



RAIL CAMP & SUMMER PROGRAMS REGISTRATION INFORMATION



You will be registering your child for the RAIL Camp/Summer Programs through your Skyward Family Access.

If you do not remember your login or password information, please contact Lisa Boss at 715-839-6050 ext. 201 or email lboss@altoona.k12.wi.us.

TO REGISTER YOUR CHILD:

1. Log in to your Family Access account.
2. You will click on the "**ARENA SCHEDULING**" button on the left side of your screen.
3. If you have multiple children, you will need to select a child to register.
4. Add the classes your child wishes to attend. Please make sure you look at the term you are selecting. **ST1** is the first session (**June 17 – 28**) and **ST2** is the second session (**July 8 – 26**). **If your child will be attending both sessions, you will schedule both sessions at this time.**
5. You may **View/Print** your child's schedule at any time to verify that you have selected the correct classes prior to clicking SUBMIT.
6. After verifying your choices, click the **SUBMIT** button.
7. Next you will click on the "**ONLINE FORMS**" button on the left side of your screen right above the Arena Scheduling button. This link will bring you to the RAIL Disclaimer & Bus form. **Your class requests will not be honored until this form is completed.**
8. You will complete the form and click on the Complete Step 1 and move to Step 2 button at the bottom of the form.
9. Next you will click the **SUBMIT** button and you are all done!
10. To register another child, you will click on your child's name at the top of the screen and repeat steps 1 – 9.

All classes are first come first serve and fill up fast, so you will want to register as soon as possible! If for some reason your child will be unable to attend after you have signed them up, please contact the elementary office as soon as possible. Thank you!

**** If you do not click the **SUBMIT** button, we will not get a notification and your child's registration will not be processed. ****

