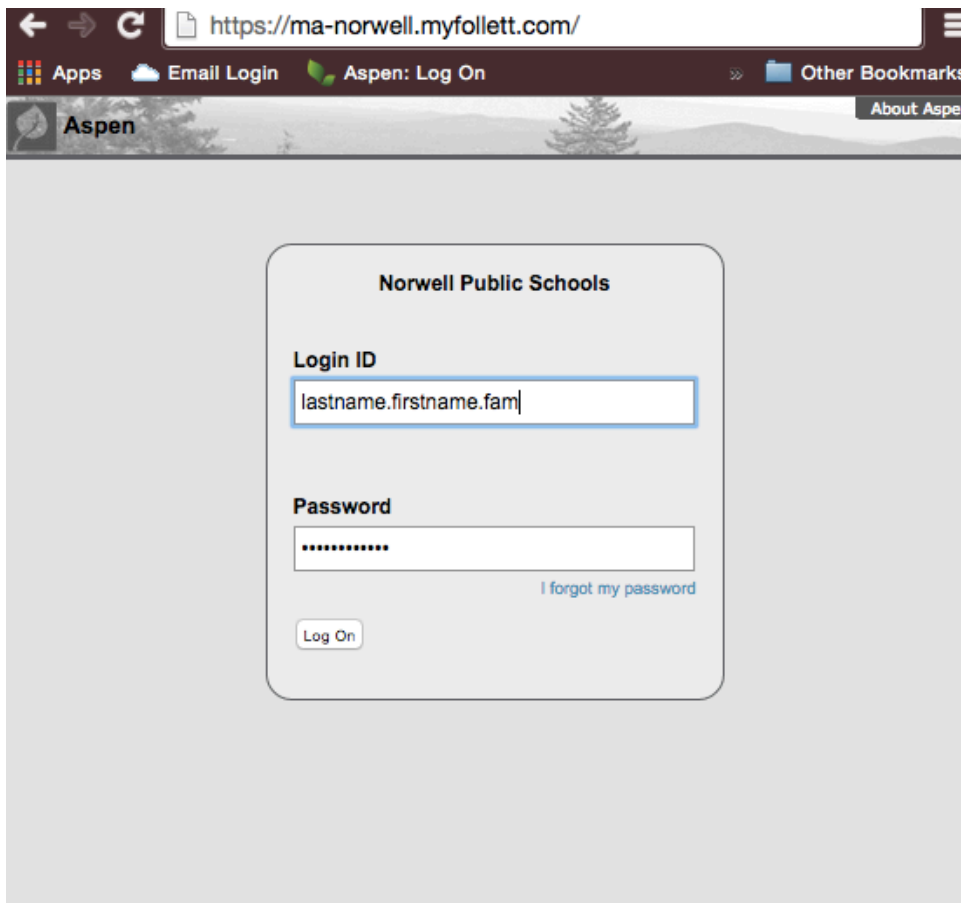


Norwell HS Athletics sign-up Via your Aspen(X2) Parent Portal Account

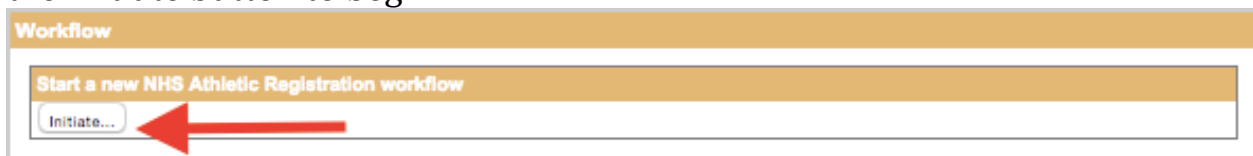
- 1) Determine how you are going to pay for the athletic fee for your student. Options are as follows:
 - **Online Payment** - The fee can be paid online via the Norwell schools website by electronic check (25 cent processing fee) or with either a Mastercard , Amex or Discover (\$10.00 credit card fee). The link to the online payment option can be found at <https://www.norwellschools.org/Page/140> . Click on the picture of the credit card to be directed to the secure Unibank site.
 - **Mailed** – check mailed to Norwell High School to the attention of the Athletics Department at 18 South Street, Norwell MA 02061. Note that it is cheaper to use the online payment via electronic check than the cost of a stamp.
 - **Dropped off** – A check can be dropped off at the school office with Mrs. Leary. Summer hours are M-F (8:30 – 3:00).
 - **Waiver requests**-A request for a waiver requires the parent to complete the free or reduced lunch form and the sharing form in order to be considered. Both can be found on the school website.

You will need to know check number or online confirmation number to complete the registration.

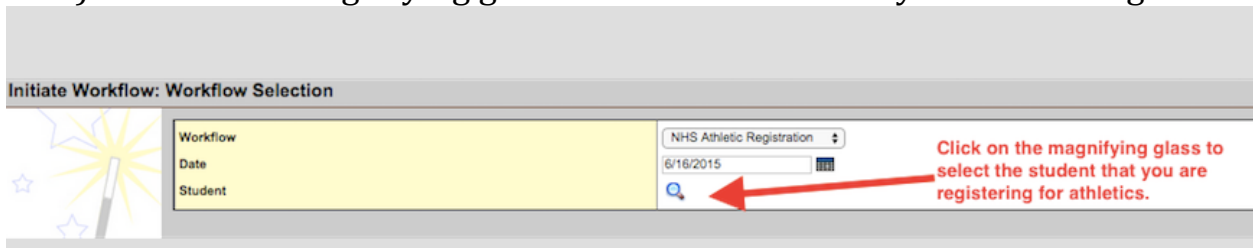
- 2) Log in to your Aspen Parent Portal account at <https://ma-norwell.myfollett.com> from Chrome, Safari, or Firefox browser (note: this will not work using the Internet Explorer browser). Students cannot do this through their Student Portal account. Logins are parentlastname.parentfirstname.fam (all lowercase). Passwords are at least 8 characters with at least one cap, one lowercase and one number. Passwords can be reset using the “*I forgot my password*” button. If you are unsuccessful in logging in please contact Kathy Lynch at Kathleen.lynch@norwellschools.org .



3) On the Pages Tab you will see a Workflow section entitled “*Start a new Fall (or Winter or Spring for those seasons) NHS Athletic Registration Workflow.*” Select the Initiate button to begin.



4) Click on the magnifying glass to select the student you want to register.



5) Select the circle to the left of the student’s name and then OK button.

6) Click Next button in lower left corner to begin filling out the registration.

Initiate Workflow: Workflow Selection Step 1 of 3

Workflow: NHS Athletic Registration

Date: 6/18/2015

Student: Student name here

After you have selected the student, click on Next button to fill in form.

< Back | Next > | Finish | Cancel

7) Make sure the name of the student that you are registering is at the top of the form. If you have selected the wrong student **do not hit the back button**, hit cancel and start again. Answer all questions, using the scroll bar on the right to move down the page. Most questions are yes or no answers. Some are boxes that you will need to fill in information.

Initiate Workflow: Details Step 2 of 3

NHS Athletic Registration Details for Lynch, Timothy

Norwell High School Athletic Clearance Form
Fall 2015-2016

First Name
Last Name Student Name will be here

1: Please select the sport that your son or daughter would like to participate in for the Fall 2015 school year.

Fall Sport * Fill in all information on form. Scroll bar along right will move you down the page.

2: Has the student ever experienced a traumatic head injury (a blow to the head)?

Head Injury - select Yes or No * Fill in all information on form. Scroll bar along right will move you down the page.

If Yes, please enter the date here
MM/DD/YYYY

3: Has the student ever received medical attention for a head injury?

8) When you get to the information regarding a recent Physical on file you will see the following :

7. UPDATED PHYSICAL ON FILE:

All students must pass a physical examination prior to participation in High School Athletics. A physical exam covers the student for 13 months from the exam date. A student's eligibility will terminate once a physical has reached the 13 month limit. This is keeping with MIAA policy. A student in violation shall be suspended for the number of contests in which he/she participated without a proper physical.

Physical examinations must be performed by a duly registered Licensed Physician, Physician's Assistant or Nurse Practitioner.

If we currently have a physical on file for your student that meets this 13 month rule for at least part of the season you will see the physical date in the box below to the left labeled Physical on file. There is a second box below that shows the date that this physical expires. If we do not have a copy of the students last physical that meets this requirement these boxes will be empty. If the physical on file date is blank or the physical expiration date falls between now and 11/1/2017 you must fill in the box to the right with the date of a recent physical or upcoming scheduled physical that meets the requirements for the season. If this is done during the summer please send in a copy to the attention of Claire Leary, Athletic Secretary or email a copy to claire.leary@norwellschools.org. If you are doing this after the school year has begun, please send to the attention of Nurse Cathy McInnis or email to catherine.mcinnis@norwellschools.org. The application will not be complete without a copy of the physical submitted. Your student will not be able to participate in tryouts or practices until the physical is received.

Physical on file: (If blank, physical has expired and box to right must be filled in.)	If this field is blank we do not have a physical on file!!	Physical Expiration date: (if this date falls between now and Nov 1, box to right must be filled in)	This the date student can practice and play until. If blank student cannot try out or practice until physical is sent in!	Date of upcoming physical or recent physical that meets 13 month rule for season.	<input type="text"/>
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Per MIAA rules, physicals expire 13 months from the date received and the student becomes ineligible to play or practice if an updated physical is not on file with the school nurse. If your student does not have a valid physical on file (box is blank) or the physical expires during the season, you must enter a date of a recent physical or future scheduled physical that will meet the requirement AND mail or drop a copy off. Your student will **not** be able to try out or practice until this condition is met. During the summer send to the attention of Claire Leary and during school year to Nurse Cathy McInnis.

9) After all questions are answered, electronically sign the document (both parent and student), then click Next button in lower left corner.

Electronic Signatures are Binding. By typing my name, I am signing that I agree with all of these provisions.


Parent-Guardian Signature: *	<input type="text"/>
Student Signature *	<input type="text"/>
Please enter any additional comments or questions here.	<input type="text"/>

COMPLETE THE REGISTRATION

12: Click the NEXT button at the bottom of the form and then click FINISH 

Very Important! If you do not hit next below and then Finish on the next screen, the form will not post and your student will not be registered for a sport.

REMINDER: This registration is not complete until you turn in/mail payment or pay online and have sent in a copy of the most recent physical dated after 11-1-2014. Student's will not be able to tryout or practice until all paperwork is complete.

< Back Next >  Finish Cancel

10) The very last step is to submit the form. To do this you **MUST** select the **FINISH** button in the lower right corner. If you close this box without hitting Finish, you will not be registered for athletics.

Initiate Workflow: Confirmation **Step 3 of 3**

Workflow	NHS Athletic Registration
Student	Student Name here
Date	8/16/2015

You must hit Finish button to submit the form.

< Back Next > Finish Cancel

11) Once your registration is submitted, it is not complete unless your payment has been made in full and the physical is up to date for the student. Students will not be able to participate in any tryouts or practices until all conditions have been met.

If you have questions about the registration process through Aspen please contact Kathleen Lynch at kathleen.lynch@norwellschools.org. For questions regarding athletic program, please contact Mr. Ryan Quigley, athletic Director at ryan.quigley@norwellschools.org or 781-659-8810.