

PLEASE READ!!

On-line Registration Directions HS and MS Co-Curricular Activities

NEW FOR 2015-16

In order to participate in Co-Curricular Activities at Holmen High School and Middle School certain “paperwork” must be completed to insure the safety of your student(s) and help communicate the rules students and parents must agree to follow. These documents (except the physical) must now be completed online and can be completed at home.

There is a four step process to follow once you are logged into the on-line registration website.

<https://holmenhs-ar.schooltoday.com/>

or

Go to the Holmen School District Website and find the On-line Registration link under “Activities and Athletics”

Step One: Watch the On-Line Co-Curricular Activities Video:

(This will not be available in 2015-16, so you can skip this step this year.)

Step Two: Read the important documentation and rules:

All of the documents parent/guardian and students are required to read, understand and agree to are in this step. As you look at the scanned documents you will notice signature lines. You will not have to do anything with these lines at this point as you will be using an electronic signature to sign for all the documents at once later in step 4 (These are read only documents).

Step Three: Complete and submit your signed Physical Card:

All students must have a physical examination every two years if they are involved in any activity other than a "Group C" Activity (these are listed on the website).

You will be able to print a copy of the physical card from the website and take it to your health facility to have your doctor complete the physical. Remember the doctor must sign and date this form. The completed form can be scanned and uploaded into the secure website in **Step Four** or the form can be turned into Co-Curricular Office at the school your student is attending.

Step Four: Complete the Activity Registration Process

This is where the student, parent/guardian and health information is entered. It is also contains your confirmation of reading, understanding and agreeing to the documentation of step 2. Once this information is entered into the site it will be easy to update as we transition between fall, winter and spring seasons for the school year (must be updated each season).

Note: The on-line registration process at this time allows only one activity to be chosen at a time when entering a student. When you are in Step 4 of the “Activity Registration” and are selecting an activity you can only choose one activity from all of the pull-down menus. If your student is signed up for a “Fall” activity and multiple “Yearly Activities” you will need to pick one activity and complete the form. To register the same student for additional activities or a new student, you will need to click on the link at the bottom of the page called “Manage AR”. Then click on the “**Register**” link and choose the student you need to register additional activities for or the “new student” link if you are registering a new student. If your student has more activities they will be registering for, you will need to follow the registration process for each activity. Once you have registered, your student account will have automatically been created, called a “Family Account” which you will be able to revisit when you log into the site with all your saved information. To navigate the site when you are “logged in” use the “**My Account**” or “**Manage AR**” links at the bottom of the page.

We hope the on-line registration simplifies the process for completing the required documents to participate in Holmen Co-Curricular Activities. If you have difficulty completing the on-line form we will provide opportunities to complete them with support.

High School: Pre-Season Activity Meetings

Fall: Monday, 7/27/2015

Winter: Monday, 11/2/2015

Spring: Monday, 2/29/2016

Middle School: Fall Registration

Wednesday, 8/5/15

Tuesday, 8/11/15

Completing the forms on-line at home before your pre-season meeting (HS) or fall registration dates (MS) would make the process most efficient and would make these days less stressful for parents and students.

**Best of Luck with all your students activities!
GO VIKINGS!!**

Student Activities Needing to Complete On-line Registration

All High School WIAA sports

HS Art Club

HS Dance Team

HS DECA

HS Drama

HS FCCLA

HS Forensics

HS High Quiz Bowl

HS Jazz Band

HS Powerlifting

HS Show Choir

HS Skills USA

HS Snowboard and Ski Club

All Middle School WIAA Sports

MS Play / Drama

MS High Quiz Bowl

MS Forensics

MS Gallery Club

MS Geography Bee

MS Gymnastics

MS Jazz Band

MS Math Counts

MS Show Choir

MS Spelling Bee

MS Snowboard and Ski Club

MS Student Council

If you have questions with the on-line registration process please contact:

Naomi Rislow

High School Activities Office Secretary

risnao@holmen.k12.wi.us

Nancy Kroening

Middle School Activities Office Secretary

kronal@holmen.k12.wi.us

Mark Englerth

Holmen School District Activities Director

engmar@holmen.k12.wi.us