

Infinite Campus Parent Portal **On-Line Sports Registration Steps**

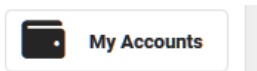
1. Go to the Wausau School District website www.wausauschools.org
2. Go to and open the “**Families**” tab (located top right toolbar)
3. Click the “**Parent Portal - Infinite Campus**” tab on the left hand side
4. If you **DO NOT** have a Parent Portal login, please contact: School Secretary
5. If you **DO** have a Parent Portal login, follow the steps outlined below
 - Go to “**SCHOOL STORE**” on the left hand side menu (top left corner)
 - Go to “**EAGLE ATHLETICS**”
 - Go to “**SCHOOL YEAR FORMS**” Forms every athlete will need no matter what sport
 - Click on the sport you wish to register for, complete the form. You must select the recipient (student eligible for specific sport) If you have more than one student participating in sports, you must complete for each athlete.
6. You may choose to pay the \$30 WIAA Athletic fee at this time, or you may check out and pay in the main office with cash or check.

**** If you wish to pay the fee now, follow the instructions below. Make sure to enter all your children’s fees at one time. There is a \$2 fee per credit card transaction.**

- Click on the menu in the top left corner
- Click “**Fees**”
- Select the student you are adding the fee for in the upper right hand corner.
- In the bottom left corner click “**Optional Payments**”
- Find the sport you are interested in, and click “**Add to cart**”
- Once you have added all your fees to the cart...Click on “**MY CART**”



- Go to the wallet “*My Accounts*”. Enter payment information and save.



- Hit “*SUBMIT PAYMENT*” button

NOTE: If you have more than one student, you can change student on the upper right corner of the screen. Go to that student to add registrations to your cart. Your cart will then contain all products for all students.

