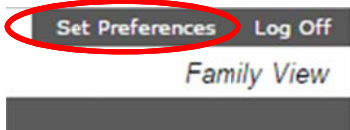


## Athletic Registration Workflow - Instructions for Parents (Updated 12/3/16)

### 1) Log into Aspen.

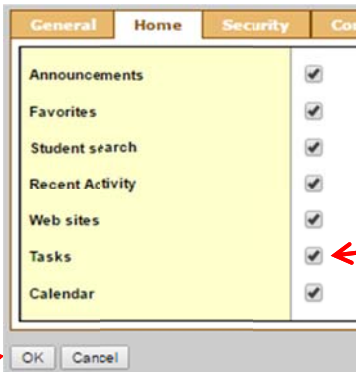
- Click "Set Preferences" on upper right



- Select the "Home" tab.



Make sure "Tasks" is clicked. Click OK.

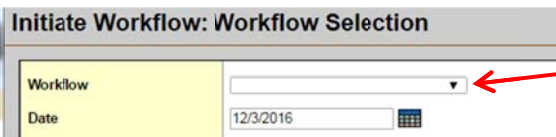


This is a one-time setting which will hold unless you change it.

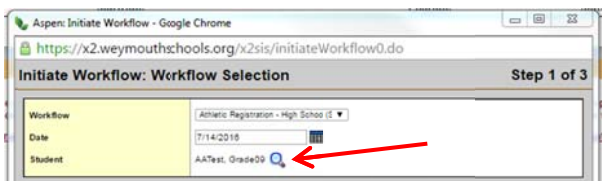
### 2) Find the Tasks widget on your Pages tab towards the bottom on the right. Click "Initiate."



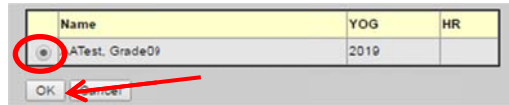
- Click the "Workflow" down arrow and select the workflow for the appropriate school.



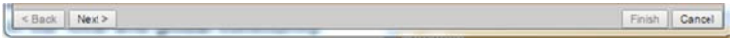
- Click the magnifying glass.



- Select the student from the picklist even if you only have one child in the schools. Click OK.

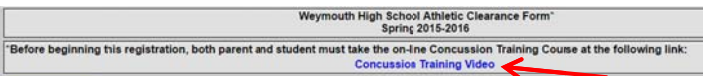


- Click Next



- Maximize the screen (not shown here.)

### Step 3) Read the instructions at the top of the form. Click the link called "Concussion Training Video."



- On the website, ignore the ad "Concussion in Sports." Instead, to start the course, scroll down and click the video link under "Course Details."



Once you've taken all sections of the course, you'll need to log back into Aspen, resume the registration process at step 2) of these instructions, and skip step 3) of these instructions.

### Step 4) Complete and submit the registration form.

- Read all documentation on the registration form and enter all required information.
- Click "Next" at bottom left of the form.
- Click "Finish" at bottom right of the form.

**\*\*\*High School Only\*\*\***

IF PAYING ONLINE FROM THE HOMEPAGE LINK:

- Enter the STUDENT NAME(S) where requested.
- Enter the payment amount.
- Click "Update."
- Select your method of payment on the right.
- Complete the form and submit your payment.
- Print the receipt for your records.