



RAIL CAMP & SUMMER PROGRAMS REGISTRATION INFORMATION



This year 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 18 - 29**) and **ST2** is the second session (**July 9 - 27**).
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.
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 you do not click the **SUBMIT** button, we will not get a notification and your child's registration will not be processed. ****

