



PULASKI COMMUNITY SCHOOL DISTRICT

PHS Online Athletic Registration Directions

- 1) Login to [Skyward Family Access](#) (for best results use a computer or laptop)
- 2) Click on **Arena Scheduling**. Go to the students name and click Year
 - a. Click Add on the "Courses" that correspond with the sport(s) your child plans to participate in.
 - i. The \$30 fee will be assigned as you enter your athlete into Arena Scheduling.
 - ii. F= Fall sport, S= Spring sport, W= Winter sport, Y= Fall & Winter sport
- 3) Click on **Health Info** to [check for Physical](#)
 - a. Click on Display Options
 - b. Click on Show Physical Exams
 - i. Physicals are good for two years from the date of examination prior to the start of a sports season at the high school level.
 - ii. Physicals should be submitted to the PHS Athletic office to be entered in skyward by the date of the exam. [WIAA Student-Athlete Physical form \(PDF\)](#)
- 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** - HS Concussion Form
 - b. **Form 2** – HS Information Card
 - c. **Form 3** – HS Co Curricular Agreement
 - d. 5- Make Online payment [directions](#)- click on the link to be able to move to the next step.
 - e. 6- Complete Online Sports Forms- Submit
 - i. Please make sure at the top of all forms the sport participating in for Fall, Winter, or Spring is listed. Online Sports Registration is to be completed prior to tryouts/first day of practice.
 - ii. If you would need to edit your completed online forms, you will need to go to Online Forms, click on View, and then click Mark as not complete and make changes.
- 5) Complete this process for all High School Students who will be participating in sports.
- 6) Click on Fee Management on the left-side in your skyward family account to pay the \$30 Fee or send a check to the PHS Athletic office. This fee needs to be paid before the first competition/game.
- 7) Any questions, please call the PHS Athletic office at 822-6705.

Fee Information

- Your Required Fees will be automatically added to the Fee Payment screen when you enter the sport in arena scheduling. To view your fees, you can click on Fee Management on the left-side within Family Access. If paying Online using your credit card, there will be a \$2 convenience fee.
- 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 the PHS Athletic office.
- 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.