

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](#) **AND** your child must take the [NFHS Implicit Bias Course](#). (click for links)

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

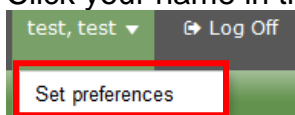
Log into Aspen

STEP 1 – Set Preferences – 1 time set up

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

If you have submitted Aspen Workflows before, you don't need to do this step

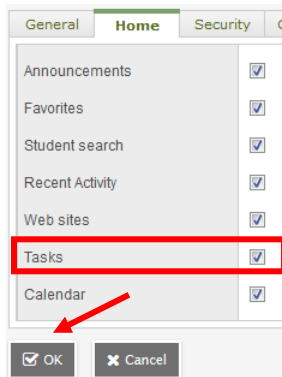
Click your name in the top right corner and click on Set Preferences



Click on the Home tab

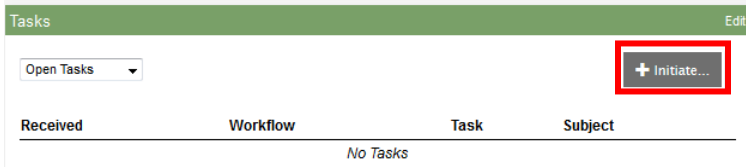


Make sure Tasks is checked off. Click OK

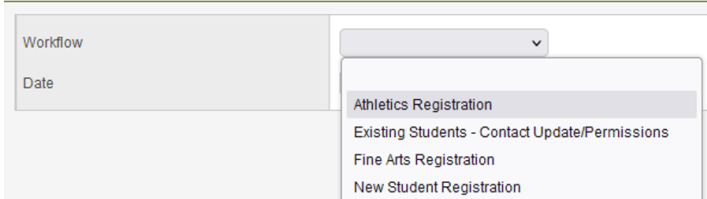


STEP 2 – Initiate Workflow

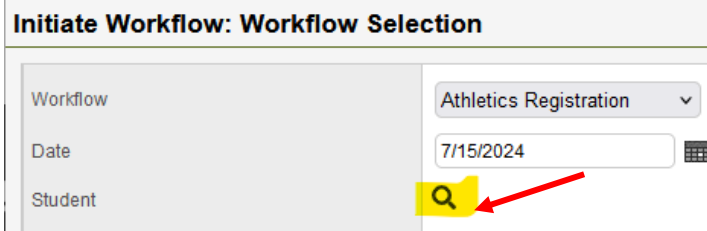
Find the Tasks Widget on the right side of the page.
Click Initiate.



Choose Athletics Registration from the dropdown list.
Initiate Workflow: Workflow Selection



Click on the **Magnifying Glass** to select your child.

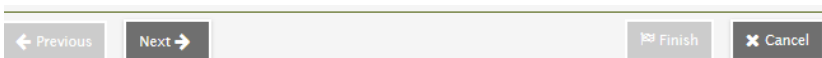


Select your child from the list (even if only 1 is listed) and click OK

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



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

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.

NEW: Pay your fee online! Please use UniPay if possible. [UniPay Online Payment](#)

If you are unable to use UniPay, you may 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 jlongley@norwood.k12.ma.us.

UniPay Page [UniPay Online Payment](#)

Click on the + next to the correct season and school of Athletics.

Pick the sport from the expanded menu.

Fill out the form and pay the fee.

Transactions

FINE ARTS	+
AP EXAMS	
BEFORE SCHOOL	
TECHNOLOGY	+
FALL ATHLETICS HS	+
MS ATHLETICS	+
LITTLE MUSTANGS	+
SPRING ATHLETICS HS	+
WINTER ATHLETICS HS	+

Welcome to Norwood Public Schools' Online Payment Center

Please note that except for K-6 students that live over 2 miles from school, registrations for bus passes are first-come, first-served. If buses are full, students will be waitlisted.

Please note:

The registration for Bus Transportation for Norwood Public Schools will be closed as of July 1st, 2024. Registration will open again October 1st, 2024.

For Paying Riders Only:

GRADES 1 THROUGH 12:

STUDENTS IN GRADES 1 THROUGH 12 WHO PLAN TO RIDE A BUS MUST REGISTER, including students eligible for town-provided (free) transportation.

STUDENTS IN GRADES 1-6 WHO LIVE MORE THAN 2 MILES FROM SCHOOL, AND ALL

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

- **Submit your child's most recent physical SEPARATELY**

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.

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.

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	<input type="checkbox"/>
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	<input type="checkbox"/>
If we need translation assistance to complete the free online concussion course.	
Concussion Course Translation	<input type="checkbox"/>

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	No ▾
Has student ever received medical attention for head injury?	
Medical Attention Head Injury	No ▾
Was student diagnosed with a concussion?	
Concussion Diagnosis	No ▾
If yes to ANY of the above, please list dates (month/year), and the circumstances.	
Head Injury/Concussion Diagnosis Dates	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>
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	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>

Read through the Implicit Bias Information.

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

Implicit Bias

Implicit biases are the automatic reactions we have toward other people based on our past learning and expectations. Studies show that Implicit Bias affects the experiences of students in school athletic and activity programs. The NFHS has partnered with Project Implicit to bring you this course, Implicit Bias. Studies support that there is a relationship between implicit bias and real-world behavior, which highlights the importance of being aware of and managing your bias. This course defines and illustrates examples of Implicit Bias and provides research on how it impacts our society.

In order to participate in the interscholastic athletic program: All athletes must take and pass an online implicit bias course at: [NFHS Implicit Bias Course](#)

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



Implicit Bias Course Student

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 *  

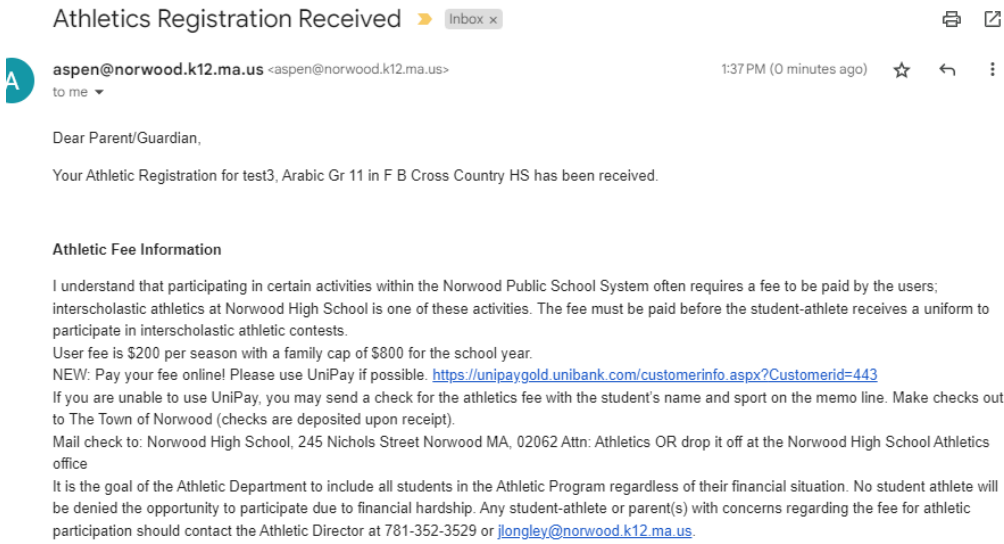
← Previous **Next →** Finish Cancel

A confirmation screen pops up, click **Finish** at the bottom

← Previous Next → **Finish** Cancel

How do I know if I did it right?

You will receive an email confirmation that lists the student and sport you registered for. The fee information is repeated in the email for your convenience.



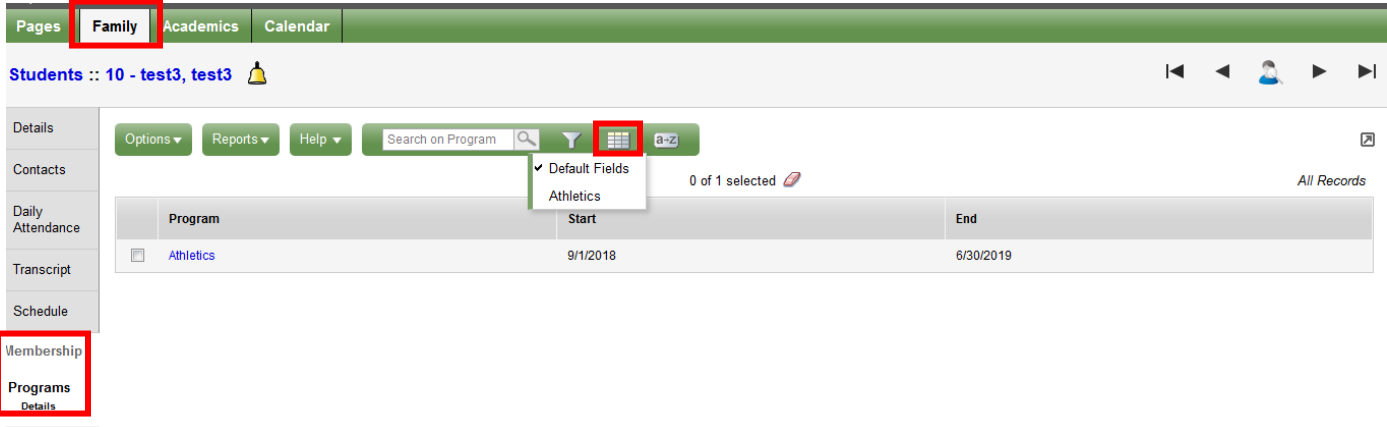
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Once you submit the workflow, the Athletics Department completes registration.

- 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	ConcussionCrS	ConcussionCrS	ConcussionCrS	THI	MedAttHI
<input type="checkbox"/>	Athletics	F G Cross Country	9/1/2018	6/30/2019	4/18/2018	4/18/2018	Y	Y	N	N	N	N