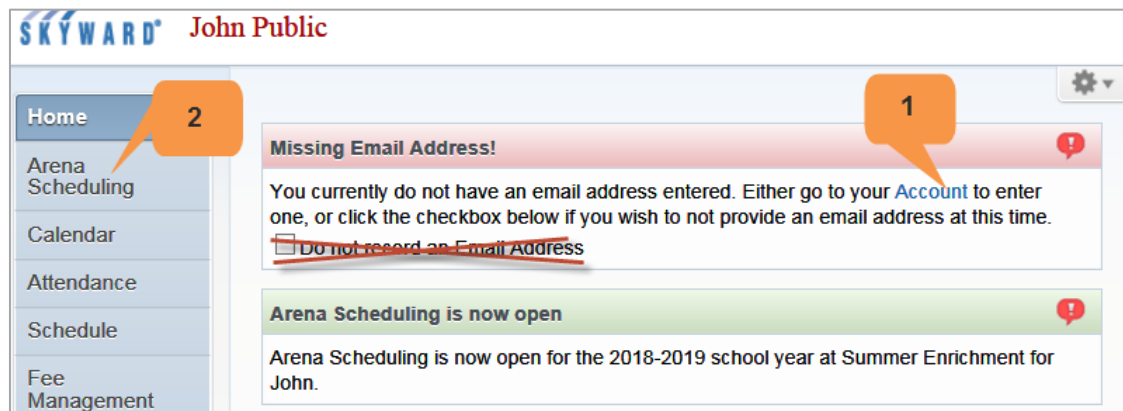


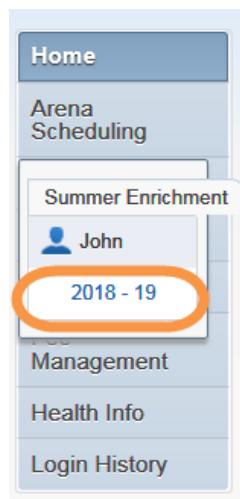
# Summer Enrichment Arena Scheduling

To choose Summer Enrichment courses for your student using Skyward Arena Scheduling, log into Skyward and follow these steps:

1. If you see the **Missing Email Address!** message, you must enter an email address in order to use Arena Scheduling.
2. Click the **Arena Scheduling** tab.



3. Click on the year **2018-19**. If you have more than one student that has previously enrolled in Summer Enrichment (in 2017 or 2018), all of them will show up here.



# Summer Enrichment Arena Scheduling

4. On the next screen you will see a listing of courses. These are grade specific, so the list shows all courses available for your student, **based on their grade for the current 2018-19 school year.** (For a description of the courses, refer to the Summer Enrichment Catalog. Click [HERE](#) for the online version of the catalog.) Optional programs are listed as Early Care, Lunch Care or Late Care. **Lunch Care does NOT need to be enrolled if attending classes ALL day (both AM & PM) as it is included at no charge.** Summer Band Blast is listed as Band Blast.

SKYWARD® John Public

The screenshot shows the 'Arena Scheduling' page with several callouts:

- Name of the Course:** Points to the 'Course' column in the table.
- Number corresponds to the Week it's offered:** Points to the 'Prd' column.
- Letter corresponds to your chosen Activity within that Course:** Points to the 'Trm' column.
- Period 1 refers to morning; 2 refers to afternoon:** Points to the 'Prd' column.
- Click the name of the Course to get details about the course:** Points to the 'Course' column.
- Click here to see more Courses:** Points to the 'Apply Filter' button.
- You can also search by the Course Name:** Points to the 'Course Search' input field.

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	Grades	Subject	Class
Add	Yes	24	Adventures in Acting 1A - PM	MTWRF	2	WK1	04-07	Week 1-June 10	ADA1A/100
Add	Yes	24	Adventures in Acting 2A - AM	MTWRF	1	WK2	04-07	Week 2-June 17	ADA2A/200
Add	Yes	24	Adventures in Acting 4B - PM	MTWRF	2	WK4	04-07	Week 4-July 8	ADA4B/400
Add	Yes	24	Adventures in Acting 5B - PM	MTWRF	2	WK5	04-07	Week 5-July 15	ADA5B/500
Add	Yes	24	Amazing Artists 2B - PM	MTWRF	2	WK2	04-07	Week 2-June 17	AMA2B/200
Add	Yes	24	Amazing Art 3A - pm	MTWRF	2	WK3	04-07	Week 3-June 24	AMA3A/300
Add	Yes	30	Babysitting 1	MTWRF	1	WK1	04-07	Week 1-June 10	BAB1/100
Add	Yes	30	Babysitting 1	MTWRF	2	WK1	04-07	Week 1-June 10	BAB1/101
Add	Yes	30	Babysitting 3	MTWRF	1	WK3	04-07	Week 3-June 24	BAB3/300
Add	Yes	30	Babysitting 3	MTWRF	2	WK3	04-07	Week 3-June 24	BAB3/301
Add	Yes	30	Babysitting 4	MTWRF	1	WK4	04-07	Week 4-July 8	BAB4/400
Add	Yes	30	Babysitting 4	MTWRF	2	WK4	04-07	Week 4-July 8	BAB4/401
Add	Yes	120	Band Blast grades 5-6 Week1	MTWRF	1	WK1	05-06	Week 1-June 10	BndB56/100
Add	Yes	30	Blast from the Past 1A - am	MTWRF	1	WK1	00-05	Week 1-June 10	BLA1A/100
Add	Yes	30	Blast from the Past 1B - pm	MTWRF	2	WK2	00-05	Week 1-June 10	BLA1B/100
Add	Yes	30	Blast from the Past 2A - pm	MTWRF	2	WK2	00-05	Week 2-June 17	BLA2A/200
Add	Yes	30	Blast from the Past 2C - am	MTWRF	1	WK2	00-05	Week 2-June 17	BLA2C/200

5. You can also filter the list of courses by choosing Period 1 or 2 (1=AM, 2=PM), and also by clicking Subject to choose a specific week. Then click **Apply Filter**.

The screenshot shows the 'Arena Scheduling' page with filter options highlighted:

- Period:** A dropdown menu with '1' and '2' selected.
- Subject:** A dropdown menu with 'Week 1-June 10', 'Week 2-June 17', 'Week 3-June 24', 'Week 4-July 8', 'Week 5-July 15', and 'Week 6-July 22' selected.
- Apply Filter:** A button highlighted with an orange box.
- Reset Filter:** A button next to 'Apply Filter'.

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	Teacher	*Ind	Grades	Subject	Class
Add	Yes	24	Adventures in Acting 1A - PM	MTWRF	2	WK1			04-07	Week 1-June 10	ADA1A/100

# Summer Enrichment Arena Scheduling

6. Before you enroll in any Course, please write out the courses you want for your student and preview the list. Once you have conclusively decided which ones to enroll in, click **Add** next to each Course. If enrolling in Band Blast, please message your student's band instrument.

**NOTE: Once you click Add, you will be charged for this course.** You can follow the steps to remove the course and request the fees to be removed (instructions later in this document), but please choose carefully.

**Arena Scheduling**

Period:  Subject:  Teacher:

**\* (Ind)icators:**  
 A - Alternate Class      F - Class is Full  
 P - Class has Pre-Requisite      C - Class has Co-Requisite

John (Summer Enrichment) [View/Print Schedule](#) | [Messages](#)

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	Teacher	*Ind	Grades	Subject	Class
<b>Add</b>	Yes	24	Adventures in Acting 1A - PM	MTWRF	2	WK1			04- 07	Week 1-June 10	ADA1A/100
Add	Yes	24	Adventures in Acting 2A - AM	MTWRF	1	WK2			04- 07	Week 2-June 17	ADA2A/200
Add	Yes	24	Adventures in Acting 4B - PM	MTWRF	2	WK4			04- 07	Week 4-July 8	ADA4B/400
Add	Yes	24	Adventures in Acting 5B - PM	MTWRF	2	WK5			04- 07	Week 5-July 15	ADA5B/500
Add	Yes	24	Amazing Artists 2B - PM	MTWRF	2	WK2			04- 07	Week 2-June 17	AMA2B/200

Click here to send message with band instrument.

7. Now you will see **Enr** next to the Course you chose. You will also see **No** next to any Course that is now unavailable because it falls in the same time slot.

**Arena Scheduling**

Period:  Subject:  Teacher: (Last Name)

**\* (Ind)icators:**  
 A - Alternate Class      F - Class is Full  
 P - Class has Pre-Requisite      C - Class has C

John (Summer Enrichment) [View/Print Schedule](#) | [Messages](#)

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	Teacher	*Ind	Grades	Subject
Remove	<b>Enr</b>	23	Adventures in Acting 1A - PM	MTWRF	2	WK1			04- 07	Week 1-June 10
Add	Yes	24	Adventures in Acting 2A - AM	MTWRF	1	WK2			04- 07	Week 2-June 17
Add	Yes	24	Adventures in Acting 4B - PM	MTWRF	2	WK4			04- 07	Week 4-July 8
Add	Yes	24	Adventures in Acting 5B - PM	MTWRF	2	WK5			04- 07	Week 5-July 15
Add	Yes	24	Amazing Artists 2B - PM	MTWRF	2	WK2			04- 07	Week 2-June 17
Add	Yes	24	Amazing Art 3A - pm	MTWRF	2	WK3			04- 07	Week 3-June 24
Add	Yes	30	Babysitting 1	MTWRF	1	WK1			04- 07	Week 1-June 10
Add	<b>No</b>	30	Babysitting 1	MTWRF	2	WK1			04- 07	Week 1-June 10
Add	Yes	30	Babysitting 3	MTWRF	1	WK3			04- 07	Week 3-June 24



# Summer Enrichment Arena Scheduling

8. If you change your mind and choose to Add a Course that does not fit in your student's schedule, you'll get the message below.

**Arena Scheduling**

Period:  Subject:  Teacher: (Last Name)

\* (Indicators):  
 A - Alternate Class F - Class is Full  
 P - Class has Pre-Requisite C - Class has Co-Requisite

John (Summer Enrichment) [View/Print Schedule](#) | [Messages](#)

Option	Fit	Seats Avail	Course	Days Meet	Prd	Subject	Class
<a href="#">Add</a>	Enr	23	Adventures in Acting 1A - PM	MTWRF	2	Week 1-June 10	ADA1A/100
<a href="#">Add</a>	No	24	Adventures in Acting 2A - AM	MTWRF	1	Week 2-June 17	ADA2A/200
<a href="#">Add</a>	Yes	24					ADA4E/400
<a href="#">Add</a>	Yes	24					ADA5E/500
<a href="#">Add</a>	Yes	24					AMA2E/200
<a href="#">Add</a>	Yes	24					AMA3E/300
<a href="#">Add</a>	Yes	30					BAB1E/100

**Issues with Adding Class**

Adding class Adventures in Acting 2A - AM causes conflicts with the following class(es) you have already scheduled:  
**BLA2C/200-Blast Past 2C**

If you continue with adding, then the class(es) it conflicts with will be removed, do you wish to continue?

Remember, choosing **Yes** removes the previous Course, but **NOT** the fees! (See instructions below)

9. If you choose to remove your student from an enrolled course, click **Remove**.

**IMPORTANT:** Clicking Remove may **NOT** remove the fees, only the course!

➡ Click **Messages** to ask to have the **fees** removed.

**Arena Scheduling**

Period:  Subject:  Teacher: (Last Name)

\* (Indicators):  
 A - Alternate Class F - Class is Full  
 P - Class has Pre-Requisite C - Class has Co-Requisite

John (Summer Enrichment) [View/Print Schedule](#) | [Messages](#)

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	Teacher	*Ind	Grades	Subject	Class
<a href="#">Remove</a>	Enr	23	Adventures in Acting 1A - PM	MTWRF	2	WK1			04- 07	Week 1-June 10	ADA1A/100
<a href="#">Add</a>	Yes	24	Adventures in Acting 2A - AM	MTWRF	1	WK2			04- 07	Week 2-June 17	ADA2A/200
<a href="#">Add</a>	Yes	24	Adventures in Acting 4B - PM	MTWRF	2	WK4			04- 07	Week 4-July 8	ADA4B/400

Type a message similar to the one at the right and click **Submit Message**. This message will show up under your student's account.

**Messages**

**Arena Scheduling - Message Center**

There are currently no unread messages from the Office Staff

You may leave a message in the space below...

Please remove fees for the course Adventures in Acting 1A-PM, WK1.

# Summer Enrichment Arena Scheduling

10. Once you are done enrolling, you can view the completed schedule, or print it, by clicking **View/Print Schedule**.

**Arena Scheduling**

Period:  Subject:  Teacher: (Last Name)

John (Summer Enrichment) [View/Print Schedule](#) | [Messages](#)

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm
<a href="#">Add</a>	Yes	24	<a href="#">Adventures in Acting 1A - PM</a>	MTWRF	2	WK1
<a href="#">Remove</a>	Enr	23	<a href="#">Adventures in Acting 2A - AM</a>	MTWRF	1	WK2

The schedule will look similar to the one below. Click **Print Schedule** to print it. The room number = class flag color that represents the class.

**View/Print Schedule** ✕

**Arena Scheduling - Selected Classes for John Public**

To remove a class from your schedule, click the class description if it is a link

Student Status: Open  
School Year: 2019  
Graduation Year: 2026  
Credits: 0.000

[Print Schedule](#)

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Period 0						
Period 1		<a href="#">Adv.Act 2A</a> (ADA2A/200) MTWRF Bldg: 227 Rm: Black				
Period 2				<a href="#">Adv.Act 4B</a> (ADA4B/400) MTWRF Bldg: 227 Rm: Black		

Payments must be made within 24 hours or student will be dropped from class(es).

**Once payment has been made, all class changes, drops and refunds should be requested from the Summer Programs office.**

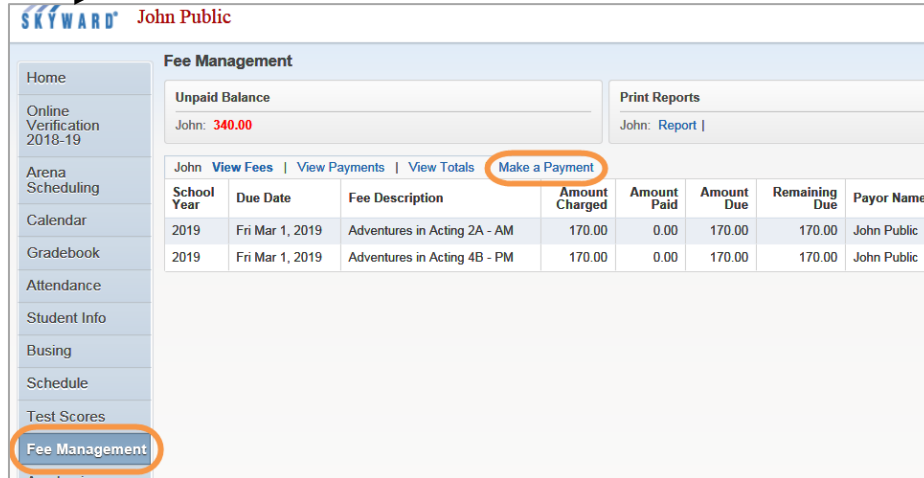
Continue on next page with **Fee Payment**.



# Summer Enrichment Arena Scheduling

- To pay for the courses online, go to the Skyward main menu and click the **Fee Management** tab, then **Make a Payment**. **Payments must be made within 24 hours or student will be dropped from class(es).**

 Please review fees carefully.



**SKYWARD** John Public

**Fee Management**

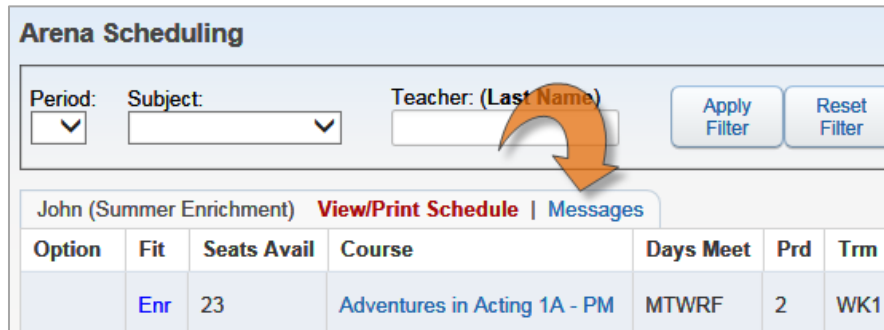
Unpaid Balance: John: **340.00**

Print Reports: John: Report |

John [View Fees](#) | [View Payments](#) | [View Totals](#) | [Make a Payment](#)

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name
2019	Fri Mar 1, 2019	Adventures in Acting 2A - AM	170.00	0.00	170.00	170.00	John Public
2019	Fri Mar 1, 2019	Adventures in Acting 4B - PM	170.00	0.00	170.00	170.00	John Public

If the fees do not match the number of courses selected, please email our office through the **Messages** tab.



**Arena Scheduling**

Period:  Subject:  Teacher: (Last Name)  [Apply Filter](#) [Reset Filter](#)

John (Summer Enrichment) [View/Print Schedule](#) | [Messages](#)

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm
	Enr	23	Adventures in Acting 1A - PM	MTWRF	2	WK1

You will receive a reply message once adjustments have been manually made at our office. Please allow up to two business days for any fee adjustments.

When you make a payment, you will be taken to the eFunds for Schools page for Shawnee Mission Public Schools. Log in, or you may need to create an account and set up your student with a SMSD student ID number (this can be found in Skyward under the Student Info tab). New accounts may need to wait overnight to be able to add students.

Continue on next page.



# Summer Enrichment Arena Scheduling

Click Pay Student Fees. You should see your student(s) name(s) with an arrow; click and you should see the fees and be able to add them to your cart. You may also need to find the green text at the top of the page, "To refresh your student's fees, click here", and click the round arrow for your fees to appear.

Make a Payment ^

Student Fees

Optional Fees

Cart 0

### Student Fees

Select a student to continue.

To refresh your student's fees, click here: ↻

John Public >

Then click Add All Fees to add them to your cart for each student. Once fees are in your cart, you may Begin Checkout.

### Student Fees

John Public

To refresh your student's fees, click here: ↻

→ BACK TO STUDENTS

#### Summer School Enrichment

Baby-Sitting 1 AM

Due Date: 2019-05-09 | Amount Due: \$95.00

ADD ALL FEES

Student Fee Total: \$0.00

### Cart

Subtotal \$0.00

BEGIN CHECKOUT

For additional assistance with eFunds, click here:

<https://payments.efundsforschools.com/v3/Content/resources/efunds-for-schools-guide-18.06.pdf>.