

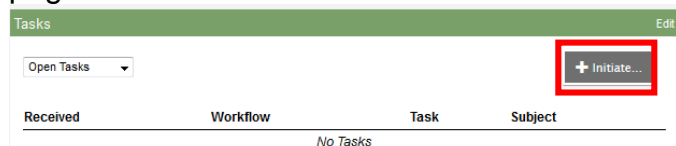
## Aspen Athletic Registration Workflow – Instructions for Parents

**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\*\*\***

### STEP 1 – Initiate Workflow

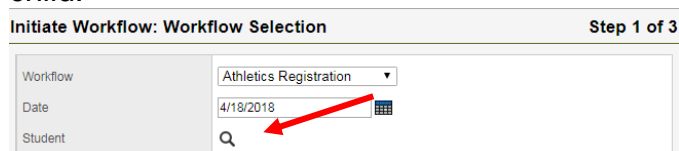
Find the Tasks Widget on the right side of the page. Click **Initiate**.



The screenshot shows a 'Tasks' widget with a dropdown menu set to 'Open Tasks'. A red box highlights the '+ Initiate...' button. Below the widget, there is a table with columns: Received, Workflow, Task, Subject. The 'Workflow' column shows 'No Tasks'.

If the workflow isn't already selected, click on the drop down menu to select Athletics Registration.

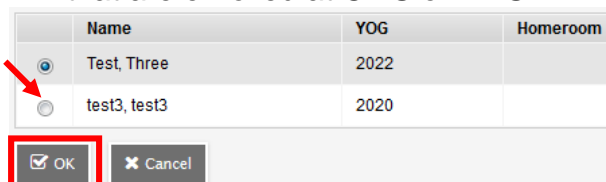
Click on the Magnifying Glass to select your child.



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

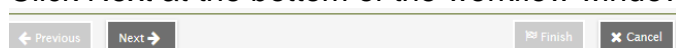
Select your child from the list (even if only 1 is listed) and click OK

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



The screenshot shows a table with columns: Name, YOG, Homeroom. The first row is 'Test, Three' with YOG '2022'. The second row is 'test3, test3' with YOG '2020'. A red arrow points to the 'OK' button at the bottom left.

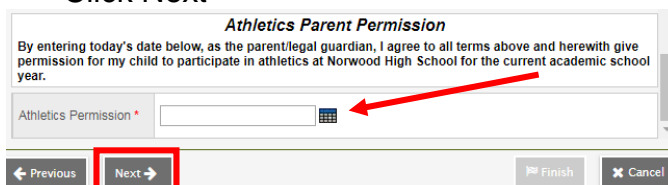
Click Next at the bottom of the workflow window



The screenshot shows the bottom of the workflow window with buttons for 'Previous', 'Next', 'Finish', and 'Cancel'. The 'Next' button is highlighted with a red box.

### STEP 3 – Fill Out Registration Form

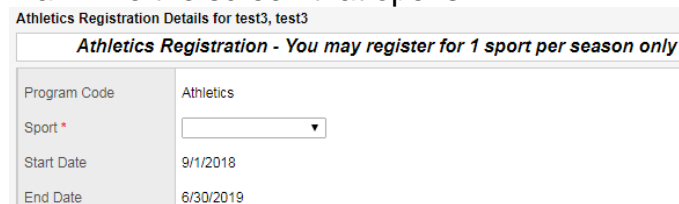
- Read through the Fee information
  - Submit Payment separately
- Read through the Medical Consent, Recent Physical, & Athletics Handbook Information
  - Enter the date of your child's most recent physical
- Read through the Head Injury/Concussion Information
- Click the link to NFHS Concussion Course
  - 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
- 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 includes a text area for the parent's signature and a date field. A red arrow points to the date field. At the bottom, there are buttons for 'Previous', 'Next', 'Finish', and 'Cancel'. The 'Next' button is highlighted with a red box.

### STEP 2 – Pick a Sport

Maximize the screen that opens.



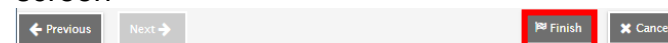
The screenshot shows the 'Athletics Registration Details for test3, test3' window. It includes a title bar, a subtitle 'Athletics Registration - You may register for 1 sport per season only', and a form with fields for Program Code, Sport, Start Date, and End Date. The 'Sport' dropdown menu is highlighted with a red box.

**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

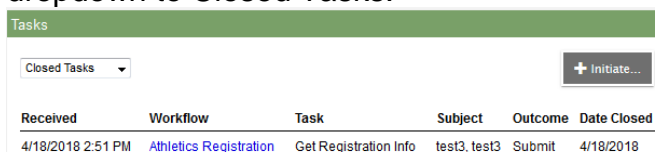
Click Finish at the bottom of the confirmation screen



The screenshot shows the bottom of the confirmation screen with buttons for 'Previous', 'Next', 'Finish', and 'Cancel'. The 'Finish' button is highlighted with a red box.

**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.



The screenshot shows the 'Tasks' widget with a dropdown menu set to 'Closed Tasks'. A red box highlights the '+ Initiate...' button. Below the widget, there is a table with columns: Received, Workflow, Task, Subject, Outcome, Date Closed. The 'Received' column shows '4/18/2018 2:51 PM'. The 'Workflow' column shows 'Athletics Registration'. The 'Task' column shows 'Get Registration Info'. The 'Subject' column shows 'test3, test3'. The 'Outcome' column shows 'Submit'. The 'Date Closed' column shows '4/18/2018'.

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