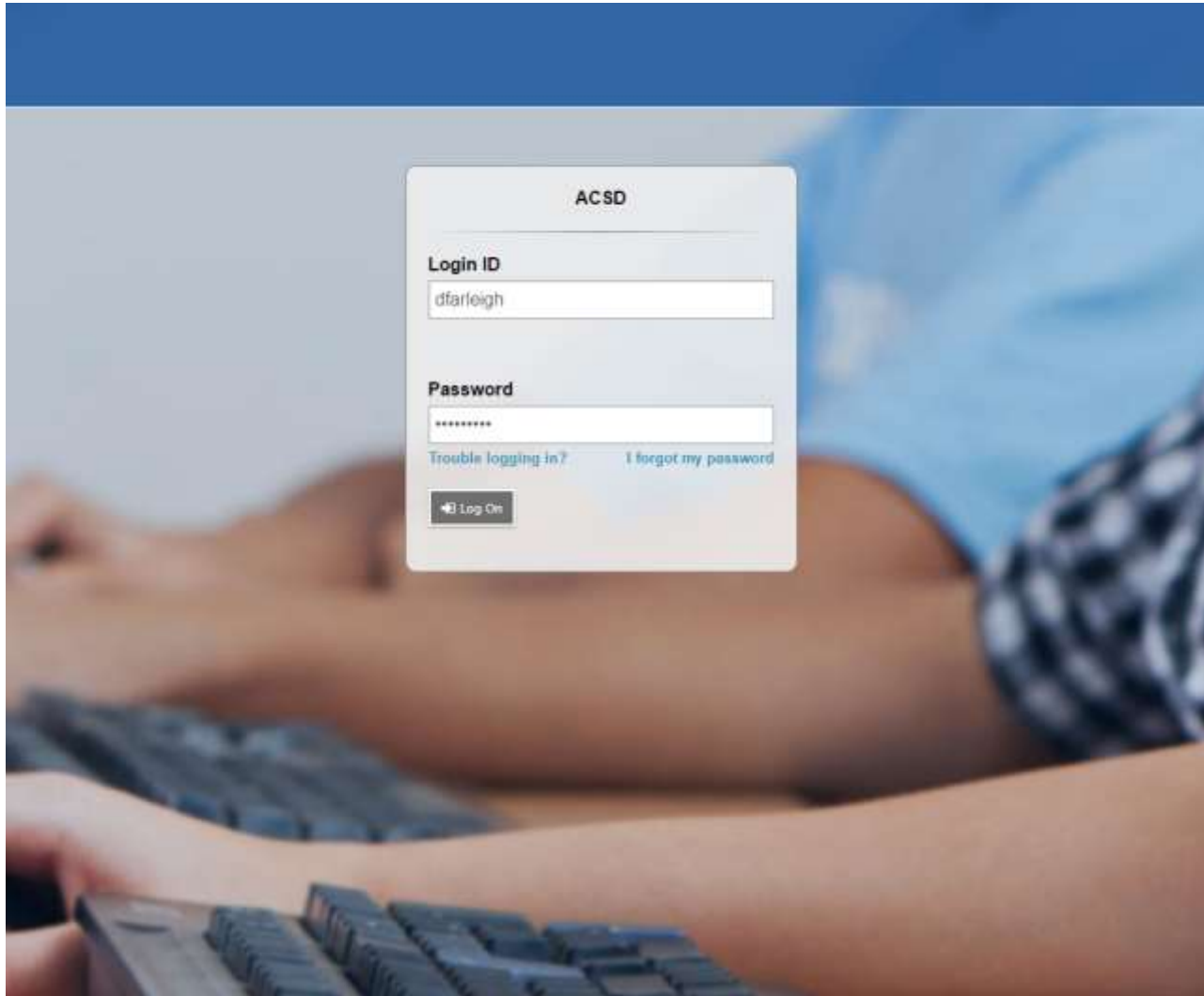


**Step 1: Sign onto Aspen Parent Portal with your school issued login ID and password**

**If you do not know your login and password please contact either the High School or Middle School main office.**



**Step 2: Select the Hyperlink located underneath the announcements tab to read the extracurricular policies and rules as well as the athletic consent forms.**


The screenshot shows a web browser window displaying the Amherst School District 2016-2017 website. The page is titled "Amherst School District 2016-2017" and the user is logged in as "Farleigh, Daniel". The navigation menu includes "Pages", "Family", and "Calendar". The "District Announcements" section features the Amherst Central Schools logo and the mission statement: "Our Mission Is... To prepare all students to excel in a dynamic world through the development of their abilities to reason, solve problems, apply knowledge, communicate and collaborate effectively." Below this, the "Announcements" section contains a list of instructions for online sports registration. A blue arrow points to the hyperlink "Extracurricular Policy and Rules" in the first step of the list. The "Athletic Consent Checklist" section is partially visible at the bottom, showing a "Start a new Athletic Consent workflow" button and an "Initiate" button.

Amherst School District 2016-2017  
Farleigh, Daniel

Pages Family Calendar

Home  
Page Directory

District Announcements

 **Our Mission Is...**  
*To prepare all students to excel in a dynamic world through the development of their abilities to reason, solve problems, apply knowledge, communicate and collaborate effectively.*

Announcements

- You can now register your child for sports online. The process for registering is outlined below:
  1. Read the district's extracurricular policy and rules document (click on the link below):  
[Extracurricular Policy and Rules](#)
  2. Read the district's athletic consent forms (click on the link below):  
[Athletic Consent Forms](#)
  3. Agree to the terms of each of the forms listed above. Click on the word "Initiate" in the section labeled "start a new athletic consent workflow"Complete each section on the screen below.

Athletic Consent Checklist


Start a new Athletic Consent workflow

+ Initiate

2:44 PM  
8/10/2016

Aspen  
https://www.amherstschools.org/files/27779/extracurricularpolicyandrulesupd8516.pdf  
extracurricularpolicyandrulesupd8516.pdf 1 / 10

**AMHERST CENTRAL SCHOOL DISTRICT**



**Extracurricular Policy & Rules**

**The Amherst Central School District welcomes all students and parents/guardians into the Extracurricular and Interscholastic Athletic programs. It is important that all students, parents/guardians, and advisors read the information contained in this document in order to be eligible for participation.**

**Anthony Panella - Superintendent**  
**Gregory Pigeon - High School Principal**  
**Mike Colman - Middle School Principal**

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ACSD Online Athletics Consent Form1.pdf - Google Chrome  
www.amherstschools.org/files/filesystem/ACSD%20Online%20Athletics%20Consent%20Form1.pdf

Amherst  
Farleigh, Dan

Pages  
Home  
Page Directory

ACSD Online Athletics Consent Form1.pdf 1 / 2



## Amherst Central School District Online Athletic Consent Forms

**#1 - EXTRACURRICULAR POLICY AND RULES**

I have thoroughly read, understand, and agree to abide by the Amherst Central School District's Extracurricular Policy and Rules.

*Please select your child's name, sport and level in the Aspen Portal and check the option that you have read the policy and rules and agree to the terms*

**#2 - PHOTOGRAPHS & VIDEO RELEASE**

I hereby consent that photographs or video tapes of my child may be taken and/or used by the Amherst Central School District. I further agree that the materials shall become the property of the District, and I release and discharge the District and its representatives from any and all claims that may arise by reason of taking photographs or pictures.

*In the Aspen Portal, please check all that apply*

- My child's photograph or videotaped image can be submitted for publication for public relations, press releases, educational or other purposes in local newspapers.
- I do not want** my child's photograph or videotaped image submitted for publication for public relations, press releases, educational or other purposes in local newspapers.
- My child's photograph or videotaped image can be included on the District website.
- I do not want** my child photographed or included on the District website.

**#3 - Transcript Release (Juniors and Seniors Only)**

This will serve as official release for my son's/daughter's transcript to be released by Student Services to colleges based on athletic/academic interest.

### Step 3: Start a new athletic consent workflow. Click on the initiate icon located below.

#### Announcements

- You can now register your child for sports online. The process for registering is outlined below:
    1. Read the district's extracurricular policy and rules document (click on the link below):  
[Extracurricular Policy and Rules](#)
    2. Read the district's athletic consent forms (click on the link below):  
[Athletic Consent Forms](#)
    3. Agree to the terms of each of the forms listed above. Click on the word "Initiate" in the section labeled "start a new athletic consent workflow"
- Complete each section on the screen below.

#### Athletic Consent Checklist

##### Start a new Athletic Consent workflow

+ Initiate...



Published Reports

Group Resources

Step 4: Select your son or daughter that you would like to sign up.

Aspen: Initiate Workflow - Google Chrome

<https://ny-acsd.myfollett.com/aspden/initiateWorkflow0.do?workflowDefinitionOid=WFI>

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

Workflow	Athletic Consent
Date	8/19/20
Student	<input type="text"/>

Select Student

← Previous    Next →    ⏏ Finish    ✕ Cancel


Student Pick List - Google Chrome  
https://ny-acsd.myfollett.com/aspden/pickList.do?multi=false&fields=stdViewN

1 record

	Name	YOG	Homeroom
<input type="radio"/>	[REDACTED]	2019	H327

OK     Cancel

Once selected click on OK!



Aspen: Initiate Workflow - Google Chrome  
https://ny-acsd.myfollett.com/aspden/initiateWorkflow0.do?validWizard=true

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

Workflow	Athletic Consent
Date	8/19/2016
Student	[REDACTED]





Step 5: Select the A). Sport Level, B). Sport Season and C).Sport . D).Please check the box consenting that you have read and acknowledge consent with the consent boxes. E). Click next.

Aspen: Initiate Workflow - Google Chrome  
https://ny-acsd.myfollett.com/aspen/initiateWorkflow1.do?validWizard=true

## Initiate Workflow: Details Step 2 of 3

**Athletic Consent Details for [REDACTED]**

Please complete each section below. Your selection will indicate you have read and agree to the terms of each of the consent forms

Sport Level	Varsity
Sport Season	Fall
Sport Name	CC-Coed
1. Policy and Rules	<input checked="" type="checkbox"/>
2a. Photo Release	<input checked="" type="checkbox"/>
2b. Video Release	<input checked="" type="checkbox"/>
3. Transcript Release	<input checked="" type="checkbox"/>
4. Concussion Management	<input checked="" type="checkbox"/>
5. Obey Instructions/Risk	<input checked="" type="checkbox"/>
6. Medical Authorization	<input checked="" type="checkbox"/>

Navigation: ← Previous Next → Finish Cancel




Step 6: Click Finish.

Aspen: Initiate Workflow - Google Chrome

<https://ny-acsd.myfollett.com/aspden/initiateWorkflow2.do?validWizard=true>

### Initiate Workflow: Confirmation Step 3 of 3

Workflow	Athletic Consent
Student	[REDACTED]
Date	8/19/2016



← Previous Next → ✉ Finish ✕ Cancel