

# Aspen Athletic Registration Workflow – Instructions for Parents

**BEFORE** you start the workflow read the [Athletics Handbook](#) **AND** you and your child must take the [NFHS Concussion Course](#). (click for links)

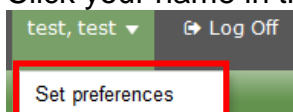
**\*\*\*ONE PARENT/GUARDIAN REGISTERS A CHILD ONCE FOR A SPORT \*\*\***

## Log into Aspen

### STEP 1 – Set Preferences – 1 time set up

*\*You only need to set these preferences once\**

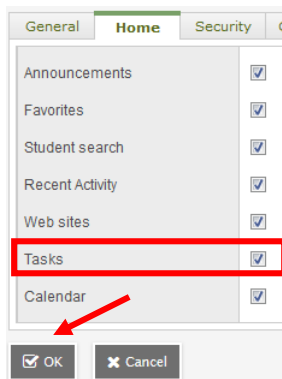
Click your name in the top right corner and click on Set Preferences



Click on the Home tab



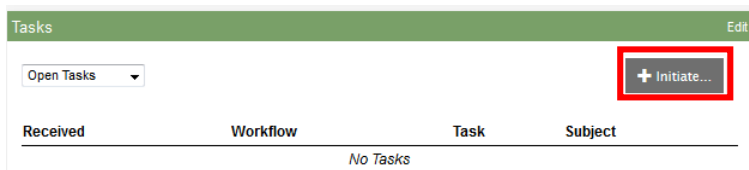
Make sure Tasks is checked off. Click OK



### STEP 2 – Initiate Workflow

Find the Tasks Widget on the right side of the page.

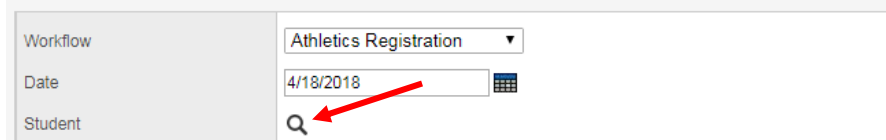
**Click Initiate.**



If the workflow isn't already selected, click on the drop down menu to select **Athletics Registration**. Click on the **Magnifying Glass** to select your child.

Initiate Workflow: Workflow Selection

Step 1 of 3



Select your child from the list (even if only 1 is listed) and click OK

- The list only shows students in grades 8-12+ that are enrolled at CMS or NHS

	Name	YOG	Homeroom
<input checked="" type="radio"/>	Test, Three	2022	
<input type="radio"/>	test3, test3	2020	

OK  Cancel

Click **Next** at the bottom of the workflow window.

### STEP 3 – REGISTER FOR ATHLETICS

The workflow opens. You can't change Program Code, Start Date, or End Date

Athletics Registration Details for test3, test3

**Athletics Registration - You may register for 1 sport per season only**

Program Code	Athletics	×
Sport *	<input type="text"/>	✓
Start Date	9/1/2018	×
End Date	6/30/2019	×

Enter the Sport that you are registering for:

*Hover over the Sport name to see the full information*

You will only see the sports available for the registration window.

- F = Fall, W = Winter, S = Spring
- B = Boys, G = Girls

Program Code	Athletics
Sport *	<input type="text"/>
Start Date	
End Date	

- F B Cross Country
- F B Soccer
- F Cheerleading
- F Field Hockey
- F Football
- F G Cross Country
- F G Soccer
- F G Volleyball
- F Golf

Fall Boys Cross Country

Read through the Fee information.

- **Submit Payment separately**

**Athletic Fee Information**

I understand that participating in certain activities within the Norwood Public School System often requires a fee to be paid by the users; interscholastic athletics at Norwood High School is one of these activities. The fee must be paid before the student-athlete receives a uniform to participate in interscholastic athletic contests. **User fee is \$200 per season with a family cap of \$800 for the school year.**

**Please send a check for the athletics fee with the student's name and sport on the memo line. Make checks out to The Town of Norwood (checks are deposited upon receipt).**

*Mail check to: Norwood High School, 245 Nichols Street Norwood MA, 02062 Attn: Athletics OR drop it off at the Norwood High School Athletics office*

It is the goal of the Athletic Department to include all students in the Athletic Program regardless of their financial situation. No student athlete will be denied the opportunity to participate due to financial hardship. Any student-athlete or parent(s) with concerns regarding the fee for athletic participation should contact the Athletic Director at 781-352-3529 or [jljongley@norwood.k12.ma.us](mailto:jljongley@norwood.k12.ma.us).

Read through the Medical Consent, Recent Physical, & Athletics Handbook Information.

- **Enter the date of your child's most recent physical**

**Medical Consent**

Participation in athletics carries with it the risk of injury, which in some circumstances can be serious. Norwood High School will not be responsible for injuries sustained during practice, athletic contests, or traveling to and from school, practice or athletic facilities.

I am aware that the Norwood High School Athletic Department has a licensed/certified athletic trainer (Gillian Richard, LATC) on staff. In the event an athletic injury should occur, I give permission for my son/daughter to be evaluated and receive any follow up care necessary to facilitate a safe return to participation.

**In the event that I cannot be reached during a medical emergency, I authorize my son/daughter to receive medical attention from a licensed physician.**



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**Recent Physical**

I understand that in order to participate in athletics at Norwood High School my son/daughter must obtain a medical examination clearing them to participate. Each examination is valid for 13 months after it has been administered.

**A copy of the exam must be turned in to the Athletic Department and will be kept on record in the School Nurse's Office.**

Enter the date of your child's most recent physical.

Physical Date \*   

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**Athletics Handbook**

I have reviewed the Norwood High School Athletic Handbook found online at: [NHS Athletic Handbook](#) . I realize I am responsible to abide by the rules set forth in this handbook along with rules of the Massachusetts Interscholastic Athletic Association (MIAA) and the Norwood High Student Handbook.

Read through the Head Injury/Concussion Information.

- **Click the link to NFHS Concussion Course – complete the course online**

**Head Injury/Concussion**

State Law Regarding Concussions: This law requires that public schools, and in addition, any other school subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules make sure that student athletes and their parents, coaches, athletic directors, school nurses and physicians and others learn about the consequences of head injuries and concussions through training programs and written materials. The law requires that athletes and their parents inform their coaches about prior head injuries at the beginning of the season. If a student athlete becomes unconscious or suffers a known or suspected concussion during a game or practice, the law mandates removing the student from play or practice, and requires written certification from a licensed medical practitioner for "return to play".

The law also prohibits coaches, trainers and others from encouraging or permitting a student athlete to use sports equipment as a weapon or to engage in sports techniques that unreasonably endanger the health and safety of him/herself or other players, such as helmet to helmet hits.

**In order to participate in the interscholastic athletic program: All athletes and parents must take and pass an online concussion course at: [NFHS Concussion Course](#)**

Once the course has been completed, **sign off that the parent & student** have taken the course, **OR** let us know that you need translation assistance.

**Check EITHER the First 2 Concussion Course boxes below, OR the Third Concussion Course box**

By checking this box, I am electronically signing that I (parent/guardian) have taken and passed the free online concussion course from NFHS.

Concussion Course Parent

By checking this box, I am electronically signing that my child has taken and passed the free online concussion course from NFHS.

Concussion Course Student

**I/We need translation assistance to complete the free online concussion course.**

Concussion Course Translation

Complete the Head Injury/Concussion History section.

**Head Injury/Concussion History**

Has student ever experienced a traumatic head injury (blow to the head)?

Traumatic Head Injury

Has student ever received medical attention for head injury?

Medical Attention Head Injury

Was student diagnosed with a concussion?

Concussion Diagnosis

If yes to ANY of the above, please list dates (month/year), and the circumstances.

Head Injury/Concussion Diagnosis Dates

If the student has been diagnosed with a concussion, please explain the duration of symptoms (such as headache, difficulty concentrating, fatigue) for the most recent concussion.


Concussion Diagnosis Comments

Enter **Today's Date** in the **Athletics Permission** field to give permission for your child to participate in Athletics and register them for the sport.

Click **Next**

**Athletics Parent Permission**

By entering today's date below, as the parent/legal guardian, I agree to all terms above and herewith give permission for my child to participate in athletics at Norwood High School for the current academic school year.

Athletics Permission \*  

← Previous **Next →** Finish Cancel

A confirmation screen pops up, click Finish at the bottom

← Previous Next → **Finish** Cancel

## How do I know if I did it right?

There isn't an email confirmation, but you can see the Registration by changing your Tasks dropdown to Closed Tasks.

Tasks

Closed Tasks + Initiate...

Received	Workflow	Task	Subject	Outcome	Date Closed
4/18/2018 2:51 PM	<a href="#">Athletics Registration</a>	Get Registration Info	test3, test3	Submit	4/18/2018

[1 - 1 of 1]

Once you submit the workflow, the Athletics Department completes registration.

- If you need to change sports, contact the Athletics department.
- **DO NOT FILL OUT ANOTHER WORKFLOW.**

Once the Registration is completed by the Athletics Department, you can see the information in the Portal. Click on the Family top tab > Programs side tab.

Change the Field set to Athletics

	Program	Sport	Start	End	AthPerm	PhysicalDate	ConcussionCrsP	ConcussionCrsS	ConcussionCrsTrs	THI	MedAttHI
<input type="checkbox"/>	<a href="#">Athletics</a>	F G Cross Country	9/1/2018	6/30/2019	4/18/2018	4/18/2018	Y	Y	N	N	N