PULASKI COMMUNITY SCHOOL DISTRICT

Online Athletic Form Directions

1) Login to Skyward Family Access (for best results use a computer or laptop)
2) Click on **Arena Scheduling** and click Year
   a. Click Add on the "Courses" that correspond with the sport your child plans to participate in
3) Click on **Health Info** to check for Physical
   a. Click on Display Options
   b. Click on Show Physical Exams
      i. Note: physicals are good for two years from the date of examination.
4) Click on **Online Forms** and then click on **Fill out Forms**. For each form start by clicking the View Full Screen button. Complete all fields in the form and then click on the "Complete Step(#) and move to Step(#)" button located on the top-middle of the screen.
   a. Form 1 - Athletic Information Card
   b. Form 2 – Co-Curricular Student and Parental Agreement
   c. Form 3 – High School Athletics – Concussion Form
   d. 4- Make Online payment directions- click on link to be able to complete next step
   e. 5- Complete 2017-18 Online Sports Forms- Submit
      i. Note: please make sure all three forms have the sport participating in for Fall, Winter, or Spring.
      ii. Note: Online Sports Registration is to be completed prior to tryouts/first day of practice.
5) Complete this process for all High School Students who will be participating in sports.
6) Click on Fee Management on the left-side to Pay Participation Fee

Fee Information

● Your Required Fees will be automatically added to the Fee Payment screen. To view your fees, you can click on Fee Management on left-side within Family Access

● If paying Online, there will be a $2 convenience fee. Paying online directions.

● If paying by Check, you will need to print out the Fee Payment step in registration and mail in the statement and check to your school OR you can bring the statement and check to Walk-In Registration. Paying by check directions

● To print out the Fee Payment step, you can do one of the following: Right-Click on the page and choose Print OR push Ctrl + P on your keyboard. Click here for print directions