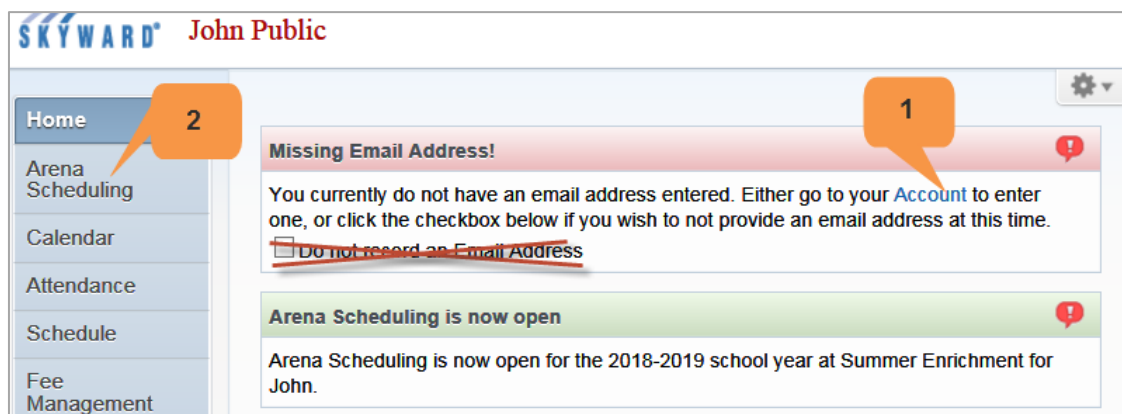


# Summer Enrichment Arena Scheduling & Fee Management

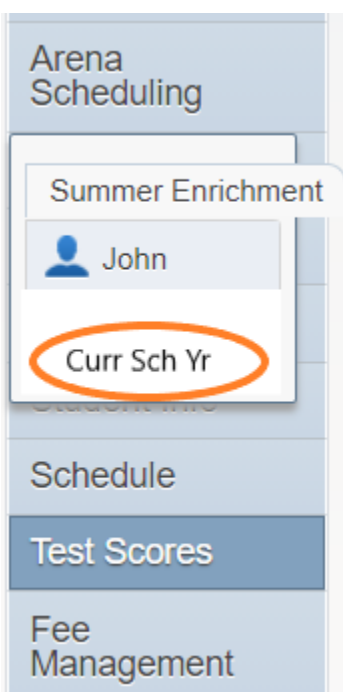
## Revised 4-23-21

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(s). 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 current school year. If you have more than one student who has previously enrolled in Summer Enrichment (since 2017), all of them will show up here.



# Summer Enrichment Arena Scheduling & Fee Management

## Revised 4-23-21

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 2020-21 school year.** (For a description of the courses, refer to the Summer Enrichment Catalog. Click [HERE](#) for the online version of the catalog.) The optional program is listed as Early Care.

**Arena Scheduling**

Arena Scheduling is unavailable for John to Schedule  
Arena Scheduling is Closed. No recent open time periods were found.

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

Name of the Course

W + number corresponds to the Week it's offered

Click the name of the Course to get details about the course.

Act. + letter corresponds to your chosen Activity within that Course

Period 1 is for all courses this year, 9:00 am – 2:00 pm EXCEPT Biotechnology and Camp CARE at CAA, which are 9:00 am – 12:00 noon

Click here to see more Courses.

You can also search by the Course Name

Fit	Seats	Enrichment)	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class	Rm
Yes	20		All on Board W1	MTWRF	1	WK1		03-06	Week 1-June 21	AOB1/100	REC
Yes	20		All on Board W2	MTWRF	1	WK2		03-06	Week 2-June 28	AOB2/200	REC
			All on Board 3W	MTWRF	1	WK3		03-06	Week 3-July 12	AOB3/300	REC
			All on Board W4	MTWRF	1	WK4		03-06	Week 4-July 19	AOB4/400	REC
			Daring Debaters W1 Act.A	MTWRF	1	WK1		03-06	Week 1-June 21	DIS1/10A	PINI
			Daring Debaters W2 Act.B	MTWRF	1	WK2		03-06	Week 2-June 28	DIS2/20B	PINI
Yes	20		Daring Debaters W3 Act.B	MTWRF	1	WK3		03-06	Week 3-July 12	DIS3/30C	PINI
Yes	20		Daring Debaters W4 Act.B	MTWRF	1	WK4		03-06	Week 4-July 19	DIS4/40D	PINI
Yes	20		Discovering Art W1 Act.A	MTWRF	1	WK1		00-06	Week 1-June 21	FUL1/100	MAF
Yes	20		Discovering Art W2 Act.B	MTWRF	1	WK2		03-06	Week 2-June 28	FUL2/200	MAF
Yes	20		Discovering Art W3 Act.C	MTWRF	1	WK3		03-06	Week 3-July 12	FUL3/300	MAF
Yes	20		Discovering Art W4 Act.D	MTWRF	1	WK4		03-06	Week 4-July 19	FUL4/400	MAF
Yes	20		FullSTEAMAheadGr.3-6 W2 Act.B	MTWRF	1	WK2		03-06	Week 2-June 28	FUL32/20B	MAF
Yes	20		FullSTEAMAheadGr.3-6 W4 Act.D	MTWRF	1	WK4		03-06	Week 4-July 19	FUL34/40D	MAF

Course Search

5. You can also filter the list of courses by clicking Subject to choose a specific week. Then click **Apply Filter**.

**Arena Scheduling**

Arena Scheduling is unavailable for John to Schedule  
Arena Scheduling is Closed. No recent open time periods were found.

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

John (Summ)

Fit Seats

Yes 20

Week 1-June 21  
Week 2-June 28  
Week 3-July 12  
Week 4-July 19

Fit	Seats	Enrichment)	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class	Rm
Yes	20		All on Board W1	MTWRF	1	WK1		03-06	Week 1-June 21	AOB1/100	RE

# Summer Enrichment Arena Scheduling & Fee Management

## Revised 4-23-21

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.

**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***. When removing the course, the fee should be removed 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 must be completed through the Summer Programs office.*

**Arena Scheduling**

Period:  Subject:  Teacher: (Last Name)

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

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

Option	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class
Add	20	All on Board W1	MTWRF	1	WK1		03- 06	Week 1-June 21	AOB1/100
Add	20	All on Board W2	MTWRF	1	WK2		03- 06	Week 2-June 28	AOB2/200
Add	20	All on Board 3W	MTWRF	1	WK3		03- 06	Week 3-July 12	AOB3/300
Add	20	All on Board W4	MTWRF	1	WK4		03- 06	Week 4-July 19	AOB4/400
Add	20	Daring Debaters W1 Act.A	MTWRF	1	WK1		03- 06	Week 1-June 21	DEB1/10A

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.

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject
Remove	No	20	All on Board W1	MTWRF	1	WK1		03- 06	Week 1-June 21
Add	Enr	19	All on Board W2	MTWRF	1	WK2		03- 06	Week 2-June 28
Add	Yes	20	All on Board 3W	MTWRF	1	WK3		03- 06	Week 3-July 12
Add	Yes	20	All on Board W4	MTWRF	1	WK4		03- 06	Week 4-July 19
Add	No	20	Daring Debaters W1 Act.A	MTWRF	1	WK1		03- 06	Week 1-June 21
Add	No	20	Daring Debaters W2 Act.B	MTWRF	1	WK2		03- 06	Week 2-June 28
Add	Yes	20	Daring Debaters W3 Act.B	MTWRF	1	WK3		03- 06	Week 3-July 12
Add	Yes	20	Daring Debaters W4 Act.B	MTWRF	1	WK4		03- 06	Week 4-July 19
Add	Enr	19	Discovering Art W1 Act.A	MTWRF	1	WK1		00- 06	Week 1-June 21



# Summer Enrichment Arena Scheduling & Fee Management

## Revised 4-23-21

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. When removing the course, the fee should be removed but be sure to double check. *Any changes after payment is made must be completed through the Summer Programs office.*

**Arena Scheduling**

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

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

John (Summer Enrichment) **View/Print Schedule**

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	Teacher	*Ind	Grades	Subject	Class
Enr		19	All on Board W2	MTWRF	1	WK2			03-06	Week 2-June 28	AOB2/20
<b>Add</b>	No		All on Board W1	MTWRF	1	WK3			03-06	Week 3-July 12	AOB3/30

**Issues with Adding Class**

Adding class Adventures in Acting 2A - AM conflicts with the following class(es) you have already scheduled:

**BLAZC/200-Blast Past 20**

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

[Yes] [No]

Remember, choosing **Yes** removes the previous Course (see instructions below). Double check that the course fee is removed.

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

**IMPORTANT:** Clicking Remove will remove the course. When removing the course, the fee should be removed but be sure to double check. *Any changes after payment is made must be completed through the Summer Programs office.*

**Arena Scheduling**

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

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

John (Summer Enrichment) **View/Print Schedule**

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	Teacher	*Ind	Grades	Subject	Class
<b>Remove</b>	Enr	19	All on Board W2	MTWRF	1	WK2			03-06	Week 2-June 28	AOB2/20
Add	Yes	20	All on Board 3W	MTWRF	1	WK3			03-06	Week 3-July 12	AOB3/30
Add	Yes	20	All on Board W4	MTWRF	1	WK4			03-06	Week 4-July 19	AOB4/40

# Summer Enrichment Arena Scheduling & Fee Management

## Revised 4-23-21

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

### Arena Scheduling

Arena Scheduling is unavailable for John to Schedule

Arena Scheduling is Closed. No recent open time periods were found.

Period:  Subject:    \* (Ind)  
A - Alter  
P - Class

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

Fit	Seats Avail	Course	Days Meet	Prd	Trm
Yes	20	All on Board W1	MTWRF	1	WK1
Yes	20	All on Board W2	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

Student Status: **Locked**  
School Year: **2021**  
Graduation Year: **2030**  
Credits: **0.000**

[Print Schedule](#)

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Period 0						
Period 1	Discvr Art W1 (DIS1/10A) MTWRF Bldg: 228 Rm: PINK	AllonBoard W2 (AOB2/200) MTWRF Bldg: 228 Rm: REDWH				

**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.** You may email the office with requests.

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

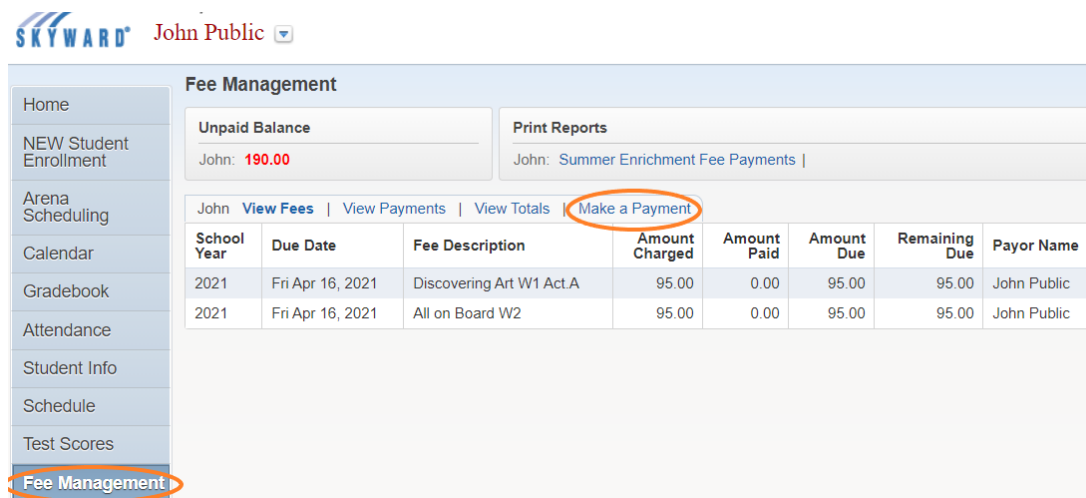


# Summer Enrichment Arena Scheduling & Fee Management

## Revised 4-23-21

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

Unpaid Balance: John: 190.00

Print Reports: John: Summer Enrichment Fee Payments |

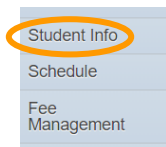
John: [View Fees](#) | [View Payments](#) | [View Totals](#) | [Make a Payment](#)

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name
2021	Fri Apr 16, 2021	Discovering Art W1 Act.A	95.00	0.00	95.00	95.00	John Public
2021	Fri Apr 16, 2021	All on Board W2	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 or call 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). You may also pay as a guest. 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.



Student Info

Schedule

Fee Management

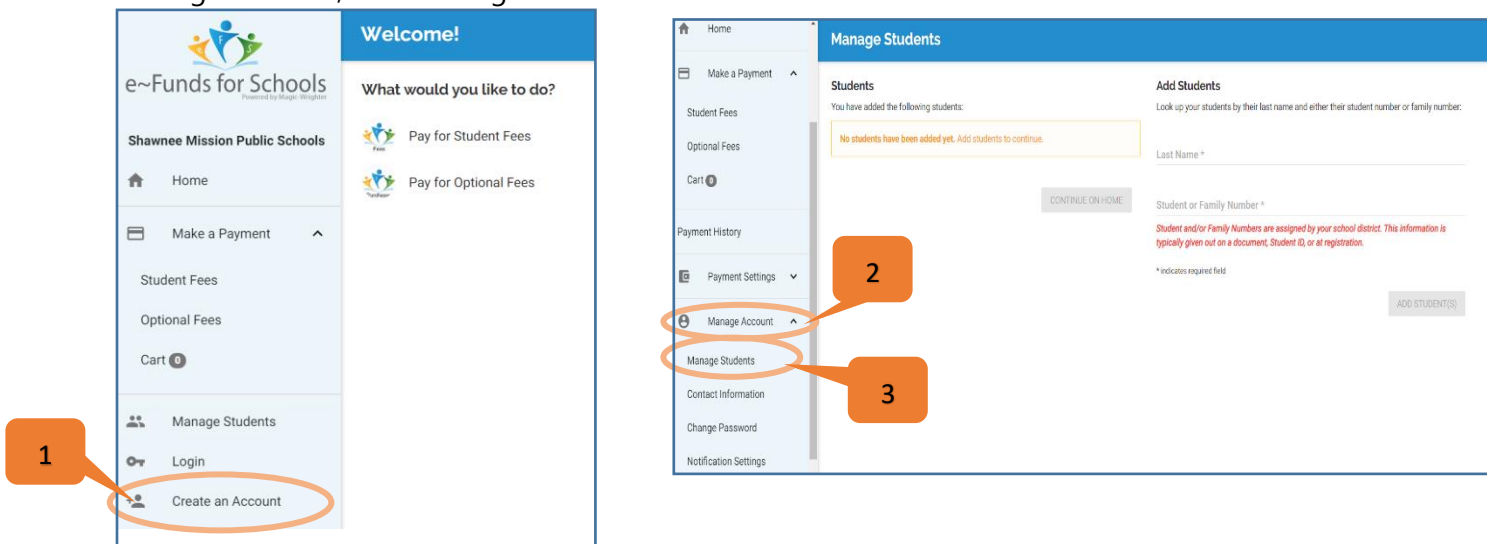
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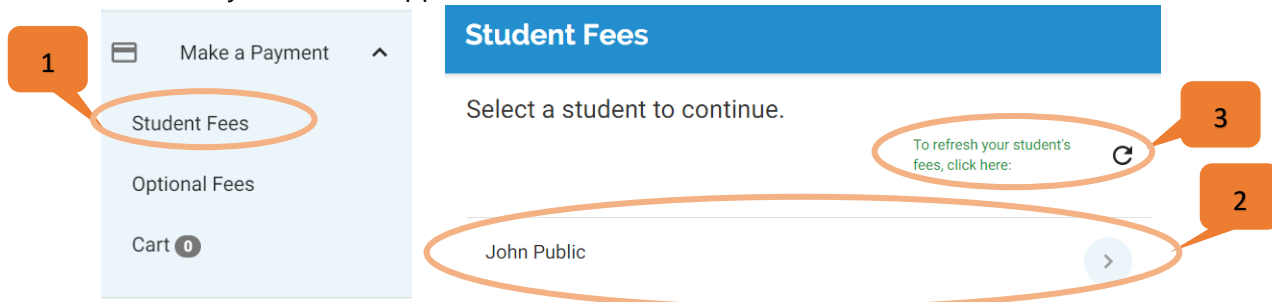
# Summer Enrichment Arena Scheduling & Fee Management

## Revised 4-23-21

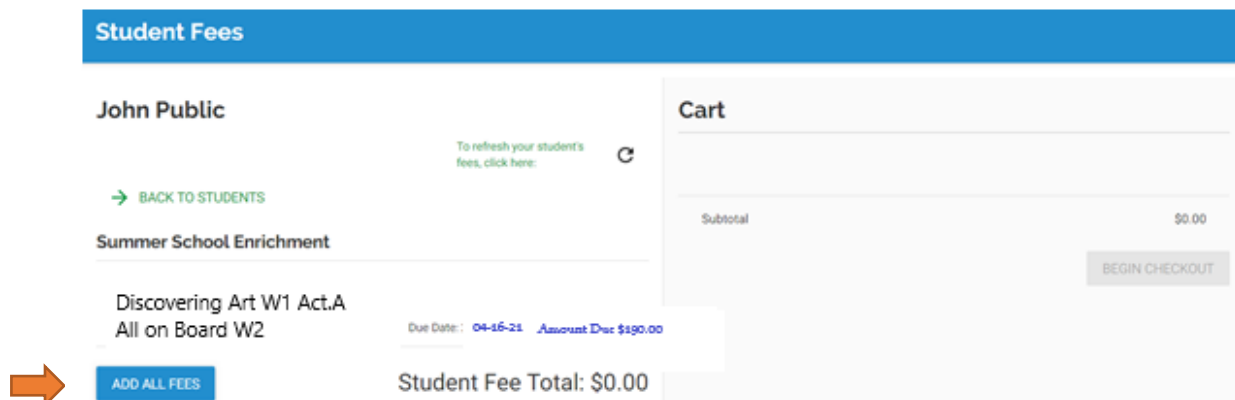
To create an account, click on Create an Account. Then you will need to add your student(s). Click Manage Account, then Manage Students.



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>