



How to Register for Athletics - Student View

Athletics Registration Workflow

You are now able to register for Boston Public School Athletics from your Aspen Home Page.

Log on to Aspen (sis.mybps.org)

From the Aspen Home Page, click on **Initiate** in the **Athletics Registration** widget

A screenshot of the Aspen Home Page interface. The top navigation bar includes "Pages", "My Info", "Academics", "Groups", "Calendar", "Locker", and "Quest". Below this, there are several widgets. On the left, a "Page Directory" sidebar shows "Home" and "Page Directory". The main content area is divided into several sections: "To Do" with a table of assignments, "Today: Wednesday, November 18" with a table of completed assignments, "Tomorrow: Thursday, November 19" with a table of completed assignments, "Pre-registration" with an "Initiate" button, and "Athletics Registration" with an "Initiate" button. A yellow arrow with the number "1" points to the "Initiate" button in the "Athletics Registration" widget. Other widgets include "Published Reports" and "Search".



In the popup window, select the **Athletics Registration** workflow

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

Workflow	Athletics Registration
Date	11/19/2020
Student	🔍

2 ←

← Previous Next → Finish Cancel


Click on the **picklist icon** (looking glass)

Select your name in the popup window




Click **OK**

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



Workflow: Athletics Registration
Date: 11/19/2020
Student:  **3** →

Student Pick List - Mozilla Firefox
10.244.1.66/aspden/pickList.do?multi=false&fields=stdViewNarn 150% ...

1 record 

Name	YOG
<input checked="" type="radio"/> Adams, Tyler William	2021

OK **5** ←

← Previous Next →  Finish  Cancel

On the next screen, select the **Season**

Select the **Sport**



Click **Next**

Initiate Workflow: Details Step 2 of 3

Athletics Registration Details for Adams, Tyler William

Program Code	Athletics
School Year	2019-2020
Start Date	9/1/2020
Season *	Winter
Sport *	Hockey

Athletic Eligibility Information

High School*: 1.67 GPA or Higher; School attendance rate of 85% or higher; A physical examination completed within the last 13 months, that does not expire before the end of the season, with sports clearance from the school nurse; yearly signed parental consent form (transferable season to season)
**Students who turn 19 before September 1 of the current academic year, are ineligible unless an age waiver is granted by the MIAA.*

Middle School*: 2.0 GPA or higher (schools may choose to have a higher GPA for athletic participation); school attendance rate of 93% or higher; a physical examination completed within the last 13 months, that does not expire before the end of the season, with sports clearance from the school nurse; yearly signed parental consent form (transferable season to season)
**Students who turn 15 before September 1 of the current academic year, are ineligible to participate.*

Required Athletic Forms

Forms may be downloaded here or paper forms may be picked up at the Athletics Office. Complete forms and return to your school's Athletics Office. Forms must be received in order to participate in the Athletics program.

- [Parental Consent Form](#)
- [BPS Physical Examination Form](#)
- [DPH Concussion Form](#)
- [Weight Certification](#) (required only for Wrestling)

Navigation: ← Previous Next → Finish Cancel

Links to required forms are in the Required Athletic Forms section of the Registration

Click **Finish** to complete the Registration



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

Workflow	Athletics Registration
Student	Adams, Tyler William
Date	12/3/2020

← Previous Next → 9 Finish Cancel

Confirm Registration

You can confirm that you have registered from your **Home Page** in the **Workflow/Tasks** section

Change the filter from Open to **Closed** tasks



The screenshot shows a student dashboard with a navigation menu on the left and a main content area. The 'Workflows / Tasks' section is highlighted with a red box, showing a table of tasks. The first row is highlighted in red and contains the following information:

Workflow / Task	Task	Subject	Outcomes	Date Closed	
12/3/2020 6:10 AM	Athletics Registration	Get Registration Info	Adams, Tyler William	Submit	12/3/2020
10/19/2020 6:18 AM	Athletics Registration	Get Registration Info	Athletics	Submit	10/19/2020
10/19/2020 6:01 AM	Athletics Registration	Get Registration Info	Athletics	Submit	10/19/2020

You should see your registration

Click on the registration hyperlink to see your registration

The screenshot shows a modal window titled 'Athletics Registration Checklist' for 'Adams, Tyler William'. The checklist has the following items:

Phase Name	Date Due	Completed	Completed By
✓ Get Registration Info	12/3/2020	Adams, Tyler William	
Post Registration Info			
Determine Eligibility			

At the bottom left of the modal is a 'Close' button.



You may make changes to the Season and Sport. If any changes are made, be sure to **Save**

<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
Program Code	Athletics
School Year	2019-2020
Start Date	9/1/2020
Season *	Winter ▾
Sport *	Hockey ▾
Athletic Eligibility Information	
<p>High School*: 1.67 GPA or Higher; School attendance rate of 85% or higher; A physical examination completed within the last 13 months, that does not expire before the end of the season, with sports clearance from the school nurse; yearly signed parental consent form (transferable season to season) <i>*Students who turn 19 before September 1 of the current academic year, are ineligible unless an age waiver is granted by the MIAA.</i></p> <p>Middle School*: 2.0 GPA or higher (schools may choose to have a higher GPA for athletic participation); school attendance rate of 93% or higher; a physical examination completed within the last 13 months, that does not expire before the end of the season, with sports clearance from the school nurse; yearly signed parental consent form (transferable season to season) <i>*Students who turn 15 before September 1 of the current academic year, are ineligible to participate.</i></p>	
Required Athletic Forms	
<p>Forms may be downloaded here or paper forms may be picked up at the Athletics Office. Complete forms and return to your school's Athletics Office. Forms must be received in order to participate in the Athletics program.</p> <p>Parental Consent Form BPS Physical Examination Form DPH Concussion Form Weight Certification (required only for Wrestling)</p>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/> Completed On <input type="text" value="12/3/2020"/> <input type="button" value="Calendar"/>	

After Registration

After registering for a sport, complete the required forms. You will be contacted by the Athletics Department.