



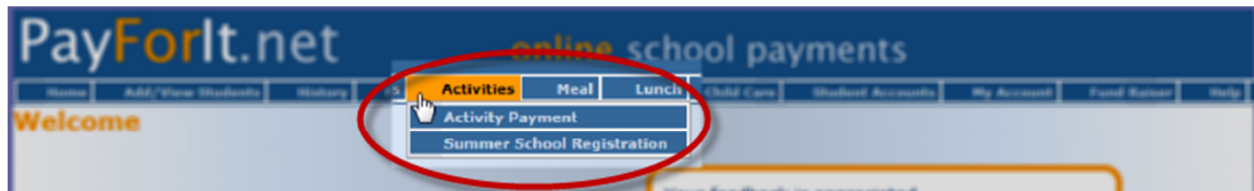
How Do I Register for an Activity?

The activities available to you are set and maintained by your School District. If you are looking for an activity that is not listed on your screen, please contact your School District, they will better assist you. The directions below will help you to use the PayForIt.net application to register & pay for the activities you choose. Screen prints are provided on the following pages after the three steps are described below.

Note: If your School District is not using the Activities module in PayForIt.net, you will not see the option on your menu bar.

Step 1 – Select the Activity Registration Payment Process

A. Select “Activity Payment” from the Activities Menu.



- You will need to register & pay for activities at the same time. Meaning, if you do not go thru the entire process, to submit your payment successfully, your student(s) will not be registered.
- Messages are displayed on each screen to communicate additional information related to the type of transaction you are performing as necessary.
- The screens will also guide you through the steps of the process.
- If you have multiple students on your account, you can register them within the same payment, but you will need to register each of them for activities separately (i.e. You will need to do B, C, D and E for each student).

B. Select the student to register.

- If you have multiple students on your account, you need to select the student you wish to register first. If you have just one student on your account, his/her information should already be displayed to you.

C. Select the activity(ies) to register for.

- If there is a long list of activities available to your student, you can limit the list by selecting a date range.
- You can select multiple activities to register for each student if desired.

D. Click **Start Registration**.

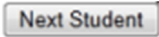
- You will be taken to a screen to verify your selections, add additional students (if desired) and select your method of payment.



How Do I Register for an Activity?

Step 2 – Verify your Transaction

E. Make any changes, register additional student(s) and select your payment method.

- You can delete any activities from your transaction at this time, if desired.
- If you'd like to add registration(s) for additional students on your account, click  and go back to Step 1 and perform B-D until you have all the students you'd like included in your payment.
- Select your method of payment. The payment methods you've defined for your account will be listed as options in a drop-down box on the screen.

F. Click

Step 3 – Confirm completion of your payment.

G. Confirm completion.

1. You will get a message when your transaction is complete.
2. The transaction results will be displayed to you.
3. The details of the transaction will display to you.
4. You will also receive an email message with the processing results & details of your transaction for your records, if desired.



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How Do I Register for an Activity?

Step 1 - Initiate Registration(s) for a specific student.

Screen Print

PayForIt.net online school payment

Filter the list of activities by a specific student or date range.

Select: Christopher Dalton Barraza (ID=1013) to

Date Range: to

Screen Messages provide for relevant information related to what you are doing.

Messages

- Tiered pricing will be calculated after you select your activities.

The screen will guide you thru the steps.

Step 1 of 2
Check the box next to the Activities to Register

Name	Type	Due Date	Amount Due	Select
Keyboarding	One Time	08/18/2011	\$20.00	<input type="checkbox"/>
Swimming	One Time	08/18/2011	\$25.00	<input type="checkbox"/>
Rugby Camp	One Time	08/18/2011	\$20.00	<input type="checkbox"/>
Dance	One Time	08/18/2011	\$23.00	<input type="checkbox"/>

Select (click) the activities you want to register this student for. Multiple activities may be selected for a single student.

Select (click) the "Start Registration" button to submit the registrations selected for this student.

Start Registration



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How Do I Register for an Activity?

Step 2 – Verify your selections, register additional students and submit payment.

Screen Print

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online school payments

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Activity Registration Payments

Select: Christopher Dalton Barraza (ID=1013)

Date Range: to

Messages

- Tiered pricing will be calculated after you select your activities.

You can remove a registration(s) before payment here.

The payment methods you have on your account are available here.

Use the Next Student button if you have multiple students on your account and you want to register another student in the same payment.

No.	Name	Amount	Fee	Total
1	Christopher Dalton Barraza (ID=1013)	\$20.00	\$0.00	\$20.00
2	Christopher Dalton Barraza (ID=1013)	\$2.00	\$0.00	\$2.00
Total:		\$20.00	\$0.00	\$22.00

Select Payment Method: ACU

Next Student

Process Payment

A total of all the registrations you've selected for a student are listed here.

Click the "Process Payment" button when you are satisfied with your registration selections and are now ready to pay.



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How Do I Register for an Activity?

Step 3 - Confirm Completion

Screen Print

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Home Add/View Students History Student Account Help

Transaction Complete

[Return to Home Page](#)

Once your transaction has completed processing, this screen will display to you.

Details of your transaction are displayed to you again, for your reference only.

Transaction Processing Results:

Order Number: [00055-00002845](#)
Status: **Approved**
Merchant: Rivendell Activities - ACU
Payment Method: ACU
Total Amount: \$22.00
Reference ID: 00055-00002845
Message: Approved

Transaction Details:

0055-00002845 Details	Charge
Christopher Dalton Barraza	Amount: \$20.00
Testing CLONE-2	ICF: \$0.00
	Trans. Fee: \$2.00
	Total: \$22.00
Total:	\$22.00

The results of your transaction are displayed to you. This information is also emailed to the email address associated with your account.