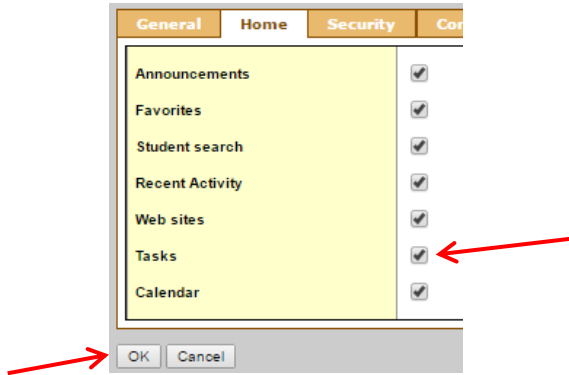1) Log into Aspen.
- Click on your name in the top right corner and choose "Set Preferences" on drop-down list
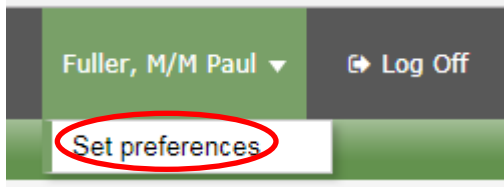
- Select the "Home" tab.

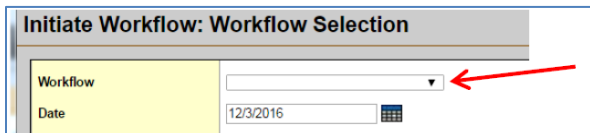Make sure "Tasks" is clicked. Click OK.

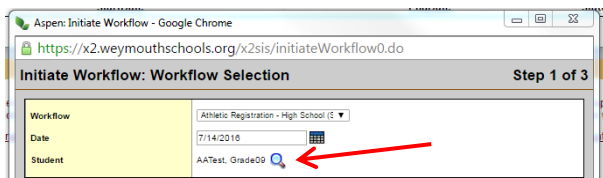This is a one-time setting, which will hold unless you change it.

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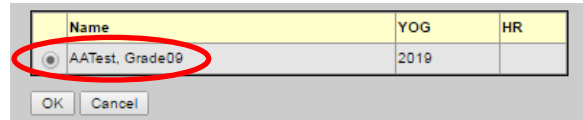

- Click the "Workflow" down arrow and select the workflow for the appropriate school.
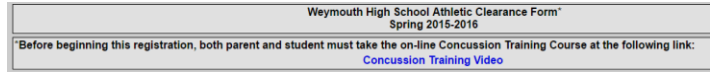

- Click the magnifying glass.

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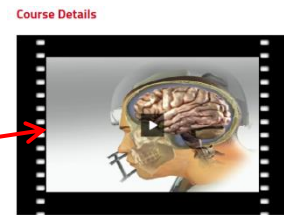

- Click Next

- 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 ASPEN HOMEPAGE LINK:
- Enter the STUDENT NAME 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.
- Payment can be made through PayPal, Credit or Debit card. You do not have to pay online (this has been set up only as a convenience. Checks are still also accepted.

Wondering if you did it right? There is no confirmation email, however, Aspen does show you if you have completed the process.

Go back to the "Tasks" widget. Click on the "Open Tasks" button and choose "Closed Tasks".
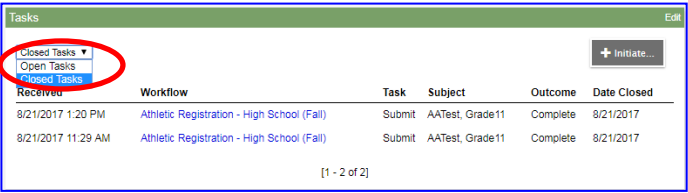
Your registration will show here. If it says "Pending", it is only because of payment information. If you are paying in person, it won't show complete until that is entered.

You can also look under the "Groups" top tab. You will see what sports they are in there.