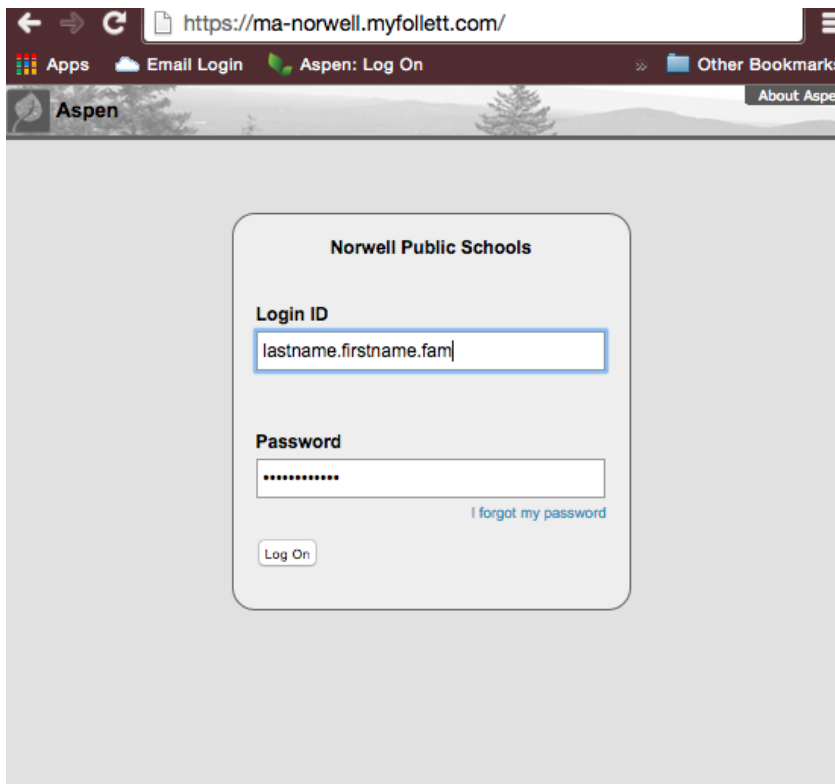


Norwell HS Athletics sign-up Via your Aspen Parent Portal Account

- 1) Log in to your Parent Portal account at <https://ma-norwell.myfollett.com>. Students cannot do this through their Student Portal account. Logins are lastname.parentfirstname.fam (all lowercase). 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.



The screenshot shows a web browser window with the URL <https://ma-norwell.myfollett.com/>. The browser's address bar and navigation buttons are visible at the top. Below the browser window, the Aspen Parent Portal interface is shown. It features a header with the Aspen logo and navigation links for 'Apps', 'Email Login', 'Aspen: Log On', and 'Other Bookmarks'. The main content area displays the 'Norwell Public Schools' login form. The form includes a 'Login ID' field with the placeholder text 'lastname.firstname.fam', a 'Password' field with masked characters, a 'Log On' button, and a link for 'I forgot my password'.

Full Site View on a computer:


- 2) On the Pages Tab (Full Site View) you will see a Workflow section entitled “*Start a new NHS Athletic Registration Workflow.*” Select the Initiate button to begin.



The screenshot shows a section titled 'Workflow' with a green header. Below the header, there is a card titled 'Start a new NHS Athletic Registration-Fall workflow'. Inside the card, there is a button labeled '+ Initiate...'.

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

Initiate Workflow: Workflow Selection **Step 1 of 3**

Workflow	NHS Athletic Registrar ▾
Date	7/7/2023 <input type="text"/>
Student	<input type="text"/> <input type="button" value="Q"/>  Click the circle to select the student you are registering

4) Select the circle to the left of the student's name and then OK button.

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

6) 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 have yes or no answers. Some are boxes that you will need to fill in information.

7) 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 labeled a.
There is a second box, b, 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 a) is blank or b) falls between now and November 1st you must fill in the box labeled c) with a date that meets the requirement.
If a) is blank or b) falls between now and November 1st you must also send in a copy to the attention of Athletic Director during the summer or High School Nurse, once school has begun.
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.

a) Physical on file: (if blank, physical has expired - please fill in c below)	4/10/2023
b) Physical Expiration date: (if this date falls between now and Nov 1st, please fill in c) below)	5/9/2024
c) Date of upcoming physical or recent physical that meets 13 month rule for season.	<input type="text"/>

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 next to a) is blank) or the physical expires (b) 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 please send to the attention of Robin Dole or Athletic Director, JJ Niamkey and during the school year to Nurse Cathy Molla.

8) **Payment of Fee**- The payment options are as follows:

- **Online Payment** - The fee can be paid online via the Norwell schools website by electronic check (50 cent processing fee) or with either a Mastercard or Discover (\$10.00 credit card fee).
- **Mailed** - mailed to the 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 office with Mrs. Dole.
- **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 by mid August.

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

10) 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.

The screenshot shows a software dialog box titled "Initiate Workflow: Confirmation" with "Step 3 of 3" in the top right corner. On the left side, there is a decorative graphic of a firework exploding with stars. The main content area contains a table with the following information:

Workflow	NHS Athletic Registration
Student	Student Name here
Date	6/16/2015

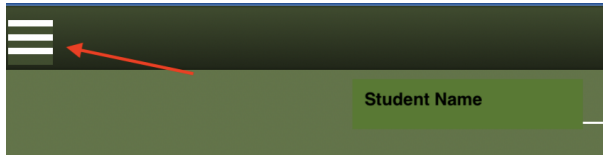
At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Finish". A red arrow points from the text "You must hit Finish button to submit the form." to the "Finish" button. A "Cancel" button is also visible in the bottom right corner.

10) 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.

Mobile View Instructions:

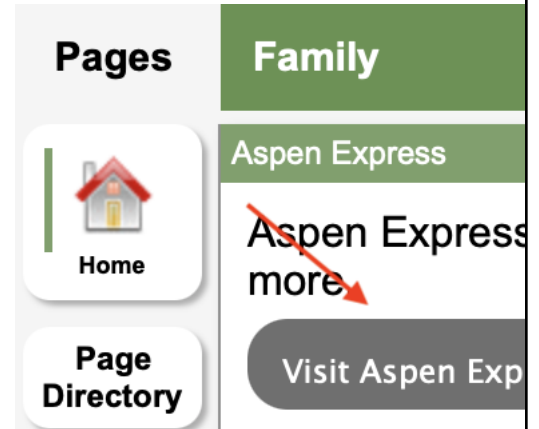
On a Mobile Device

- 1) Use the v to select the student you are completing the form or registration for.
- 2) Tap the lines in the upper left corner of the green Home bar to open the Menu.

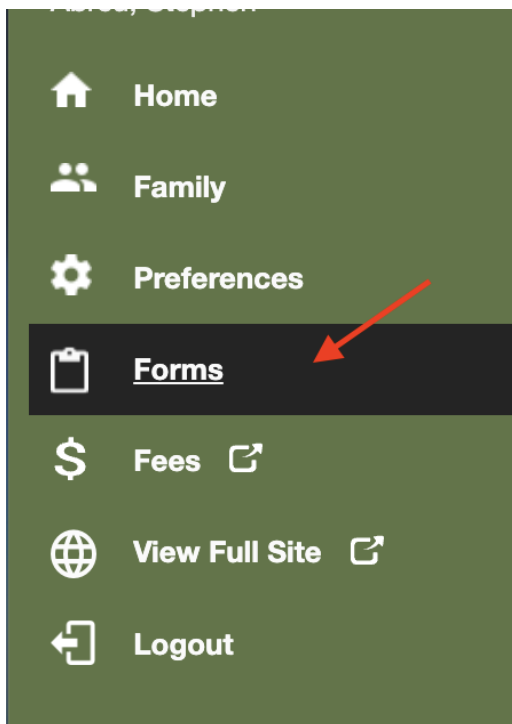


On a computer

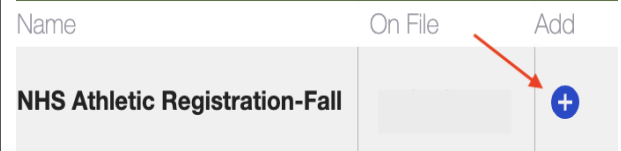
Select Visit Aspen Express to access the Mobile view.



3) Select Forms



4) Select + button next to the form you need to fill out.



5) Complete all the information requested and send the form. If your form/registration is ready to send you will see the blue message. If you have not completed part of it you will see the red message and you will need to go back and complete the missing information.

