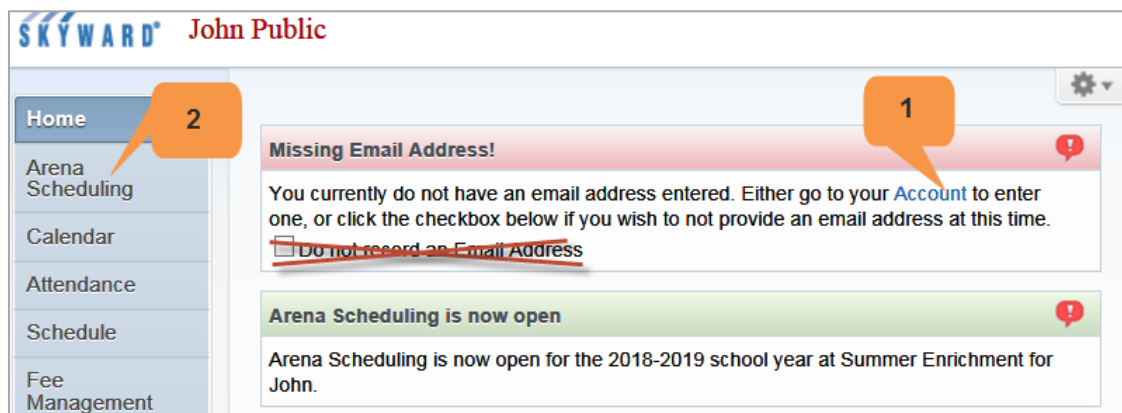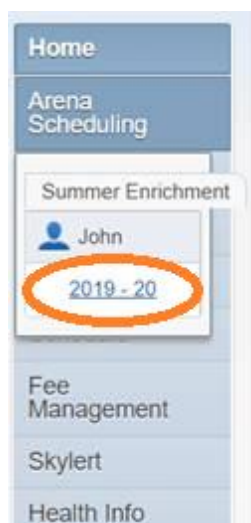# Summer Enrichment Arena Scheduling & Fee Management

To choose Summer Enrichment courses for your student using Skyward Arena Scheduling, log into Skyward and follow these steps below. Once courses have been scheduled in Arena Scheduling, proceed to Fee Management to pay for the courses. Payments not received with 24 hours will drop the student from course(es). Any changes to schedules *after* payment has been made need to be requested through the Summer Programs office.

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 **2019-20**. If you have more than one student that has previously enrolled in Summer Enrichment (since 2017), all of them will show up here.

Summer Enrichment Arena Scheduling & Fee Management

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 2019-20 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.

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**.

6. Before you enroll in any Course, please write out the courses you want for your student and preview the list (our enrollment form can be used as a worksheet). 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 (instructions later in this document), but please choose carefully. The fee should be removed if a payment has not been made but be sure to double check. *Once you make a payment for courses, this will not be the case. Any changes after payment is made should be completed through the Summer Programs office.*

Arena Scheduling

Click here to send message with band instrument.

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
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

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)	Apply Filter	Reset Filter	* (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	Enr	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	No	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

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.

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

IMPORTANT: Clicking Remove will remove the course!

If you need to send a message, click Messages, type your message, and click Submit Message. This message will show up under your student's account.

Summer Enrichment Arena Scheduling & Fee Management

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

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.

<mark>Payments must be made within 24 hours or student will be dropped from class(es).</mark>
Once payment has been made, all class changes, drops and refunds should be requested from the Summer Programs office. You may submit a Skyward message, call, or email the office with requests.

To pay for the course, continue to next page with Fee Management instructions.

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Summer Enrichment Arena Scheduling & Fee Management

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

➡ **Please review fees carefully.**

SKYWARD John Public ▾

	Fee Management						
Home							
Arena Scheduling	**Unpaid Balance** John: **190.00**		**Print Reports** John: Summer Enrichment Fee Payments |				
Calendar	John **View Fees** | View Payments | View Totals | Make a Payment						
Attendance	**School Year**	**Due Date**	**Fee Description**	**Amount Charged**	**Amount Paid**	**Amount Due**	**Remaining Due**	**Payor Name**
Student Info	2020	Fri Mar 13, 2020	Adventures in Acting 3AM Act.A	95.00	0.00	95.00	95.00	John Public
Schedule	2020	Fri Mar 13, 2020	Adventures in Acting 4AM Act.B	95.00	0.00	95.00	95.00	John Public
Fee Management							

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**
Remove	Enr	28	Adventures in Acting 3AM Act.A	MTWRF	1	WK3

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).

Student Info
Schedule
Fee Management

New students added to Skyward will be added to eFunds daily. New accounts may need to wait an additional 24 hours before adding students and making payment.

Continue to next page. ⬇

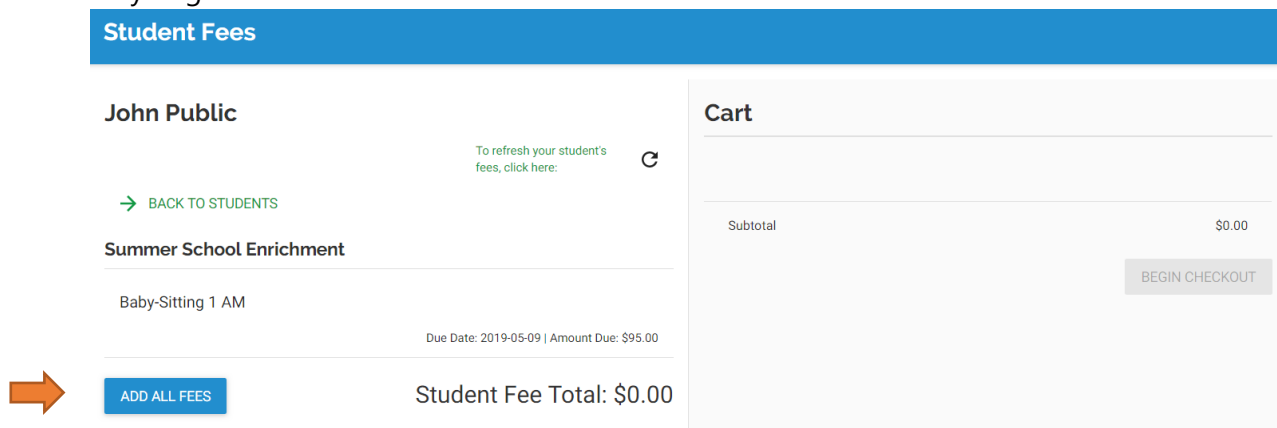# Summer Enrichment Arena Scheduling & Fee Management

To create an account, click on Create an Account. Then you will need to add your student(s). Click Manage Account, then Manage Students.
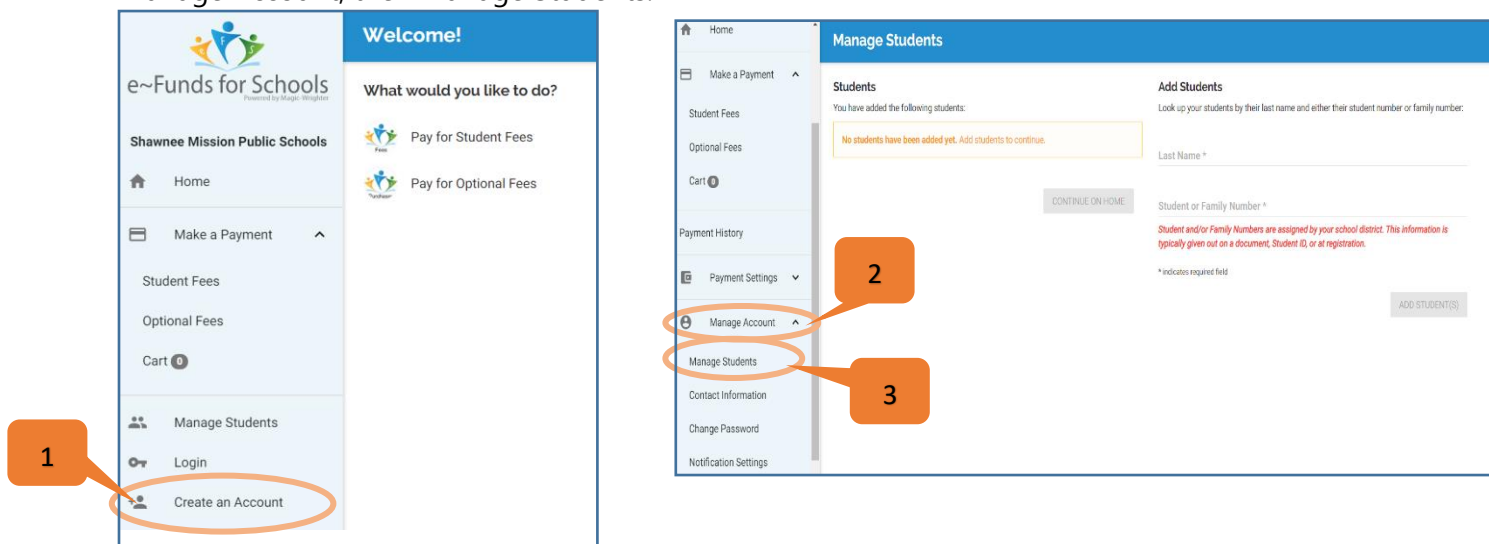
Click Pay Student Fees. You should see your student(s) name(s) with an arrow; click arrow and you should see the fees and be able to add them to your cart. You may also need to find the green text at the top of the page, "To refresh your student's fees, click here", and click the round arrow for your fees to appear.
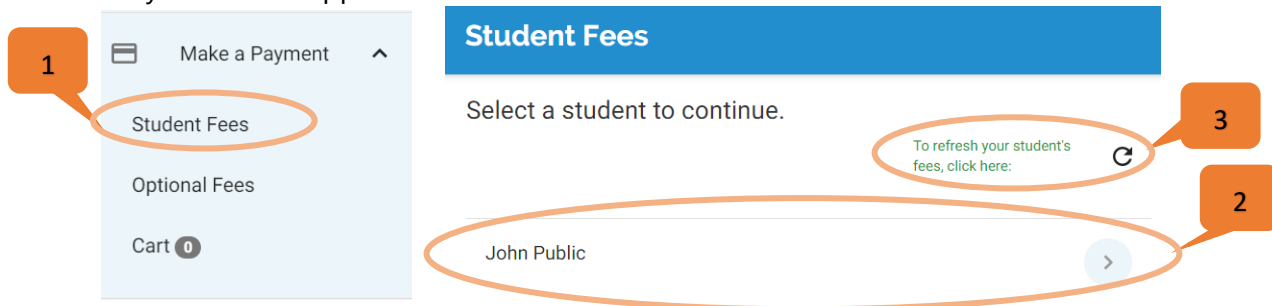
Then click Add All Fees to add them to your cart for each student. Once fees are in your cart, you may Begin Checkout.

For additional assistance with eFunds, click here:
https://payments.efundsforschools.com/v3/Content/resources/efunds-for-schools-guide-18.06.pdf.