is found on the authorized access list. Names can be submitted (**during cycling season sign-up only**) by selecting the “Add Cyclists” button shown below.

MY ACCOUNT

My Profile
Change Password
My Registration(s)
Logout

JEFFERY'S PROFILE

Today's Date = Sat, 20-Jul-2024
 Member Since: 2022-06-23 10:28:14
 Member UserID: 929
 Last Profile Update: 2024-06-11 14:43:05

User Name



The next screen is showing an example of what you will need to select to enter the names of the drivers that may bring you on base to cycling practice/competitions.

Cycler's/Driver's Names: Insert / Edit / Delete

NOTE: Click on the blue "Add Cyclist/Driver" button on right to add a new Cyclist and Driver(s).

Click in the field to make an edit and auto update will occur once you click out.
 Paper copy: Select drop-down get all Athletes showing then use "Print Screen" to print (CTRL p for Win)
 Or, Click this link [Generate Text List](#) to generate a text list and then click "Print Screen"
 Or, Click this link [Generate Excel Spreadsheet](#) to generate a spreadsheet that will download to your device.

Show 10 entries

Search:

Add Cyclist/Driver



Once this is in the system, the registration request from the athlete is awaiting review by the coach of the event. The coach may approve the request or cancel the request. If the coach cancels the request for sign-up, he/she will inform the requester.