

**Directions for Adding Optional Fees such as Parking and Athletic Fee**

1. Go into Family Access, Fee Management
2. Select the child you want the fee applied for and select "Add a Fee"
3. The top of the screen lists fees currently assigned, the bottom has "Fees that can be added"
4. Search the "Fees that can be added" and select the appropriate fee(s) for your child by double clicking. Once double clicked, it will add to the fees list on the top of the screen.
5. Once Fee is on top portion of screen, click back and fee should be available for payment.
6. Once that is done, you will be able to pay the fee through Skyward.
7. If you have questions, contact the office at 715-758-4850