

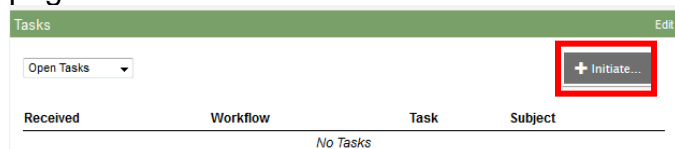
Aspen Athletic Registration Workflow – Instructions for Parents

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 *****

STEP 1 – Initiate Workflow

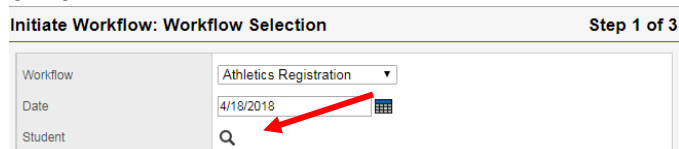
Find the Tasks Widget on the right side of the page. Click **Initiate**.



The screenshot shows a 'Tasks' widget with a dropdown menu set to 'Open Tasks' and a '+ Initiate...' button highlighted with a red box. Below the widget, there are columns for 'Received', 'Workflow', 'Task', and 'Subject', with 'No Tasks' listed under 'Task'.

Choose Athletics Registration from the dropdown list.

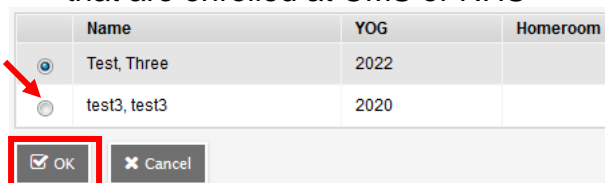
Click on the Magnifying Glass to select your child.



The screenshot shows the 'Initiate Workflow: Workflow Selection' window. The 'Workflow' dropdown is set to 'Athletics Registration'. The 'Date' field is set to '4/18/2018' with a calendar icon. A red arrow points to the magnifying glass icon next to the 'Student' search field.

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

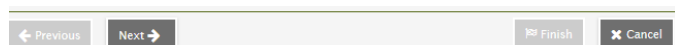
- The list only shows students in grades 8-12+ that are enrolled at CMS or NHS



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

Below the table are 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button.

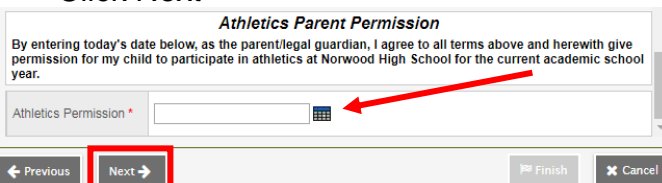
Click Next at the bottom of the workflow window



The screenshot shows navigation buttons: 'Previous', 'Next', 'Finish', and 'Cancel'. The 'Next' button is highlighted with a red box.

STEP 3 – Fill Out Registration Form

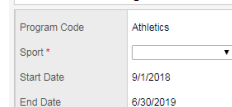
- Read through the Fee information
 - Submit Payment separately
- Read through the Medical Consent, Recent Physical, & Athletics Handbook Information
 - Submit Physical separately
- Read through the Head Injury/Concussion Information
- Click the link to NFHS Concussion Course
 - Complete the course online
- Sign off that the parent & student have taken the Concussion course, OR let us know that you need translation assistance.
- Complete the Head Injury/Concussion History section
- Read through the Implicit Bias Information.
- Click the link to NFHS Implicit Bias Course
 - Complete the course online
- 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



The screenshot shows the 'Athletics Parent Permission' form. It contains a text area with a disclaimer and a date field labeled 'Athletics Permission'. A red arrow points to the date field. Below the form are 'Previous', 'Next', 'Finish', and 'Cancel' buttons, with 'Next' highlighted.

STEP 2 – Pick a Sport

Athletics Registration Details for test3, test3
Athletics Registration - You may register for 1 sport per season only



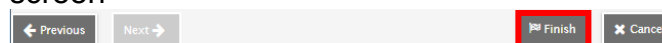
The screenshot shows the 'Athletics Registration Details' form. The 'Sport' dropdown is set to 'Athletics'. Other fields include 'Start Date' (9/1/2018) and 'End Date' (6/30/2019).

Pick the Sport that you are registering for
You will only see the sports available for the registration window.

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

STEP 4 – Finish & Confirm

Click Finish at the bottom of the confirmation screen



The screenshot shows navigation buttons: 'Previous', 'Next', 'Finish', and 'Cancel'. The 'Finish' button is highlighted with a red box.

How do I know if I did it right?

You will get an email confirmation that tells you the student's name and the sport you registered for.

**IF YOU NEED TO CHANGE SPORTS, CONTACT THE ATHLETICS DEPARTMENT.
DO NOT FILL OUT ANOTHER WORKFLOW.**