

How to Check Your Enrollments in the SOBC Portal

Before you start

- **Login vs. Registration:** Having a **profile** does **not** mean you have a **portal account**. To access the portal, you must have **registered and set a password** for your account.

1) Log in (or register your portal account)

1. Go to the SOBC Portal [Login](#) and enter your credential **Log In**.
2. If you see a message like “**You have not registered for a portal account yet**”:
 - Go to this link to register for a portal account: [Registration Details](#)
 - Use the **same email and personal information** that SOBC has on file for you.
 - Check your email for the **verification / password setup** link and complete registration.

[HOME](#) > [REGISTRATION DETAILS](#)

YOUR INFORMATION

Province / Territory (required)

Legal First Name (required)

Last Name (required)

Date of Birth (required)

Email Address (required)

Home Community (required)

Postal Code

Do you have Guardianship over yourself? Are you able to sign for yourself when renting an apartment or opening a bank account? (required)

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Next Step

If you've registered before but forgot your password, click **Forgot Password** and follow the prompts.

Didn't get the “Forgot Password” verification email?

Try using the **text message option** if available, or email rkong@specialolympics.bc.ca for assistance.

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2) Open your enrollments

1. After logging in, go to **My Options** → **My Enrollments**.

Français A+ -A

HOME **MY OPTIONS** LOGOUT

HOME > MY ROLES

Member

Portal Trainer

Participant Role

	Start Date	End Date	Club / School Pr...	Community / Sc...	Region / District
Continue	2025-09-01	2026-08-31	1C Bocce	1C Creston	1 Kootenays

MY PROFILE
MY ENROLLMENTS
MY CLUBS AND SCHEDULE
MY COMMITTEES
MY ROLES
MY PAYMENT INFO
MY BALANCE
ADD ME AS ATHLETE
ADD ME AS VOLUNTEER
TERMS AND CONDITIONS

Important
To continue...
If no roles...
Athlete or...
Options m...

2. You'll see your **full SOBC enrollment history** listed.

Full Name

Portal Trainer

Membership Status

Active

My Enrollments

Details	Club / School Program...	Role	Status	Start Date	End Date	Enrollment Paid
	5B Skate Skills	Assistant Coach	Expired	2024-09-01	2025-08-31	No
	5B Club Fit	SO Athlete	Expired	2023-09-01	2024-08-31	No
	2E RQ - Swimming	SO Athlete	Expired	2024-03-08	2024-08-31	No
	2E RQ - Swimming	Assistant Coach	Expired	2024-03-08	2024-08-31	No
	1F Basketball	Assistant Coach	Submitted	2023-09-01	2024-08-31	No
	1D Floorball	Occasional Volunteer	Expired	2024-09-01	2025-08-31	No
	1C Floorball	Program Volunteer	Submitted	2025-09-01	2026-08-31	No
	1C Bocce	SO Athlete	Active	2025-09-01	2026-08-31	No
	1A Bowling-5 pin	Head Coach	Expired	2023-09-01	2024-08-31	No
	1A Alpine Skiing	Assistant Coach	Expired	2023-09-01	2024-08-31	No

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3) Filter to only active enrollments

1. Use the **Status** filter.
2. Select **Active** to quickly see only your current enrollments.

Status	Start Date	End Date	Enrollment Pa
Expired			
Expired		25-08-31	No
Expired			
Expired			
Expired			
Submitted	2023-09-01	20%	
Expired	2024-09-01	20%	
Submitted	2025-09-01	20%	
Active	2025-09-01	20%	
Expired	2023-09-01	20%	
Expired	2023-09-01	20%	

⋮

↑ Sort Ascending

↓ Sort Descending

≡ Columns ▶

▼ Filter ▶

Show items with value that:

Equals ▼

active

And ▼

Equals ▼

Filter

Clear

Troubleshooting tips:

No results? Clear filters or set **Status = All** to view your full history.

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4) Review your details

- Confirm each line shows the **Program**, **Role**, and **Status** correctly.

5) Need a correction?

If something looks off (e.g., **missing enrollment**, **wrong role**, or you're **no longer in a program**), please contact your **Local Registrar** and include:

- Your **full name**
- Your **community** (e.g., SOBC – Richmond)
- The **program(s)** and **role(s)** that need updating
- A brief description of the issue (screenshots help!)

Email template you can use:

Subject: Enrollment Update Request

Hello [Local Registrar Name],

I reviewed my enrollments in the SOBC Portal and noticed the following issue(s):

- [e.g., “My role for Swimming shows Assistant Coach, but it should be Head Coach.”]
- [e.g., “My Active Start enrollment is missing.”]

Name: [Your Full Name]

Community: [e.g., SOBC – Richmond]

Program/Role affected: [e.g., Swimming – Coach]

Could you please update my record? I've attached a screenshot for reference.

Thank you!