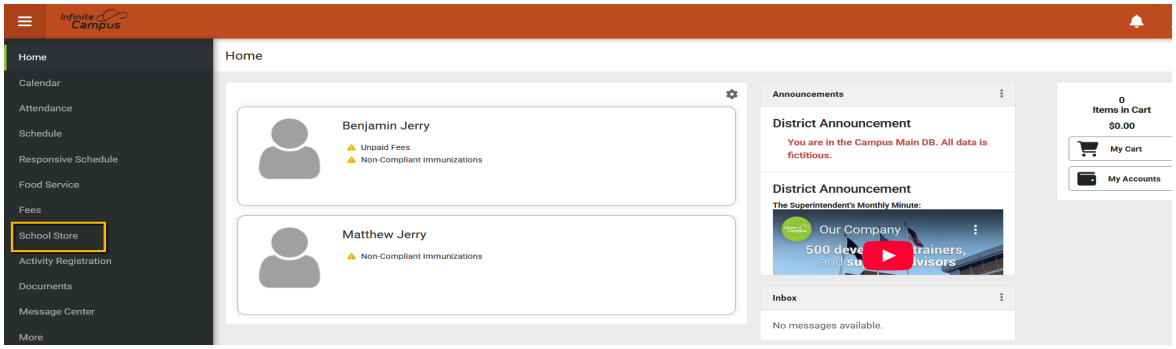
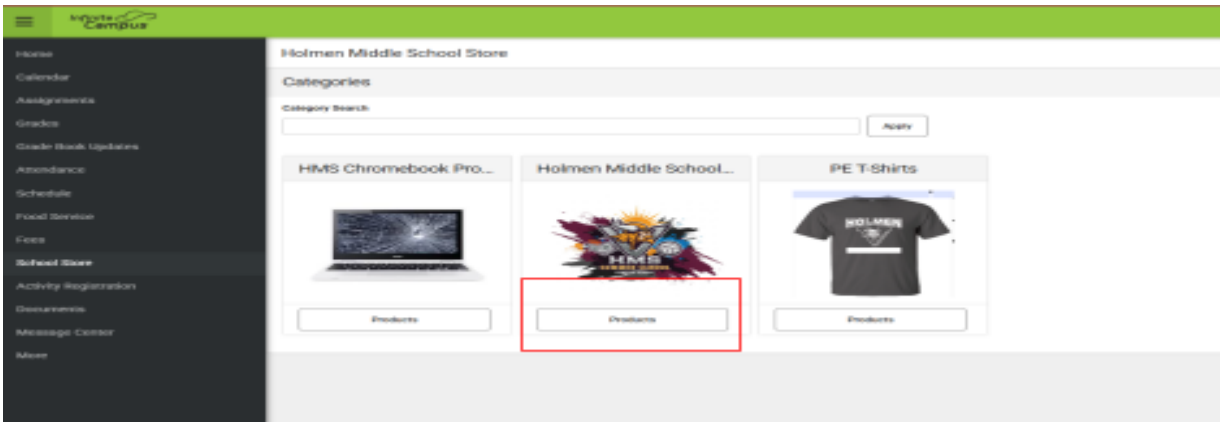
Holmen: Steps for Activity Registration
- Campus Parent or Campus Student

1. Login to your Portal Account and navigate to School Store

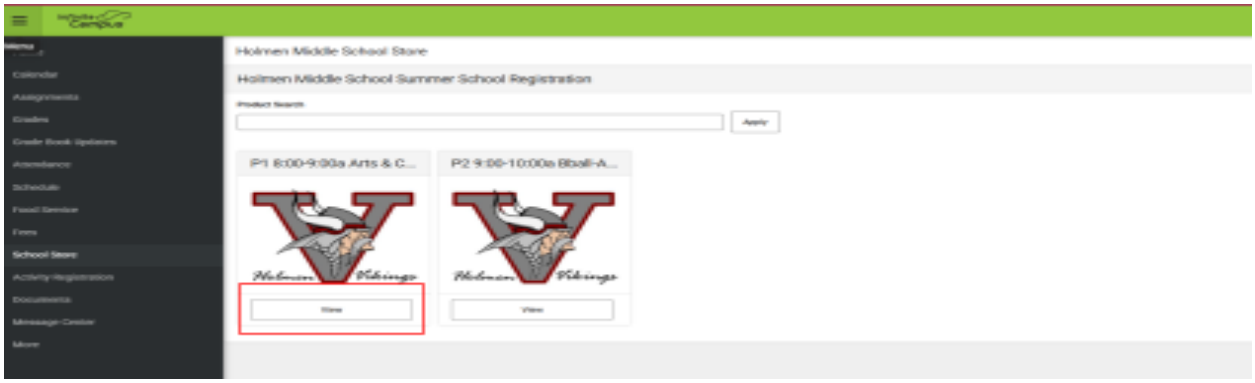


2. Click the Shop button for Holmen Middle School to select the School of the Activity. Click to view the Products / Activities within the designated Category



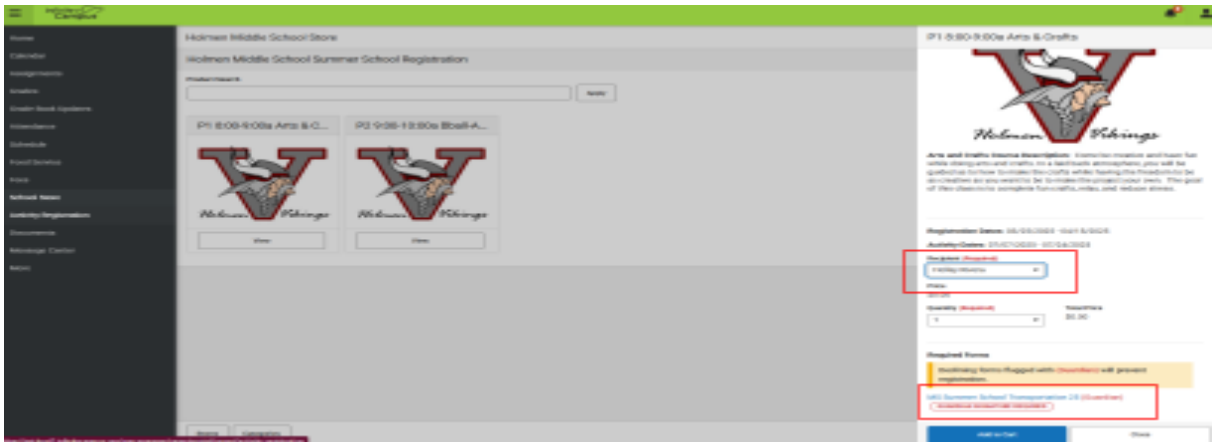
3. Click to view the session you'd like to register for.

Note: you will only see sessions that your child is eligible for.

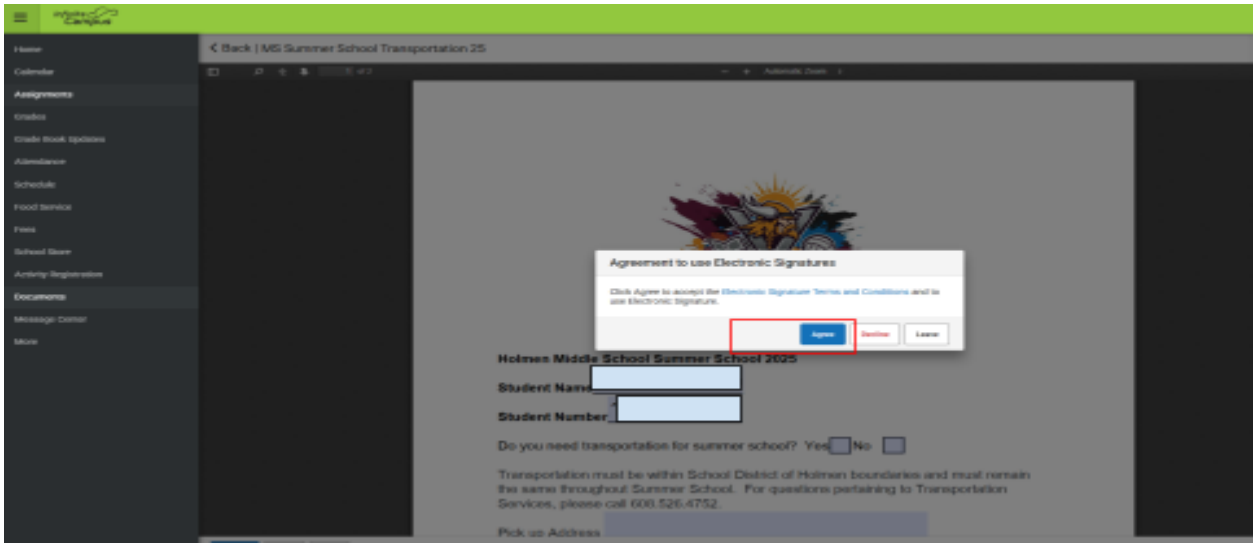


4. A flyout will appear. Select the recipient (student signing up for this session). You will notice that there is a required form that needs to be filled out and signed by the parent. This form is to accept or decline transportation.

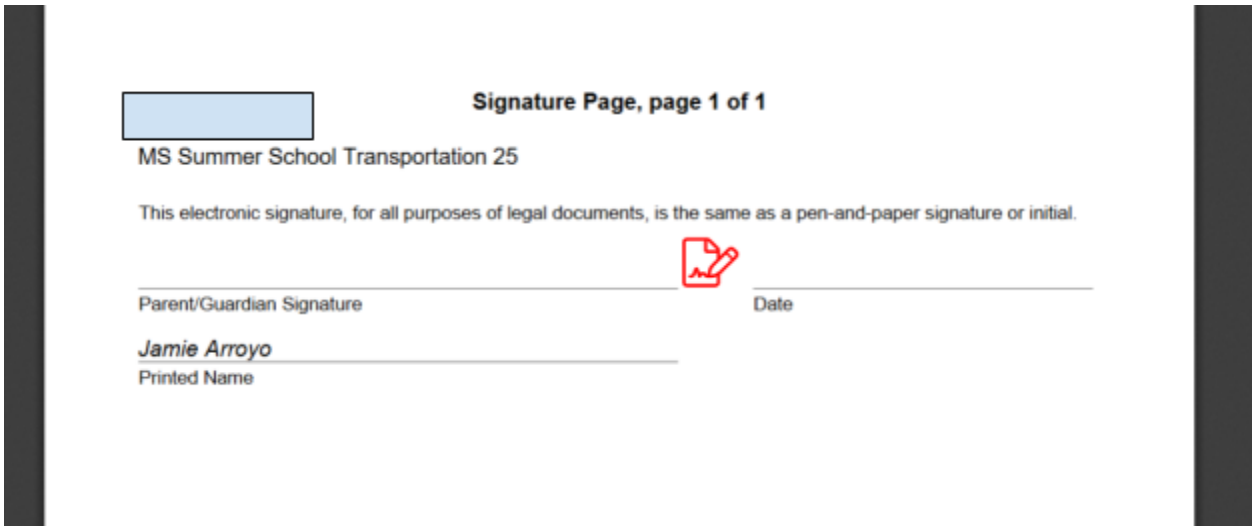
Note: if no spots remain, you will have the option to join the Waitlist.



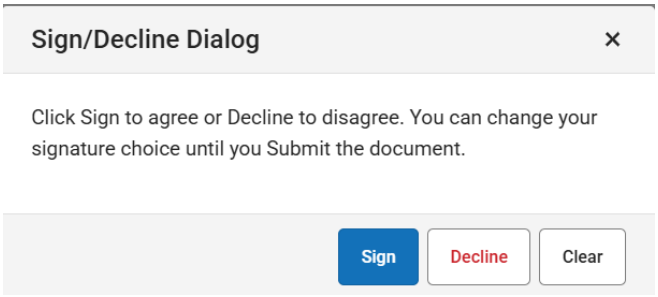
5. Click on the MS Summer School Transportation Form. It will ask you to Agree, Decline, or Leave. In order to register, you must Agree to the Electronic Signature Terms and Conditions.



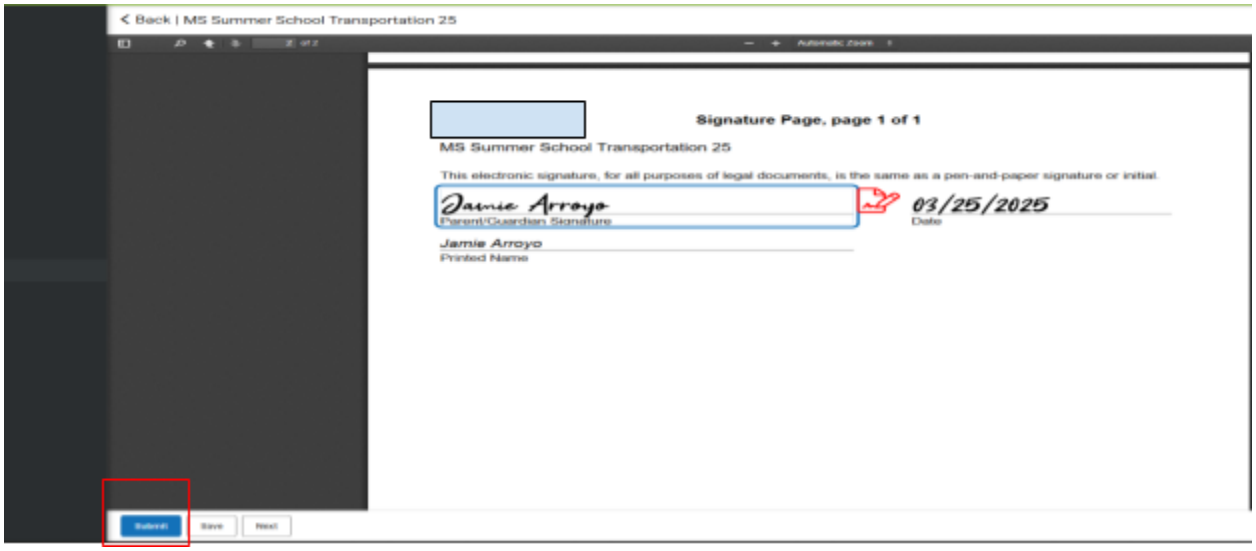
6. Once you agree, a form will open with the student's name that you are registering. Then you need to select yes or no to transportation. If yes, then add in the address fields for pick up and drop off. Then scroll to page 2 to sign the document. You will need to click on the Red signature button.



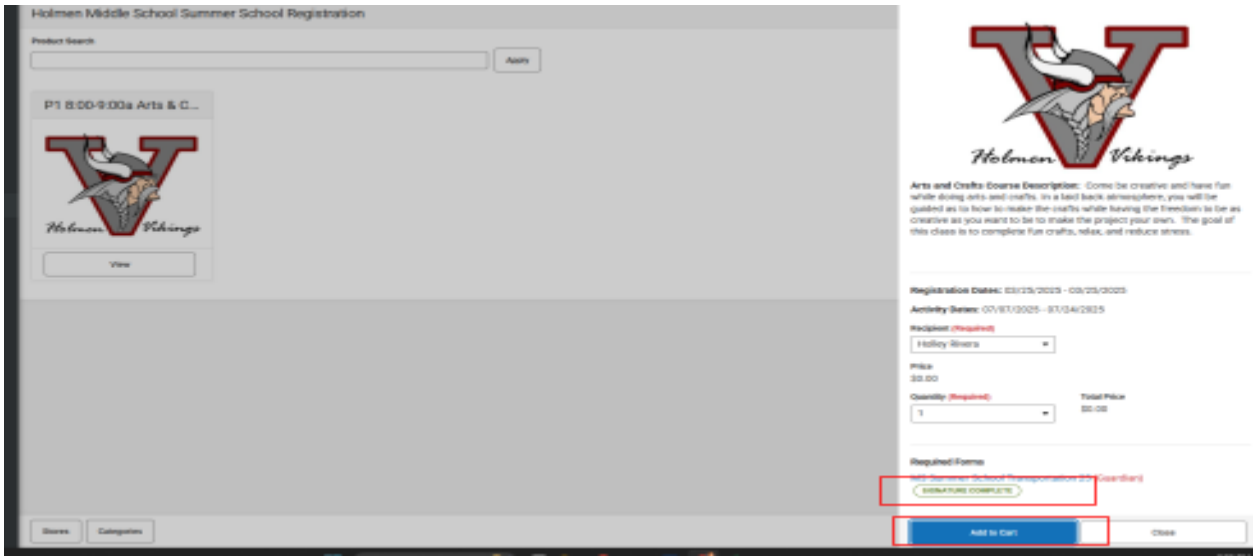
7. Once you click the red signature button the following will appear. Please click the blue Sign button to sign the document.



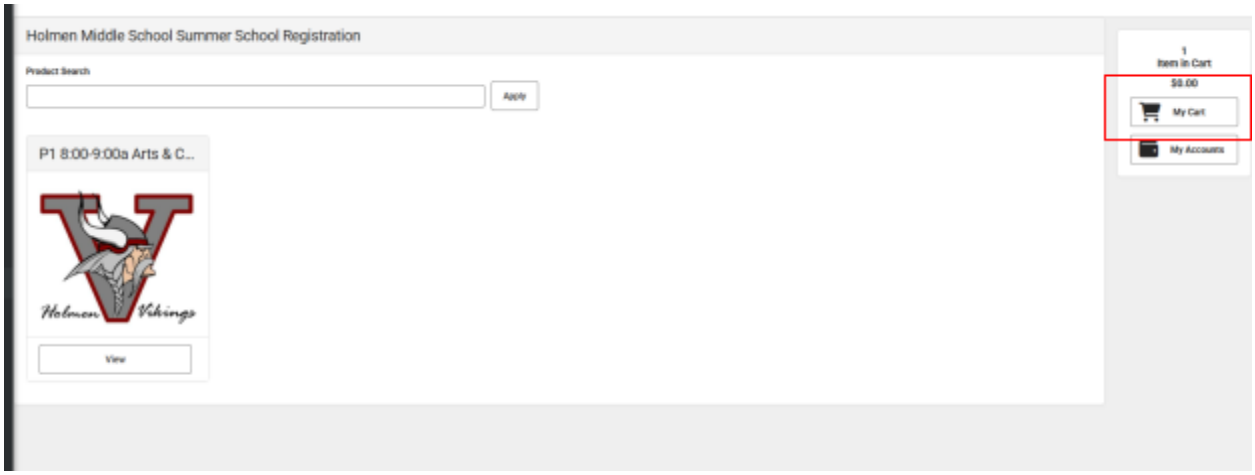
8. Once the document is signed, please make sure to click the blue “Submit” button at the bottom of the page.



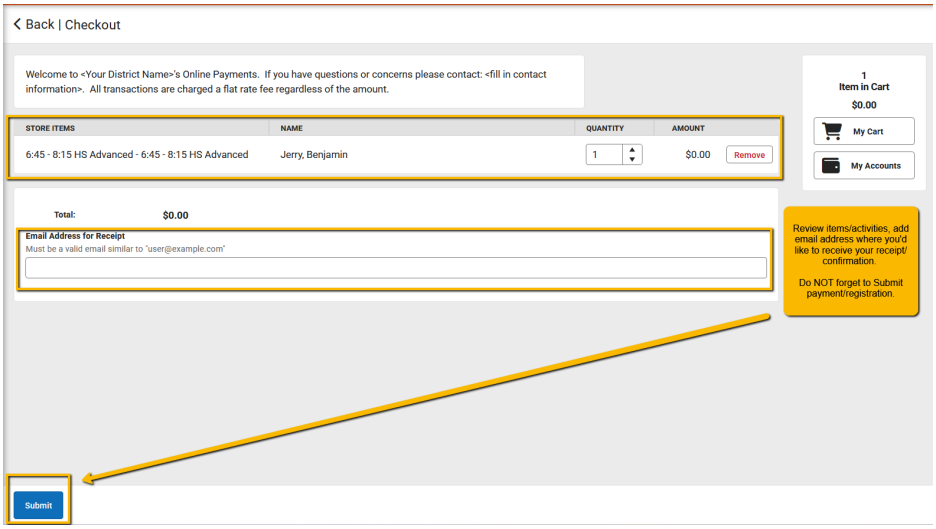
9. Once you sign, it should return you to the cart. You will notice below that below the required form states “Signature Complete”. You will now be able to Add that session to your cart.



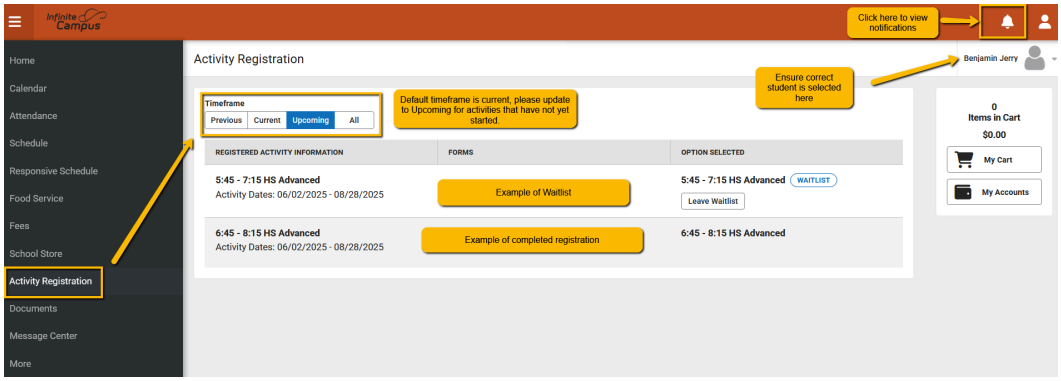
10. Once added to cart, you can repeat to register students for other activities. You will want to have selected a P1, P2, and P3 course. If you have already signed up for TRP, that may take the place of one of your Period Choices as they are aligned together. When done, go to My Cart.



11. Within “My Cart” please review activities/items you want to pay for or register for. You will want to have selected a P1, P2, and P3 course. If you have already signed up for TRP, that may take the place of one of your Period Choices as they are aligned together. To complete registration, you MUST submit “payment” or checkout. This is true even for registrations with a $0 Fee. This is the final step to confirm the student registration.



12. Once Registration is complete, or the student was added to the waitlist, you can navigate to the Activity Registration tool within the Portal menu to see completed registrations, and to view/manage the waitlist status.



Note: If you are on the waitlist, you will receive a notification within the “bell” in the upper right corner of the Portal Account when your waitlist status changes.