

# Belleville Summer School Registration

1. Login to **Family Access**
  - a. If you don't have an account click on **Forgot Login/Password**
2. Click on **Arena Scheduling** on the left hand side and click on 2020-2021 under your child's name.
  - a. You will see the classes available for your child. Please be aware there are multiple pages.
  - b. You must click **ADD** to enroll your child in each class.

Home

**Arena Scheduling**

Ethnicity/Race

Calendar

Attendance

Student Info

Busing

Food Service

Schedule

Discipline

Test Scores

Fee Management

Academic History

Portfolio

Skylert

Login History

### Arena Scheduling

Period:

Subject:

Apply Filter

Reset Filter

**\*(Ind)icators:**  
 A - Alternate Class  
 P - Class has Pre-Requisite

(Summer School)

[View/Print Schedule](#) | [Submit Schedule](#)

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades
Add	Yes	350	BREAKFAST/LUNCH SS	MTWRF	1	SS		-02-12
Add	Yes	15	FUN WITH ANIMALS A	MTWRF	1	SS		-01-00
Add	Yes	15	FUN WITH ANIMALS A	MTWRF	3	SS		-01-00
Add	Yes	15	KICK OFF TO KINDERGARTEN	MTWRF	1	SS		-01-01
Add	Yes	15	KICK OFF TO KINDERGARTEN	MTWRF	3	SS		-01-01
Add	Yes	150	RUN FOR FUN	M	1	RUN		-01-08
Add	Yes	10	SES 1 LEVEL 1	MTWRF	1	SWI		-02-08
Add	Yes	10	SES 1 LEVEL 1	MTWRF	2	SWI		-02-08
Add	Yes	10	SES 1 LEVEL 1	MTWRF	3	SWI		-02-08
Add	Yes	10	SES 1 LEVEL 1	MTWRF	4	SWI		-02-08
Add	Yes	10	SES 1 LEVEL 2A	MTWRF	1	SWI		-02-08
Add	Yes	10	SES 1 LEVEL 2A	MTWRF	2	SWI		-02-08
Add	Yes	10	SES 1 LEVEL 2A	MTWRF	3	SWI		-02-08
Add	Yes	10	SES 1 LEVEL 2A	MTWRF	4	SWI		-02-08
Add	Yes	30	SES 1 LEVEL 2B	MTWRF	1	SWI		-01-08
Add	Yes	30	SES 1 LEVEL 2B	MTWRF	2	SWI		-01-08
Add	Yes	30	SES 1 LEVEL 2B	MTWRF	3	SWI		-01-08

3. Once you have added all intended classes click **SUBMIT SCHEDULE**

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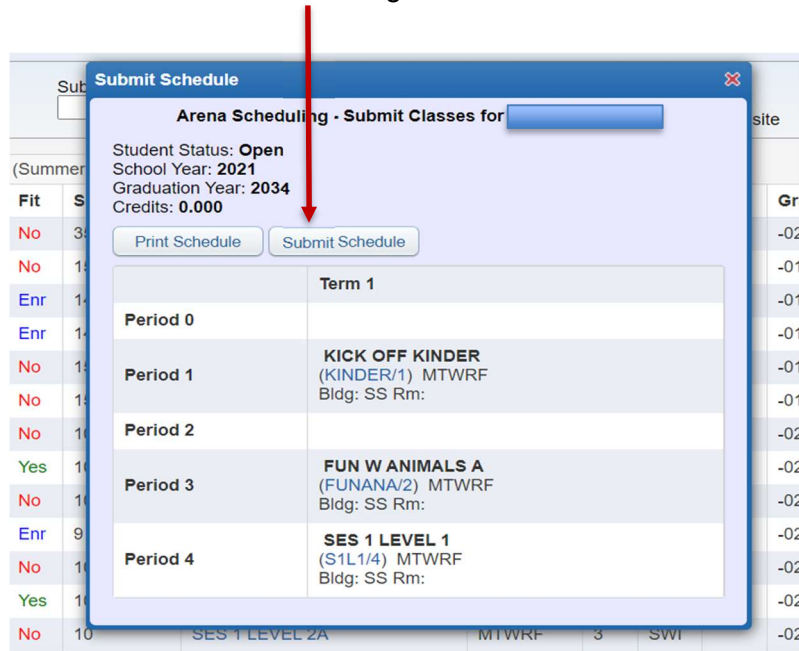
(Summer School)

[View/Print Schedule](#) | [Submit Schedule](#)

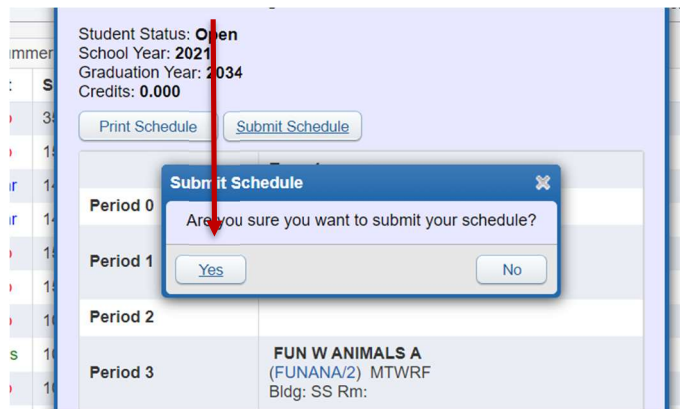
Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades
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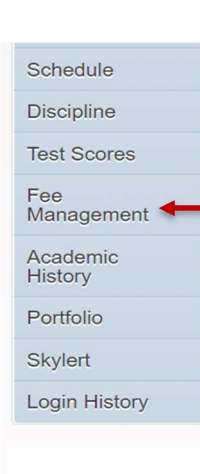
4. A box will pop up and you must click Submit Schedule again.



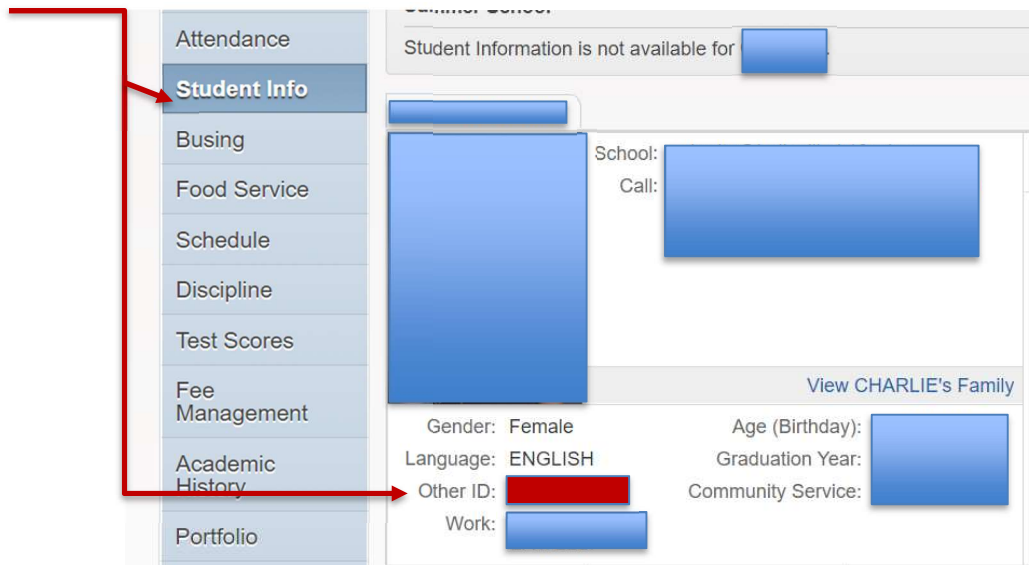
5. Then one more box will pop up and ask: **Are you sure you want to submit your schedule?**
- You must click **Yes** to secure your child's place in the classes you added.
  - Please be aware once you submit you will **not be able to make changes** to your child's schedule.



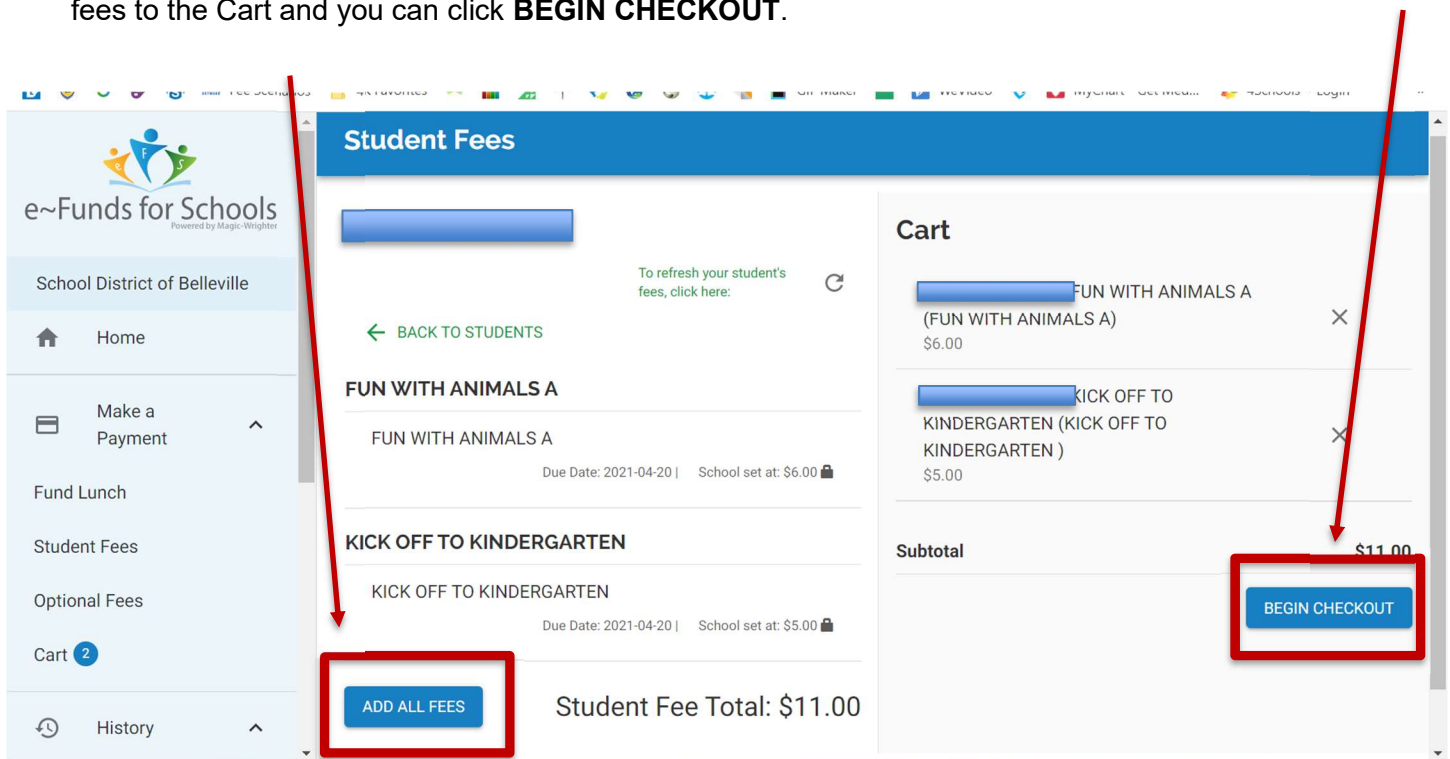
6. Once you click **Yes** then you need to click on **Fee Management** on the left hand side of the screen.



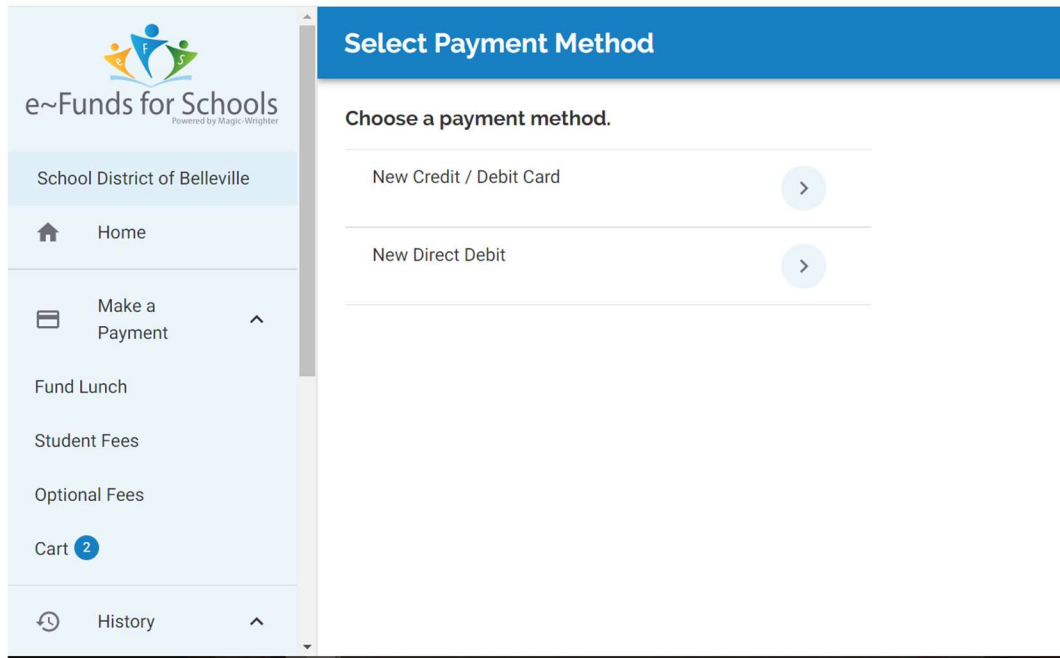
7. This will take you to e~Funds. You can **Login**, **Check Out as a Guest** or **Create Your Account**. We recommend creating your account prior to registration if you are able. You will need your child's OTHER ID which you can find in the Student Info tab of Family Access to create your e~Funds account.



8. Once you have created your account you will click on the Student Fees on the left-hand side of the page. You will click the down arrow near your child's name and click **ADD ALL FEES**. This will add the fees to the Cart and you can click **BEGIN CHECKOUT**.



9. You will be prompted to select a payment method. Please be aware there will be a service charge of \$2.65 if you use a Credit or Debit Card. If you enter your checking account information it will be free.



Please call the Elementary School Office at (608) 835-6120 with any questions.