

Agon User Guide

Created September 2024

Welcome to Agon – Special Olympics New Hampshire’s registration system. This guide is intended to help you to declare intent; check compliance; and register for events, meals, and rooms. You can check and verify finances, access local program contact information, and create and use a webpage. The first step to all this information is...

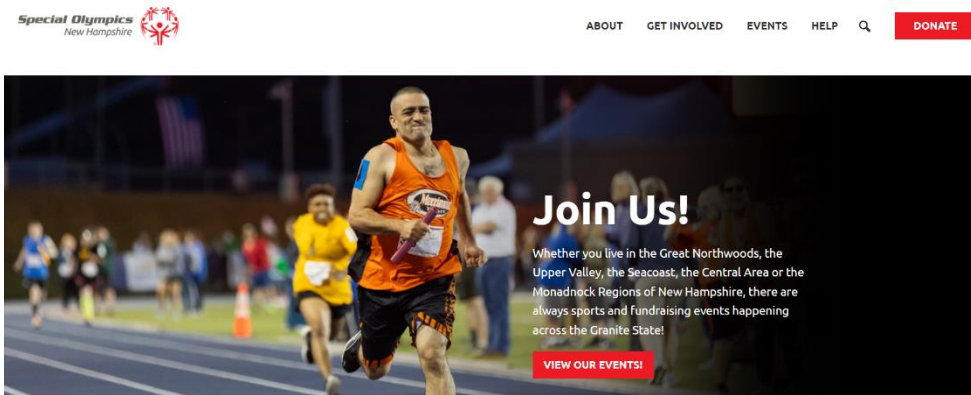
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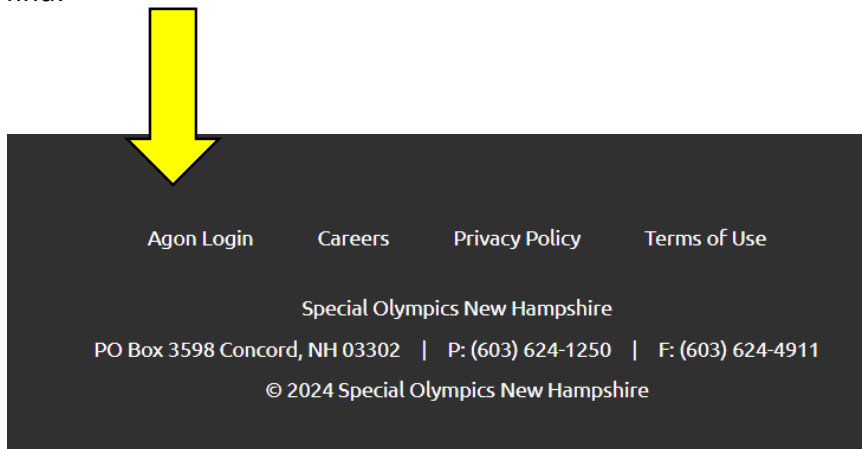
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Logging in to Agon:

- In any web browser, type in - www.sonh.org



- Scroll all the way to the bottom of SONH homepage.
- You will find:



- Click on – Agon Log in.
- It brings you to this screen.

USERNAME

PASSWORD

SUBMIT

- Each team has their own unique USERNAME AND PASSWORD, if you have any issues logging into Agon, please reach out to Deb Coyne at DebC@sonh.org
- Enter both and click submit.
- On your screen you will see your home page.

Events for November 2022

October							December
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
30	31	1 Manchester LP Test Event Series 1	2	3	4	5	
6	7	8	9	10	11	12	

SPORTS

SPORTS	ATHLETES
Bowling - Ten Pin	39
Athletics	32
Bocce	13
Golf	6

AGES

AGES	ATHLETES
30 and over	71

- On the Home Page you will find:
Red Banner – which includes your program name and navigation tabs.

Gray/Black Banner – which includes:

- Your next due date information
- Total number of athletes in your program and the number of those with a red status

- Total number of volunteers in your program and the number of those with a red status
- Net Funds available for use

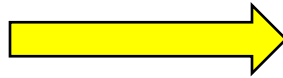
Calendar of Events – This is set up by month.

Events for September 2024

No matching events listed under Program - Monadnock Valley Patriots. Please try viewing the full calendar for a complete list of events.

« August							October »
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	

Sports – The sports your local program has signed up to participate in and the approximate number of athletes that will be participating.



SPORTS

SPORTS	ATHLETES
Bowling - Candlepin	23
Athletics	17
Basketball	16
Bocce	8
Cross Country Skiing	7
Snowshoe	4
Alpine-Skiing	1

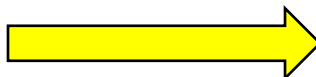
Ages – A breakdown of the age range of your local program athletes



AGES

AGES	ATHLETES
30 and over	17
22-29	10

Towns – A breakdown of the towns your athletes live in



TOWNS

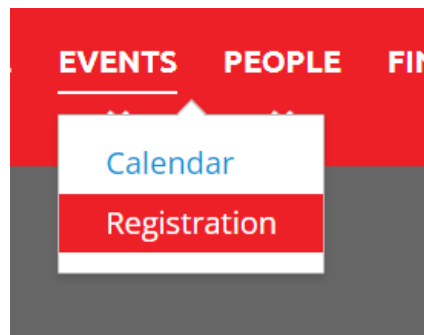
TOWNS	ATHLETES
Peterborough	10
Other	7
Hancock	5
Jaffrey	3
New Ipswich	2

Intent to Participate:

This is done primarily once a year. You will receive an email from SONH indicating it is time to declare your intent to participate in events for the year. To do this:

Login to Agon

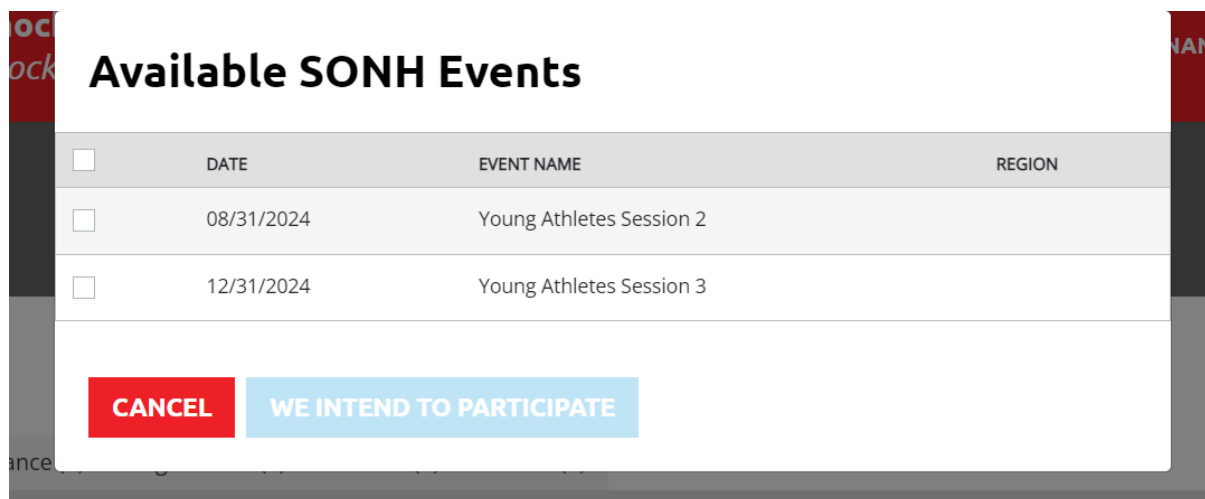
- From the home screen, have your mouse hover over events.
- Click on Registration



- On the right side of the screen, you will see a blue ADD EVENTS button, click here.



- Click on all the events your team would like to participate in this year.




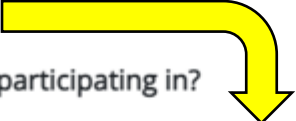
- Click the WE INTEND TO PARTICIPATE blue button.




- Select the local program contact. 

Who: The Local Program Coordinator.
Why: It is ultimately their responsibility for all athlete/volunteer compliance

Young Athletes Session 3
12/31/2024
Local Program Contact*

- Click on the programs/sports you are intending to participate in 
- Indicate head coach. 

What Sports will you be participating in?

DATE	HEAD COACH	NUMBER	
Young Athletes	Head Coach	00	Athletes 

- Indicate the approximate number of athletes that will be participating; this is a rough estimate to help SONH plan the event.
- Click Save



Compliance

Compliance – Athlete

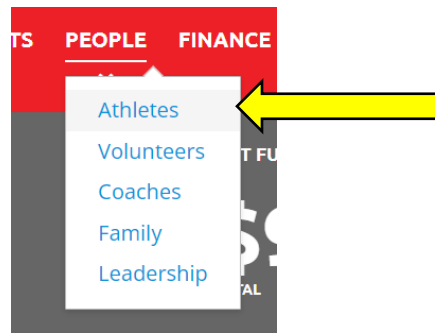
To participate in Special Olympics, every athlete must be in compliance. To be compliant, the athlete must:

- Complete and submit the [athlete application for participation](#) and/or the [communicable disease waiver](#) (this is only required one time) to the Local Program Coordinator. The LPC will scan it and send it to Andrea Edwards at AndreaE@sonh.org.

To check your local program athlete’s compliance status:

Login to Agon

- From the home screen, have your mouse hover over people.
- Click on Athletes



- A list of your local program athletes will now be on the screen.

1930	Ca	Ka	Female	06	08/01/2024	Red	YES	View
4879	Ch	Br	Male	07	02/01/2026	Green	YES	View
0094	Cl	Ri	Male	11	09/23/2024	Yellow	YES	View
1707	Co	Wi	Male	02	08/28/2026	Green	YES	View
3880	Co	Da	Male	12	11/27/2026	Green	YES	View
9436	Co	Dy	Male	12	07/25/2026	Green	YES	View

- Each athlete has a status color:



- **Green** – The athlete is in compliance. The athlete can participate in registered events.



- **Yellow** – The athlete must complete the Athlete Application for Participation form sometime in the next six months depending on their application expiration date.



- **Red** - The athlete is out of compliance. They must fill out and turn in a new Athlete Application for Participation form and/or Communicable Disease Waiver.

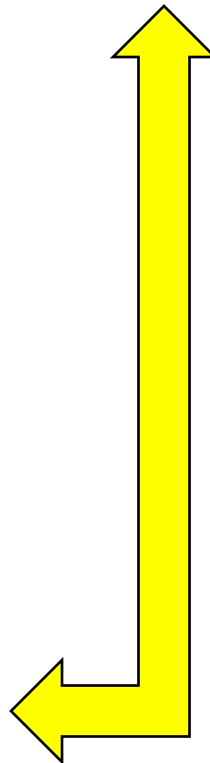
- To find the expiration date for an athlete who is yellow,
 - Find the athlete in yellow, look to the right side of their row.
 - Find the view button, click on it.

11040946 P [redacted] J [redacted] Male 04 [redacted] 11/17/2024 [yellow square] YES View 

- You are now looking at a screen with just that one athlete on it.
- On the left side of the screen – towards the bottom, you will see an application expiration date.

[yellow square] **J [redacted] Smith**
 GENDER
 Male
 DATE OF BIRTH
 04 [redacted]
 T-SHIRT SIZE
 XL
 ADDRESS
 14 Elm Street
 [redacted]
 HOME PHONE
 (603) [redacted]
 CELL PHONE

 EMAIL
 [redacted]@gmail.com
 APPLICATION EXPIRATION
 11/17/2024
REQUEST UPDATE



- The athlete will need to complete and turn in a new Athlete Application for Participation form prior to the date indicated.
- The athlete should return the application to the Local Program Coordinator. The LPC will scan it and send it to Andrea Edwards at AndreaE@sonh.org
- To find the reason why an athlete is red, in the non-compliance area,
 - Find the athlete in red, look to the right side of their row.
 - Find the view button, click on it.

11062095 [redacted] E [redacted] Female [redacted] 1998 08/16/2024 [red square] YES View 

- You are now looking at a screen with just that one athlete on it.
- On the left side of the screen – towards the bottom, you will see:
 - Application Expiration Date

John Smith

GENDER
Male

DATE OF BIRTH
[REDACTED] 88

T-SHIRT SIZE
XL

ADDRESS
[REDACTED] 103

HOME PHONE
(603) 3 [REDACTED]

CELL PHONE
[REDACTED]

EMAIL
[REDACTED]@gmail.com

APPLICATION EXPIRATION
08/15/2024

REQUEST UPDATE

- In this case, the athlete's application has expired, so they will need to complete and turn in a new [Athlete Application for Participation](#) form.
- Another reason for an athlete to be red (out of compliance) is they may need to complete a [communicable disease waiver](#). This is a one-time document signing.
- The athlete should return the application and/or the communicable disease waiver to the Local Program Coordinator. The LPC will scan it and send it to Andrea Edwards at AndreaE@sonh.org.
- If you are still unsure why an athlete is not compliant, please contact Andrea Edwards at AndreaE@sonh.org.

Compliance- Local Program Volunteers

To volunteer with Special Olympics, every volunteer must complete the following paperwork every three years. The documents required are:

- [Local program volunteer application](#) and/or the [communicable disease waiver](#) (this is only required one time). These documents should be given to the Local Program Coordinator who will scan it and send it to Andrea Edwards at AndreaE@sonh.org.
- The [background check](#) and the [protective behaviors training](#) are completed online.

To check your local program volunteer's compliance status:

Login to Agon

- From the home screen, have your mouse hover over people.
- Click on Volunteers



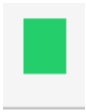
- A list of your local program volunteers will now be on the screen.

1543	C [REDACTED]	M [REDACTED]	Male	12/ [REDACTED]	01/28/2026	■	View
1437	C [REDACTED]	[REDACTED]	Female	08/ [REDACTED]	08/29/2024	■	View
1564	[REDACTED]	EV [REDACTED]	Male	01/01/1900	01/01/1903	■	View

- Volunteers are listed in groups of 10. To see the next 10, click either the next page number or the Next button below the list of volunteers.



- Each local program volunteer has a status color:



- **Green** – The volunteer is in compliance. The volunteer can participate in registered events.



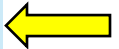
- **Yellow** – The volunteer must complete the Local Program Volunteer Application, background check, communicable disease waiver, and/or protective behaviors online course sometime in the next six months depending on the expiration date of each item.



- **Red** - The volunteer is out of compliance. They must fill out and turn in a new Local Program Volunteer Application form, background check, communicable disease waiver, and/or protective behaviors online course before they can participate in any SONH event.

- To find the expiring soon date for a volunteer who is YELLOW,
 - Find the volunteer in YELLOW, look to the right side of their row.
 - Find the VIEW button, click on it.

43270	Baker	Ken	Male	09/23/1949	10/25/2024		View
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- You are now looking at a screen with just that one volunteer on it.
- On the left side of the screen – towards the bottom, you will see an application expiration date, background check expiration date, and protective behaviors expiration date.

Deb [REDACTED]

GENDER
Female

DATE OF BIRTH
08/0 [REDACTED]

T-SHIRT SIZE
L

ADDRESS
[REDACTED] Rd
[REDACTED] 449

HOME PHONE
(603) [REDACTED]

CELL PHONE
(603) [REDACTED]

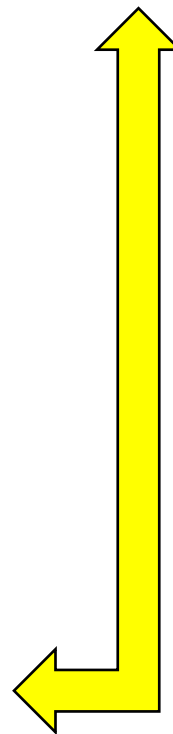
EMAIL
[REDACTED]@sol.com

APPLICATION EXPIRATION
10/01/2024

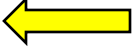
BACKGROUND CHECK EXPIRATION
10/01/24

PROTECTIVE BEHAVIOR EXPIRATION
11/01/2024

[REQUEST UPDATE](#)

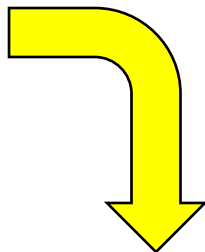


- Notice that not all three dates are not the same. The dates indicated are the dates of the signatures on the paperwork and/or completed and approved electronically.
- The volunteer should return the [local program volunteer application](#) and/or the [communicable disease waiver](#) (this is only required one time) to the Local Program Coordinator. The LPC will scan it and send it to Andrea Edwards at AndreaE@sonh.org.
- The volunteer should complete the [background check](#), and the [protective behaviors training](#) online.
- To find the reason why a volunteer is RED, in the non-compliance area,
 - Find the volunteer in RED, look to the right side of their row.
 - Find the VIEW button, click on it.

00619437 C [REDACTED] [REDACTED] Female 08/06/[REDACTED] 08/29/2024 ■ [View](#) 

- You are now looking at a screen with just that one volunteer on it.

■ **De** [REDACTED]
 GENDER
 Female
 DATE OF BIRTH
 08/06/[REDACTED]
 T-SHIRT SIZE
 L
 ADDRESS
 [REDACTED] n Rd
 [REDACTED] 3449
 HOME PHONE
 (603) 5-[REDACTED]
 CELL PHONE
 (603) 3-[REDACTED]
 EMAIL
 [REDACTED].com
 APPLICATION EXPIRATION
 08/29/2024
 BACKGROUND CHECK EXPIRATION
 09/07/2024
 PROTECTIVE BEHAVIOR EXPIRATION
 09/01/2024
[REQUEST UPDATE](#)



- On the left side of the screen – towards the bottom, you will see:
 - Application Expiration Date
 - Background Expiration Date
 - Protective Behaviors Expiration Date
- In this case, the background check, application, and protective behaviors have expired.

- The volunteer should complete and return the [local program volunteer application](#) and/or the [communicable disease waiver](#) (this is only required one time) to the Local Program Coordinator. The LPC will scan it and send it to Andrea Edwards at AndreaE@sonh.org.
- The volunteer should complete the [background check](#), and the [protective behaviors training](#) online.
- If you are still unsure why a volunteer is not compliant, please contact Andrea Edwards at AndreaE@sonh.org.

Compliance- Coach

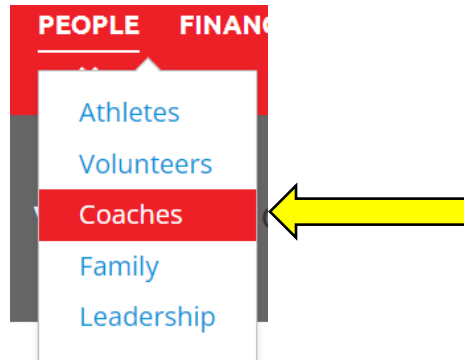
To coach with Special Olympics, every volunteer must complete the following paperwork every three years. The documents required are:

- [Local program volunteer application](#) and/or the [communicable disease waiver](#) (this is only required one time). These documents should be given to the Local Program Coordinator who will scan it and send it to Andrea Edwards at AndreaE@sonh.org.
- The [background check](#), [protective behaviors training](#), and the [concussion training course](#) are completed online.

To check your coach's compliance status:

Login to Agon

- From the home screen, have your mouse hover over people.
- Click on Coaches



- A list of your local program coaches will now be on the screen.

437	C	D	Female	08/0	08/29/2024	Coach	Yellow	View
511	F	L	Female	10/	08/28/2025	Coach	Green	View

or the Next button below the list of coaches.



- Each local program coach has a status color:



- **Green** – The coach is in compliance. They may participate in any sport/event they wish.



- **Yellow** – The coach must complete the Local Program Volunteer Application, background check, communicable disease waiver (one time only requirement), and protective behaviors and concussion training online courses sometime in the next six months depending on the application expiration date.



- **Red** - The coach is out of compliance. They must fill out and turn in a new Local Program Volunteer Application form, background check, communicable disease waiver (one time only requirement), and protective behaviors and concussion training online courses before they can participate in any SONH event.

- To find the reason why a coach is yellow,

- Find the coach in yellow, look to the right side of their row.
- Find the view button, click on it.

1740 P [redacted] Ka [redacted] Female 04/07/19 [redacted] 07/11/2025 Coach [yellow swatch] [View](#)

- You are now looking at a screen with just that one coach on it.

K [redacted]

ENDER

emale

DATE OF BIRTH

4/07 [redacted]

SHIRT SIZE

xL

COACH RANK

coach

ADDRESS

[redacted] NH 03458

HOME PHONE

(03) [redacted]

CELL PHONE

(03) [redacted]

EMAIL

[redacted]@yahoo.com

APPLICATION EXPIRATION

7/11/2025

DATE	COURSE	LOCATION
08/18/2022	Protective Behaviors	Online

11/26/2021 Concussion Training



This coach is yellow because their concussion training is about to expire.

On the left side of the screen – towards the middle, you will see an expiration date; this is when the local program application needs to be completed.

- . Once your status is YELLOW, is the time to start all the required paperwork.

- The coach should complete and return the [local program volunteer application](#) and/or the [communicable disease waiver](#) (this is only required one time) to the Local Program Coordinator. The LPC will scan it and send it to Andrea Edwards at AndreaE@sonh.org.
- The coach should complete the [background check online](#), [concussion training](#), and the [protective behaviors training](#) online.
- If you are still unsure why a coach is not compliant, please contact Andrea Edwards at AndreaE@sonh.org.

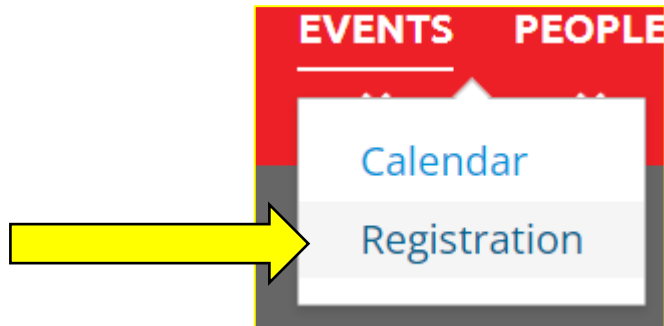
Registration

Registration- Events- Athletes

To register athletes for an event:

Login to Agon


- From the home screen, have your mouse hover over events.
- Click on registration.



- You should see the events you intended for.

Intended Events (2)	Compliance (1)	Registration (1)	Scratch (0)	Closed (0)
DATE	EVENT NAME	REGION		
10/15/2024	State Golf Tournament-			
11/09/2024	State Bowling Tournament - Fun Spot-			


- Click on the registration tab.




Intended Events (2)	Compliance (1)	Registration (1)	Scratch (0)	Closed (0)
DATE	EVENT NAME	REGION		
10/15/2024	State Golf Tournament-			

- Click on the event you want to register athletes.

DATE	EVENT NAME	REGION
10/15/2024	State Golf Tournament-	



- If you do not see an event listed, please contact Deb Coyne at DebC@sonh.org
- A list of athletes will show up on your screen – these athletes are the ones that were entered during the compliance phase.
- It is time to enter more specific information about each athlete and their event(s).
- At the right of each athlete is the edit button – please click on that button.

STATUS	SPORT	EVENT NAME	LEVEL	SCORE	ACTIONS
■	Golf			0	 

- On your screen you will see

ATHLETE NAME – IS HERE

Sport *
 Event *
 Level *
 Score *


- Make sure the sport is correct.
- Enter an Event.
 - Example: 18 Hole Alternate Shot.
 - Example: 9 Hole Alternate Shot.
- Enter a Level.
- Enter a Qualifying Score, Qualifying Time, and for basketball a jersey number.
- Click the save button.

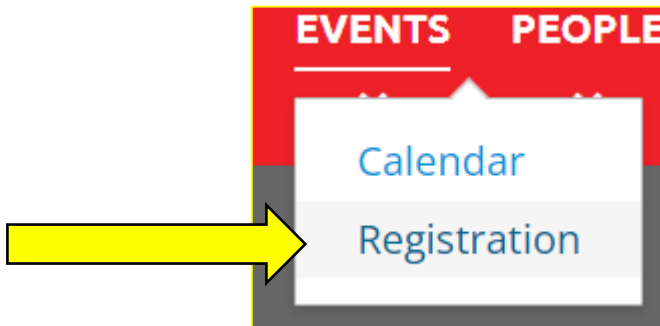
- Continue this process for every athlete.

Registration- Events – Local Program Volunteers

To register Local Program Volunteers for an event:

Login to Agon


- From the home screen, have your mouse hover over events.
- Click on registration.



- You should see the intended events you have previously signed up for.

Intended Events (2)		Compliance (1)	Registration (1)	Scratch (0)	Closed (0)
DATE	↑↓	EVENT NAME		↑↓	REGION
10/15/2024		State Golf Tournament-			
11/09/2024		State Bowling Tournament - Fun Spot-			

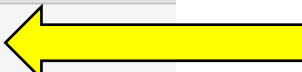
- Click on the registration tab.



Intended Events (2)		Compliance (1)	Registration (1)	Scratch (0)	Closed (0)	
DATE	↑↓	EVENT NAME		↑↓	REGION	↑↓
10/15/2024		State Golf Tournament-				

- Click on the event you want to register local program volunteers.

DATE	↑↓	EVENT NAME		↑↓	RI
10/15/2024		State Golf Tournament-			




- A list of volunteers will show up on your screen – these volunteers are the ones that were entered during the compliance phase.
- It is time to enter more specific information about each volunteer.
- At the right of each volunteer is the edit button – please click on that button.




ROLE	STATUS	SPORT	EVENT NAME	LEVEL	ACTIONS
Partner	■	Golf			 



- On your screen you will see:

VOLUNTEER NAME - HERE

Role * **Sport *** **Event *** **Level *** 

- Make sure the role is correct. 
- Make sure the sport is correct. 
- Using the drop-down menu, select the event. 
 - Example: 18 Hole Alternate Shot.
 - Example: 9 Hole Alternate Shot.

- Click the save button.



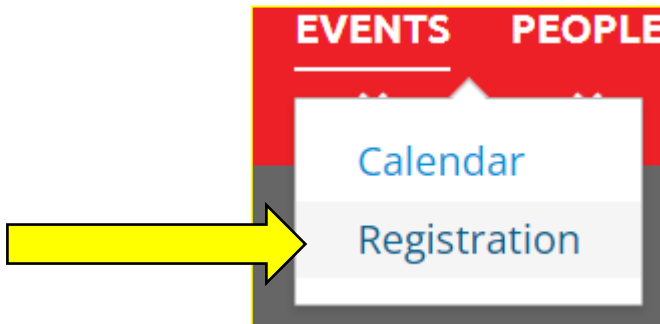
- Continue this process for every volunteer.

Registration- Event- Meals

To register Local Program meals for an event

Login to Agon


- From the home screen, have your mouse hover over events.
- Click on registration.



- You should see the intended events you have previously signed up for.

Intended Events (2)		Compliance (1)	Registration (1)	Scratch (0)	Closed (0)
DATE	↑↓	EVENT NAME		↑↓	REGION
10/15/2024		State Golf Tournament-			
11/09/2024		State Bowling Tournament - Fun Spot-			

- Click on the registration tab.

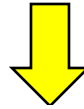


Intended Events (2)		Compliance (1)	Registration (1)	Scratch (0)	Closed (0)	
DATE	↑↓	EVENT NAME		↑↓	REGION	↑↓
10/15/2024		State Golf Tournament-				

- Click on the event you want to register meals for.

DATE	↑↓	EVENT NAME		↑↓	RI
10/15/2024		State Golf Tournament-			

- From the registration screen, click on the meals tab.

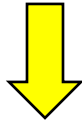


Athletes (16) LPVS (18) Practices (0) Rooming (0) Meals (0) Exceptions (4)

View **INDIVIDUALS** TEAMS

LAST NAME	FIRST NAME	STATUS	SPORT	EVENT
-----------	------------	--------	-------	-------

- This will come up on your screen:



Meals

NUMBER OF MEALS

2

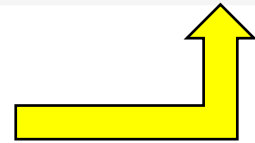
NOTES

1 vegan

CANCEL

SAVE

DAY	MEALS	NUMBER	NOTES	ACTIONS
Friday	Lunch	6	1 gluten free	
Friday	Dinner	0		
Saturday	Breakfast	0		
Saturday	Lunch	0		
Saturday	Dinner	0		



- Click on the edit button under action for each day and meal.
- Enter the number of meals and add any necessary details to the notes field on the left.
 - Notes might include dietary needs – gluten free, dairy free, etc.
 - You can also indicate where you need the meals sent examples might be the pool, barn.
- When you are finished entering all the meals required, click the save button.



Meals

NUMBER OF MEALS

2

NOTES

1 vegan

CANCEL

SAVE

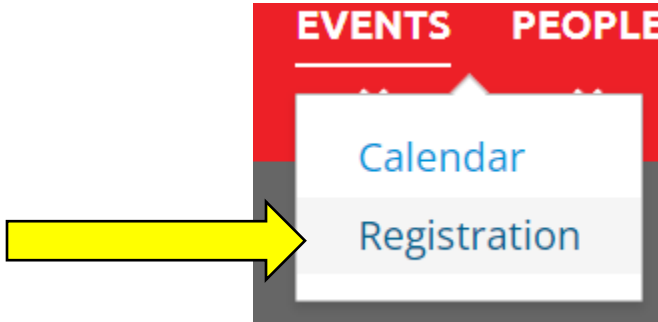


Registration- Event- Rooms

To register a Local Program room(s) for an event.

Login to Agon


- From the home screen, have your mouse hover over events.
- Click on registration.



- You should see the intended events you have previously signed up for.

DATE	EVENT NAME	REGION
10/15/2024	State Golf Tournament-	
11/09/2024	State Bowling Tournament - Fun Spot-	

- Click on the registration tab.



DATE	EVENT NAME	REGION
10/15/2024	State Golf Tournament-	

- Click on the event you want to register rooms for

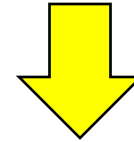
DATE	EVENT NAME	RI
10/15/2024	State Golf Tournament-	

- From the registration screen, click on the rooming tab.



[Athletes \(16\)](#)
[LPVS \(18\)](#)
[Practices \(0\)](#)
[Rooming \(0\)](#)
[Meals \(0\)](#)
[Exceptions \(3\)](#)

- On the rooming tab you will see:



ADD ROOM

[Rooming \(0\)](#)
[Meals \(0\)](#)
[Exceptions \(3\)](#)

UNASSIGNED						
LAST NAME	FIRST NAME	ROLE	STATUS	GENDER	DOB	
Ratoc	Dilav	Partner	■			

- Click the blue add room button.
- From there you will see

Add/Edit Room

MAX OCCUPANTS

OCCUPANTS

0

DATES

Add People

UNASSIGNED PEOPLE					
LAST NAME	FIRST NAME	STATUS	ROLE	ACTIONS	
Ratoc	Dilav	■	Partner	+	

ROOM OCCUPANTS

- Click the **BLUE +** sign to include everyone in the first room. Occupants will move to the right column.

Add/Edit Room

MAX OCCUPANTS

4

OCCUPANTS

2

DATES

Friday

Saturday

Add People

UNASSIGNED PEOPLE					
LAST NAME	FIRST NAME	STATUS	ROLE	ACTIONS	
[REDACTED]	[REDACTED]	■	Head Coach	+	
[REDACTED]	[REDACTED]	■	Head Coach	+	
[REDACTED]	[REDACTED]	■	Head Coach	+	
[REDACTED]	[REDACTED]	■	Athlete	+	

ROOM OCCUPANTS					
LAST NAME	FIRST NAME	STATUS	ROLE	ACTIONS	
[REDACTED]	[REDACTED]	■	Head Coach	✕	
[REDACTED]	[REDACTED]	■	Athlete	✕	

CANCEL **SAVE**

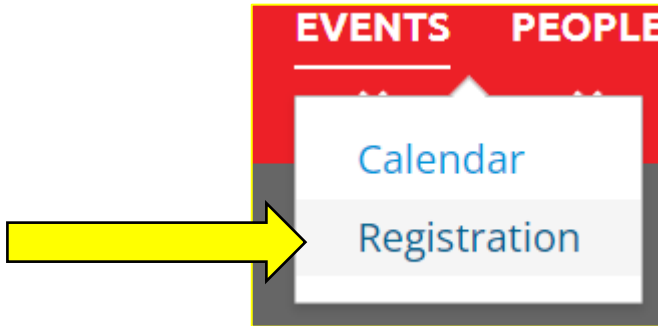
- When the room has reached the maximum number of occupants – click save.
- Repeat this process for all the rooms you will need.

Registration- Events- Exceptions

To check Local Program exceptions for an event.

Login to Agon

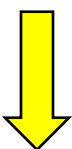
- From the home screen, have your mouse hover over events.
- Click on registration.



- You should see the intended events you have previously signed up for.

Intended Events (2)	Compliance (1)	Registration (1)	Scratch (0)	Closed (0)
DATE	↑↓	EVENT NAME	↑↓	REGION
10/15/2024		State Golf Tournament-		
11/09/2024		State Bowling Tournament - Fun Spot-		

- Click on the registration tab.

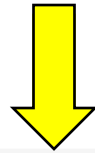


Intended Events (2)	Compliance (1)	Registration (1)	Scratch (0)	Closed (0)	
DATE	↑↓	EVENT NAME	↑↓	REGION	↑↓
10/15/2024		State Golf Tournament-			

- Click on the event you want to check the exceptions for.

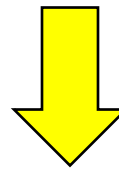
DATE	↑↓	EVENT NAME	↑↓	RI
10/15/2024		State Golf Tournament-		

- From the registration screen, click on the exceptions tab.



Athletes (16)	LPVS (18)	Practices (0)	Rooming (0)	Meals (0)	Exceptions (3)
----------------------	-----------	---------------	-------------	-----------	----------------

- From the exceptions tab you will see what is needed from your local program athletes and volunteers before they can participate in their registered event(s).



Practices (0)	Rooming (0)	Meals (0)	Exceptions (3)
---------------	-------------	-----------	-----------------------

FIRST NAME	EXCEPTION
Earl	Need LPV Application; Need Background Check
Chris	Need application for participation. Application expired
Ed	Need LPV Application; Need Protective Behaviors; Need Background Check

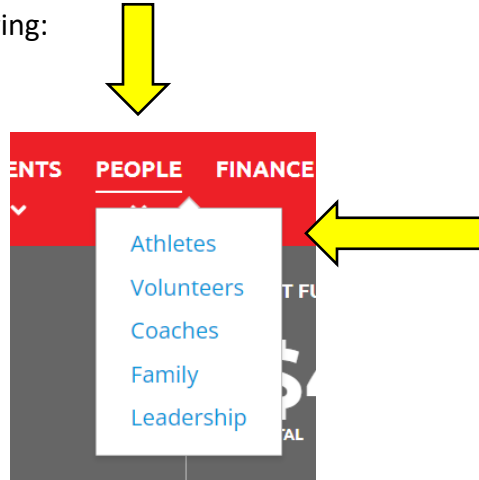
- All exceptions must be cleared before participation in any competition and/or activity.

People

People- Athlete

Login to Agon

- From the home screen, have your mouse hover over people – located in the red banner.
- You will see the following:



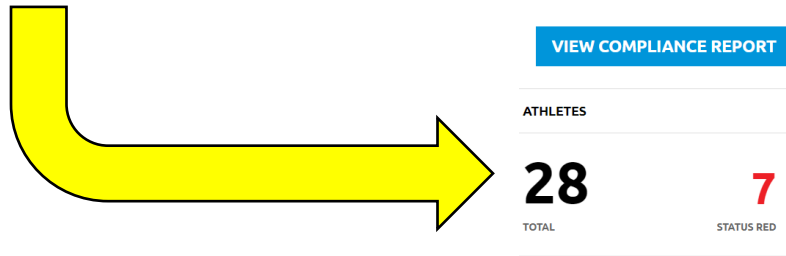
- Click on the Athletes button.
- It will bring you to this screen.

A screenshot of the 'People Athletes' screen. The header shows 'People Athletes' on the left and navigation links for 'Athletes', 'Volunteers', 'Coaches', 'Family', and 'Leadership' on the right. Below the header is a search bar and a 'VIEW COMPLIANCE REPORT' button. The main content area features a table of athletes with columns for ID, LAST NAME, FIRST NAME, GENDER, DOB, EXPIRATION DATE, STATUS, PRIMARY, and ACTIONS. To the right of the table is a summary card for 'ATHLETES' showing a total of 29 and 12 in red status. Below that is a 'SPORTS' section with a bar chart showing counts for 'Bowling - candlepin' (19) and 'Athletics' (17).

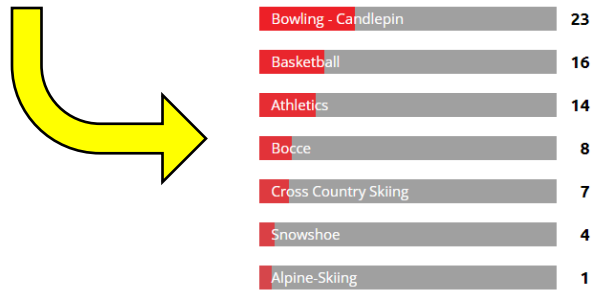
ID	LAST NAME	FIRST NAME	GENDER	DOB	EXPIRATION DATE	STATUS	PRIMARY	ACTIONS
200600286	[REDACTED]	J [REDACTED]	Male	02/1 [REDACTED]	08/11/2024	Red	YES	View
300073398	[REDACTED]	K [REDACTED]	Male	08/ [REDACTED]	02/25/2027	Green	YES	View
200631930	[REDACTED]	K [REDACTED]	Female	06/ [REDACTED]	08/01/2024	Red	YES	View
200604879	[REDACTED]	B [REDACTED]	Male	07/ [REDACTED]	02/01/2026	Green	YES	View
200600094	[REDACTED]	R [REDACTED]	Male	11/ [REDACTED]	09/23/2024	Yellow	YES	View
200601707	[REDACTED]	W [REDACTED]	Male	02/ [REDACTED]	08/28/2026	Green	YES	View
200623880	Coyne	D [REDACTED]	Male	12/ [REDACTED]	11/27/2026	Green	YES	View

- From the screen above you can see:
 - Athlete compliance for your entire team.

- Number of athletes on your team and the number whose status is red.



- Sports team is involved in.



- You can also - View Compliance Report

A yellow arrow points from the text above to a blue button labeled 'VIEW COMPLIANCE REPORT' on a navigation bar. The navigation bar includes 'Athletes', 'Volunteers', 'Coaches', 'Family', and 'Leadership'.

- From the Compliance Report screen you can see:
 - All athlete's compliance – grouped by color of compliance.
 - Red
 - Yellow
 - Green

People Athletes

PRINT COMPLIANCE REPORT

Status: EXPIRED ■

LAST NAME	FIRST NAME	AGE	EXPIRATION DATE	STATUS	NOTES
B [REDACTED]	J [REDACTED]	32	08/11/2024	■	
C [REDACTED]	K [REDACTED]	34	08/01/2024	■	2024-04: Missing pages 3-5.

Status: **EXPIRING IN 6 MONTHS** ■

LAST NAME	FIRST NAME	AGE	EXPIRATION DATE	STATUS	NOTES
D [REDACTED]	E [REDACTED]	36	11/28/2024	■	
L [REDACTED]	P [REDACTED]	34	02/06/2025	■	
P [REDACTED]	J [REDACTED]	36	11/17/2024	■	

Status: **COMPLIANT** ■

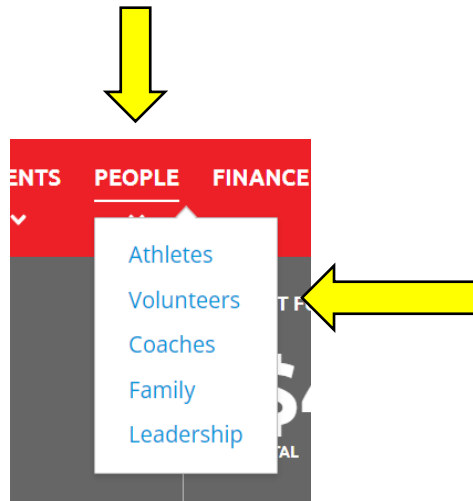
LAST NAME	FIRST NAME	AGE	EXPIRATION DATE	STATUS
B [REDACTED]	K [REDACTED]	22	02/25/2027	■
C [REDACTED]	B [REDACTED]	27	02/01/2026	■

- You could use this screen to help determine where athlete compliance stands, who needs to update their information, and is all set to compete.
- You can also let SONH know if an athlete needs to be removed from the roster.

People- Volunteers

Login to Agon

- From the home screen, have your mouse hover over people – located in the red banner.
- You will see the following:



- Click on the Volunteers button.
- It will bring you to this screen.



SHOW 10 ENTRIES SEARCH:

ID	LAST NAME	FIRST NAME	GENDER	DOB	EXPIRATION DATE	STATUS	ACTIONS
300073397	[REDACTED]	[REDACTED]	Female	[REDACTED]	05/14/2027	■	View
200629124	[REDACTED]	[REDACTED]	Female	[REDACTED]	01/06/2023	■	View
201041230	[REDACTED]	[REDACTED]	Female	[REDACTED]	01/03/2023	■	View
201051096	[REDACTED]	[REDACTED]	Female	[REDACTED]	01/26/2026	■	View

[VIEW COMPLIANCE REPORT](#)

VOLUNTEERS

32 TOTAL

19 STATUS RED

- From the screen above you can see:
 - Volunteer compliance for all registered volunteers.
 - Number of volunteers on your team and the number whose status is red.

- You can also - View Compliance Report



SHOW 10 ENTRIES SEARCH:

ID	LAST NAME	FIRST NAME	GENDER	DOB	EXPIRATION DATE	STATUS	ACTIONS
300073397	[REDACTED]	[REDACTED]		[REDACTED]	05/14/2027	■	View

[VIEW COMPLIANCE REPORT](#)

VOLUNTEERS

- From the Compliance Report screen you can see:
 - All volunteer's compliance – grouped by color of compliance.
 - Red
 - Yellow
 - Green

PRINT COMPLIANCE REPORT

Status: **EXPIRED** ■

LAST NAME	FIRST NAME	AGE	APPLICATION EXP. DATE	BACKGROUND CHECK EXP. DATE	PROTECTIVE BEHAVIORS EXP. DATE	PARTNER	NOTES
[REDACTED]	[REDACTED]	20	01/04/2023	01/01/1903	--	Volunteer	
[REDACTED]	[REDACTED]	20	03/04/2023	01/01/1903	--	Volunteer	

Status: **EXPIRING IN 6 MONTHS** ■

LAST NAME	FIRST NAME	AGE	APPLICATION EXP. DATE	BACKGROUND CHECK EXP. DATE	PROTECTIVE BEHAVIORS EXP. DATE	PARTNER	NOTES
[REDACTED]	[REDACTED]	75	11/14/2024	11/14/2024	10/25/2024	Volunteer	
[REDACTED]	[REDACTED]	72	11/14/2024	10/26/2024	10/25/2024	Volunteer	
[REDACTED]	[REDACTED]	58	03/01/2025	03/01/2025	03/01/2025	Volunteer	

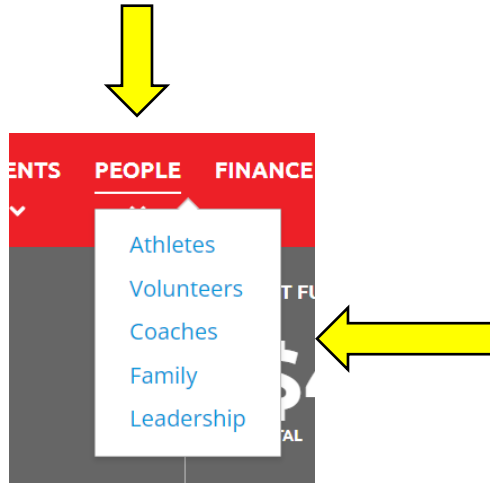
Status: **COMPLIANT** ■

LAST NAME	FIRST NAME	AGE	APPLICATION EXP. DATE	BACKGROUND CHECK EXP. DATE	PROTECTIVE BEHAVIORS EXP. DATE	PARTNER	NOTES
[REDACTED]	[REDACTED]	29	07/27/2027	07/09/2027	07/27/2027	Volunteer	
[REDACTED]	[REDACTED]	55	04/20/2025	05/09/2025	05/04/2025	Partner	
[REDACTED]	[REDACTED]	28	06/25/2025	08/02/2025	07/21/2025	Partner	

People- Coaches

Login to Agon

- From the home screen, have your mouse hover over people – located in the red banner.
- You will see the following:



- Click on the Coaches button.
- It will bring you to this screen.



The image shows a blue button labeled 'VIEW COMPLIANCE REPORT' and a table with the following data:

ID	LAST NAME	FIRST NAME	GENDER	DOB	EXPIRATION DATE	RANK	SPORTS	STATUS	ACTIONS
300073397	[REDACTED]	[REDACTED]	Female	[REDACTED]	05/14/2027	In Training		■	View
201051096	[REDACTED]	[REDACTED]	Female	[REDACTED]	01/26/2026	Coach		■	View

- From the screen above you can see:
 - Coach compliance for all registered coaches.
- You can also - View Compliance Report



The image shows a blue button labeled 'VIEW COMPLIANCE REPORT' and a table with the following data:

ID	LAST NAME	FIRST NAME	GENDER	DOB	EXPIRATION DATE	RANK	SPORTS	STATUS	ACTIONS
300073397	[REDACTED]	[REDACTED]	Female	[REDACTED]	05/14/2027	In Training		■	View

- From the Compliance Report screen you can see:

- All coach's compliance – grouped by color of compliance.
 - Red
 - Yellow
 - Green

PRINT COMPLIANCE REPORT

Status: **EXPIRED** ■

LAST NAME	FIRST NAME	AGE	FOUNDATION EXP. DATE	CONCUSSION EXP. DATE	SPORT EXP. DATE	SPORTS	RANK	STATUS
		38	01/07/2023	--	01/13/2023		Coach	■
		73	01/03/2023	--	01/08/2023		Coach	■
		38	01/21/2027	--	01/01/1903		In Training	■

Status: **EXPIRING IN 6 MONTHS** ■

LAST NAME	FIRST NAME	AGE	FOUNDATION EXP. DATE	CONCUSSION EXP. DATE	SPORT EXP. DATE	SPORTS	RANK	STATUS
		75	10/25/2024	--	11/14/2024		Coach	■
		72	10/25/2024	--	10/26/2024		Coach	■

Status: **COMPLIANT** ■

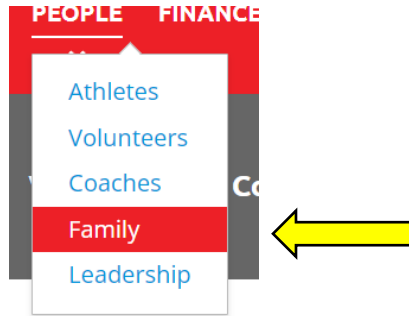
LAST NAME	FIRST NAME	AGE	FOUNDATION EXP. DATE	CONCUSSION EXP. DATE	SPORT EXP. DATE	SPORTS	RANK	STATUS
		46	05/14/2027	05/14/2027	05/22/2027		In Training	■
		124	05/23/2026	04/19/2025	05/22/2026		Coach	■

- You could use this screen to help determine where coach compliance stands, who needs to update their information, and who is all set to coach.
- You can also let SONH know if a coach needs to be removed from the roster.

People- Family

Login to Agon

- From the home screen, have your mouse hover over people – located in the red banner.
- You will see the following:



- Click on Family
- The following screen will come up:

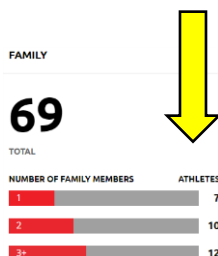
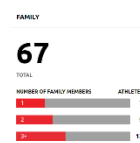


A screenshot of the 'Family' page. At the top left, there is a 'SHOW 10 ENTRIES' dropdown and a 'SEARCH:' input field. Below is a table with columns: 'ID', 'LAST NAME', 'FIRST NAME', 'RELATED ATHLETE', and 'ACTIONS'. The table contains six rows of data, with the names redacted by a black box. To the right of the table is a 'FAMILY' summary section. It shows a large number '69' for 'TOTAL'. Below that is a bar chart titled 'NUMBER OF FAMILY MEMBERS' and 'ATHLETES' with three categories: '1' (7 athletes), '2' (10 athletes), and '3+' (12 athletes). A yellow arrow points to the table.

- From the screen above you can see:
 - Every family member and which athlete they are related to for your entire team.

- Number of family members related to your team.


- Number of family members for each athlete.



In this example, 7 athletes have 1 family member registered, 10 have 2 family members registered, and 12 have 3 or more family members registered.

- If you click the blue view button to the right of an individual

ID	LAST NAME	FIRST NAME	RELATED ATHLETE	ACTIONS
200619437	[REDACTED]	[REDACTED]	[REDACTED]	View



- You will get the family member detail screen – on the right side of your screen.

FAMILY MEMBER DETAIL

De [REDACTED]

RELATION OF
[REDACTED]

GENDER
Female

DATE OF BIRTH
0 [REDACTED]

T-SHIRT SIZE
L

ADDRESS
[REDACTED]

HOME PHONE
(603) [REDACTED]

CELL PHONE
(603) [REDACTED]

EMAIL
[REDACTED].com

COMPANY NAME
SO New Hampshire

COMPANY ADDRESS
PO Box 3598
Concord, NH 03302

JOB TITLE

- This is contact information given when SONH applications are processed.

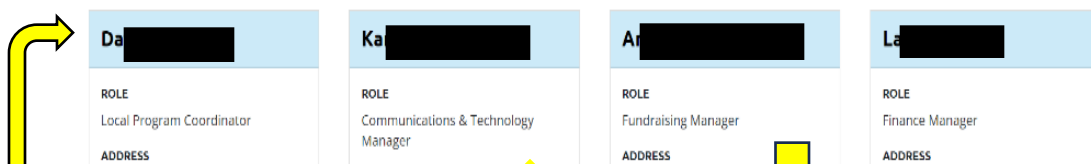
People- Leadership

Login to Agon

- From the home screen, have your mouse hover over people – located in the red banner.
- You will see the following:

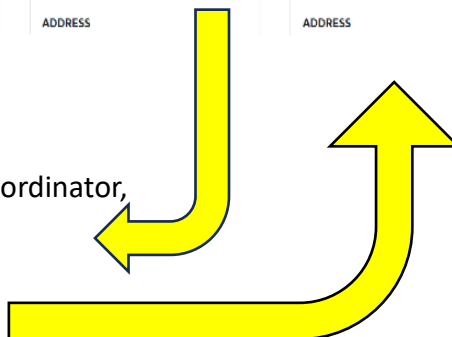


- Click on Leadership.
- The following screen will come up.



From this screen you can see:

- Leadership Names
- Role – example: Local Program Coordinator, Fundraising Manager, etc.
- Personal Contact Information



Finance

Login to Agon

- From the home screen, have your mouse hover over finance – located in the red banner.



- Click on finance.
- The following screen will come up:

9.69

DATE START: 09/09/2023 DATE END: 09/09/2024 GO

SHOW 10 ENTRIES SEARCH:

DATE	DESCRIPTION	AMOUNT	BALANCE
10/23/2023	Blueberry Hill Design Works: Gift For Athletes - Bucket Hats	- \$600.00	\$15,239.67
10/26/2023	2023 State Track & Field Meet Assessment = \$0.00	+ \$0.00	\$15,239.67
10/26/2023	19 people x \$0.00 = \$0.00	+ \$0.00	\$15,239.67
10/26/2023	4 new athletes x (\$0.00) = (\$0.00)	+ \$0.00	\$15,239.67

From this screen you will be able to see:

- Balance – Total amount of funds available for your program.
- Financial transactions

- Amount of each transaction
- Running balance

- Changing the date range will allow you to see multiple years of financial information.

Contact

Login to Agon

- From the home screen, have your mouse hover over contact – located in the red banner.



- Click on contact.
- The following screen will come up:

Contact

EMAIL CONTACTS

SHOW 10 ENTRIES

SEARCH:

	LAST NAME	MI	FIRST NAME	ROLE	PHONE	EMAIL
<input type="checkbox"/>	C	M		Athlete	6033440419	@gmail.com
<input type="checkbox"/>	C	M		LPV	6033440423	.com

- From this screen you will see every person who is registered with your team.
 - First, middle, and last name.
 - Role – Athlete, Relative, Local Program Volunteer, etc.
 - Phone Number
 - Email Address
- You can use the search feature to quickly locate someone.



SHOW 10 ENTRIES

SEARCH:

Coyne

x

	LAST NAME	MI	FIRST NAME	ROLE	PHONE	EMAIL
<input type="checkbox"/>		M		Athlete		
<input type="checkbox"/>		M		LPV		
<input type="checkbox"/>		M		Athlete		
<input type="checkbox"/>				LPV		
<input type="checkbox"/>				Relative		

Webpage

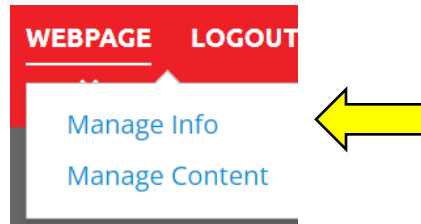
Webpage – Manage Info

Login to Agon

- From the home screen, have your mouse hover over webpage – located in the red banner.



- Click on manage info.



- When you click on Manage Info, your screen should look like:

Team Information

AGES SERVED	SPORTS OFFERED	TOWNS SERVED
<input type="checkbox"/> 2-5 <input type="checkbox"/> 6-7 <input type="checkbox"/> 8-11 <input type="checkbox"/> 12-15 <input type="checkbox"/> 16-21 <input checked="" type="checkbox"/> 22-29 <input checked="" type="checkbox"/> 30 AND OVER	<input checked="" type="checkbox"/> ALPINE-SKIING <input checked="" type="checkbox"/> ATHLETICS <input checked="" type="checkbox"/> BASKETBALL <input type="checkbox"/> BASKETBALL (MS) <input checked="" type="checkbox"/> BOCCE <input checked="" type="checkbox"/> BOWLING - CANDLEPIN <input type="checkbox"/> BOWLING - TEN PIN <input type="checkbox"/> CORNHOLE <input checked="" type="checkbox"/> CROSS COUNTRY SKIING <input type="checkbox"/> EQUESTRIAN <input type="checkbox"/> FITNESS <input type="checkbox"/> GOLF <input type="checkbox"/> OTHER <input type="checkbox"/> POWER LIFTING <input type="checkbox"/> SNOWBOARDING <input checked="" type="checkbox"/> SNOWSHOE <input type="checkbox"/> SOCCER	<input type="checkbox"/> 03043 - FRANCESTOWN <input type="checkbox"/> 03047 - GREENFIELD <input type="checkbox"/> 03071 - NEW IPSWICH <input type="checkbox"/> 03084 - TEMPLE <input type="checkbox"/> 03440 - ANTRIM <input type="checkbox"/> 03442 - BENNINGTON <input type="checkbox"/> 03444 - DUBLIN <input type="checkbox"/> 03449 - HANCOCK <input type="checkbox"/> 03452 - JAFFREY <input type="checkbox"/> 03458 - PETERBOROUGH <input type="checkbox"/> 03461 - RINDGE
<input type="button" value="SAVE"/>		<input type="button" value="REMOVE SELECTED"/>

From this screen you can:

- Indicate the ages served by your local program.
- Indicate the sports offered by your local program.
- Indicate the towns served by your local program.

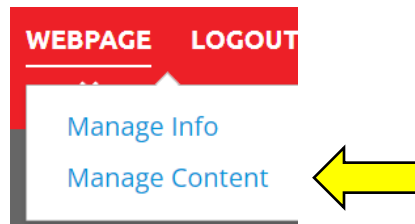
Webpage – Manage Content

Login to Agon

- From the home screen, have your mouse hover over webpage – located in the red banner.



- Click on manage content.



- When you click on Manage Content, your screen should look like:

- Home Page: Create a home page for your local program website.

A screenshot of a web editor interface. At the top left, a yellow arrow points down to the text 'Moradnock Valley Patriots'. Below this is a blue link 'View Page | Back to Agon'. A horizontal navigation bar contains 'Home Page' (highlighted in blue), 'Fundraising', 'Sports', 'Parent Info', 'Bulletin Board', and 'Get Involved'. The main content area is titled 'Home Page Content' and features a rich text editor with a toolbar (Paragraph, Bold, Italic, Bulleted List, Numbered List, Quote, Indent, Outdent, Link, Unlink, Table) and a 'Visual' tab. The text in the editor reads: 'Welcome to our website. This is your go to place for the latest information about our team.' To the right, under 'Featured Image', there is a 'Choose File' button and the text 'No file chosen'. A 'Text' tab is also visible.

Bulletin Board: List all notices and anything else appropriate for a bulletin board.

Monadnock Valley Patriots
[View page](#) | [Back to Agon](#)

Home Page Fundraising Sports Parent Info **Bulletin Board** Get Involved

Bulletin Board Content

Visual Text

Choose File No file chosen

Paragraph B I [List] [List] [List] [List] [List] [List] [List] [List] [List] [List] [List] [List]

Create and display all messages to your team here.

Get Involved: List and explain any areas where volunteers and/or athlete could become involved in your local program.

Monadnock Valley Patriots
[View page](#) | [Back to Agon](#)

Home Page Fundraising Sports Parent Info Bulletin Board **Get Involved**

Get Involved Content

Visual Text

Choose File No file chosen

Paragraph B I [List] [List] [List] [List] [List] [List] [List] [List] [List] [List] [List] [List]

List ways athletes, families, friends, volunteers, everyone - can become involved in your local program.

- At the bottom of each tab there is a

Disable this Page Check box.
If you want the page to show on your website, unclick this box.

Fundraising Content

Paragraph B I [List] [List] [List] [List] [List] [List] [List] [List] [List] [List] [List] [List]

Bowl-A-Thon

When: Sunday, October 27th

Time: 1:00 pm until 3:00 pm

Where: Bowling Acres, Elm Street, Peterborough

P

Disable this Page

UPDATE

- When finished either creating or modifying your website,
 - a. click the red UPDATE button on the bottom left of the screen.

A screenshot of a website update form. At the top, there is a text input field containing the letter 'p'. Below it is a section titled "Disable this Page" with a checked checkbox. At the bottom left of this section is a red button labeled "UPDATE". A large yellow arrow points from the top of the page down to the "UPDATE" button. Below the "Disable this Page" section is a light beige box containing a "JOIN OUR" link and two input fields for "First Name" and "Last Name".

- An example of a completed website can be found [here](#).



- [Home](#)
- Sports**
 - [Alpine-Skiing](#)
 - [Athletics](#)
 - [Basketball](#)
 - [Bocce](#)
 - [Ten Pin Bowling](#)
 - [Golf](#)
 - [Snowboarding](#)
 - [Snowshoe](#)
 - [Sprint Triathlon](#)
 - [Swimming](#)
 - [Young Athletes Program](#)
- Fundraising**
- Parent Information**
- Bulletin Board**
- Get Involved**
- Contact Us**

Welcome!

Manchester Special Olympics is the largest program serving the greater Manchester area. We are comprised of hundreds of amazing athletes, volunteers, coaches, and supporters who help us grow access to sport, fitness, and social opportunities for children and adults with intellectual disabilities. We serve athletes as young as age 2, and they may continue to participate throughout their lives.

Manchester offers a handful of competitive sports opportunities throughout the year, in addition to several non-competitive events, social events, and athlete training sessions, such as Global Messenger Training, and The Derryfield School Day of Inclusion. In 2023, Manchester Special Olympics had four athletes represent the program at SONH's annual leadership week, where they participated in speech planning, writing, and refining their public speaking skills.

Please take a look at our website to learn more about our team, what we offer, and to see the work that we do.

Be sure to also check out the Special Olympics [NH Flickr page](#) to get see photos and get a glimpse into the events and