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 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.
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.

5. You can also filter the list of courses 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.

**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.

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.
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.*

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.*
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.

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.
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.

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 SMUSD 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.

Continue to next page.
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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.