

Log into Aspen Parent Portal. Click "Initiate" in tasks widget on main page.


The screenshot shows the main page of the Aspen Parent Portal for Bedford Public Schools 2015-2016. The page has a top navigation bar with "Pages", "Family", "Academics", "Groups", and "Calendar". Below this is an "Announcements" section with several messages regarding emergency card updates and email updates. A "Recent Activity" section on the left shows a list of assignments with details like grade and subject. On the right, there is a "Tasks" widget with a dropdown menu set to "Open Tasks" and an "Initiate" button. Below the tasks is a "Calendar" widget showing the month of October 2015.

Click Workflow drop down list, select sports registration for the season you are registering for.

The screenshot shows a browser window titled "Aspen: Initiate Workflow - Google Chrome" with the URL <https://x2.bedford.k12.ma.us/x2sis/initiateWorkflow0.do?deploymentId=x2sis>. The page is titled "Initiate Workflow: Workflow Selection" and is "Step 1 of 3". It features a form with a "Workflow" dropdown menu and a "Date" field. The dropdown menu is open, showing two options: "Contact Verification" and "Winter Sport Registration". Red circles with numbers 1 and 2 are placed over the dropdown arrow and the "Winter Sport Registration" option, respectively. At the bottom of the page, there are navigation buttons: "< Back", "Next >", "Finish", and "Cancel".

Click on magnifier to select student


Initiate Workflow: Workflow Selection Step 1 of 3


Workflow	Winter Sport Registration
Date	10/28/2015
Student	 1

Select student to register for sports then click "OK"

Student Pick List - Google Chrome

<https://x2.bedford.k12.ma.us/x2sis/pickList.do?mult>

1 record 

	Name	YOG	Homeroom
 1	[Redacted]	2018	A214

OK Cancel


2

Click "Next"

Aspen: Initiate Workflow - Google Chrome

<https://x2.bedford.k12.ma.us/x2sis/initiateWorkflow0.do>

Initiate Workflow: Workflow Selection Step 1 of 3

Workflow	Winter Sport Registration
Date	10/28/2015
Student	

< Back **1** Next > Finish Cancel

Select Sport, Answer all applicable questions,
Review the handbook and complete the concussion course if needed. - Click "Next" to confirm

Initiate Workflow: Details **Step 2 of 3**

Winter Sport Registration Details for Angappan, Shivani

Winter Sports Registration

JGMS students can chose Boys or Girls Basketball only

Winter Sport *	<input type="text" value="▼"/> 1
Allergies List	<input type="text"/> 2
Epi Pen	<input type="checkbox"/>
Asthma	<input type="checkbox"/>
Uses Inhaler	<input type="checkbox"/>
Medications	<input type="text"/>
Concussion History	<input type="text"/>

The parents/guardians are responsible for filling out this form completely and ensuring that any and all medical information concerning your child's health, medical concerns, injuries, medications and allergies are reported to the Athletic Department and coaches. By completing this registration, you acknowledge that you have read and understand the Student-Athlete Handbook located on the Athletics Website for the 2015-2016 school year. the handbook can be found at [Student Athlete Parent Handbook](#) **3**

All students MUST turn in a copy of their most recent physical to the athletics office prior to the first day of practice. Physicals are good for 13 months from the date of the exam. Students with expired physicals will not be permitted to participate in practices or games until a new physical is turned in. Parent/guardian and the student-athlete must complete an online concussion courses in the past 12 months. The free course can be found at [NFHS Concussion Course](#) **4**

< Back **5** Next > Finish Cancel

Click "Finish" to complete registration Process

Aspen: Initiate Workflow - Google Chrome

https://x2.bedford.k12.ma.us/x2sis/initiateWorkflow2.do?validWizard=true

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

Workflow	Winter Sport Registration
Student	Angappan, Shivani
Date	10/28/2015

< Back Next > **1** Finish Cancel

Once you have completed the registration process (AND CLICKED FINISH), and the registration has been accepted by the Athletic Office (usually with 24 hours), you will be able to view the student's information i.e. sports registered for, physical expiration date and baseline expiration date.

The screenshot shows the Bedford Public Schools 2019-2020 Family Portal. The navigation bar includes Pages, Family, Academics, Groups, and Calendar. The main content area displays a student's details, with a search bar containing "Student: 12" and a text box for "Student's Name". The left sidebar lists various categories: Details, Contacts, Daily Attendance, Health, Conduct, Transcript, Assessments, Schedule, Membership, Transactions, Documents, and Notification. The main content area is divided into tabs: Demographics, Addresses, Ethnicity, Photo, and Athletic Medic Info. The Athletic Medic Info tab is active, showing the following information:

Category	Value
Fall Sport	Boys Cross Country
Winter Sport	
Spring Sport	
Physical Expiration Date	7/19/2020
Baseline Expiration Date	8/15/2021
Athletics Allergy List	Spring - pollen allergy
Epi Pen	N
Asthma	N
Inhaler	N
Athletics Medication List	For pollen, he takes Claritan