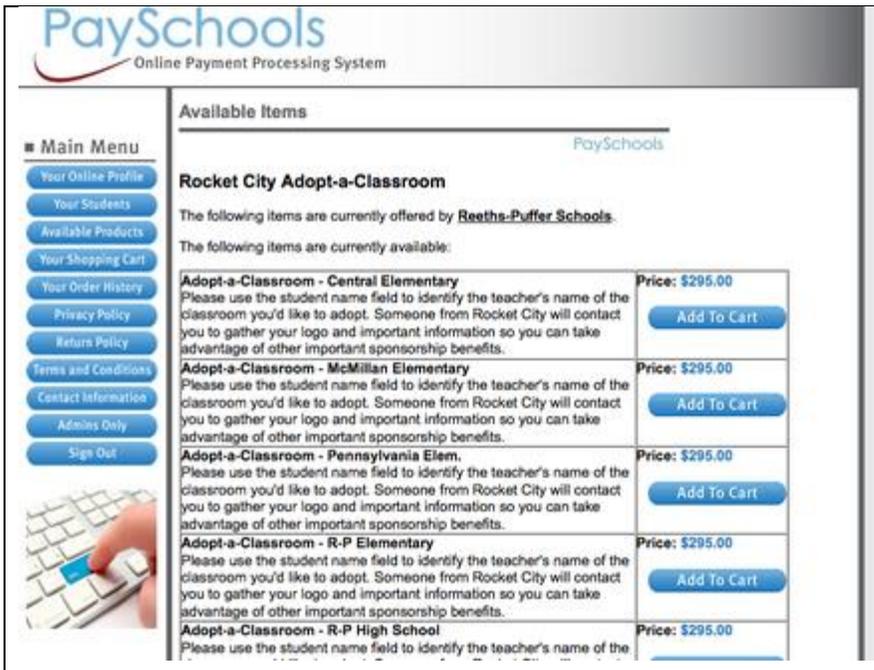


Payschools.com tutorial

PaySchools.com is a service that Reeths-Puffer uses for parents, sponsors and adopters to send money securely to the school online.

Below are step by step instructions for filling out the screens in order to properly adopt a classroom and pay online using PaySchools.com

1. Select the school



The screenshot shows the PaySchools website interface. On the left is a 'Main Menu' with buttons for 'Your Online Profile', 'Your Students', 'Available Products', 'Your Shopping Cart', 'Your Order History', 'Privacy Policy', 'Returns Policy', 'Terms and Conditions', 'Contact Information', 'Admins Only', and 'Sign Out'. The main content area is titled 'Available Items' and features the 'PaySchools' logo. Below the logo, it says 'Rocket City Adopt-a-Classroom' and 'The following items are currently offered by Reeths-Puffer Schools.' It then lists five adopt-a-classroom options, each with a description, a price of \$295.00, and an 'Add To Cart' button. The options are: Central Elementary, McMillan Elementary, Pennsylvania Elem., R-P Elementary, and R-P High School. A small image of a hand clicking a mouse button is visible in the bottom left corner of the screenshot.

Item Name	Price	Action
Adopt-a-Classroom - Central Elementary Please use the student name field to identify the teacher's name of the classroom you'd like to adopt. Someone from Rocket City will contact you to gather your logo and important information so you can take advantage of other important sponsorship benefits.	Price: \$295.00	Add To Cart
Adopt-a-Classroom - McMillan Elementary Please use the student name field to identify the teacher's name of the classroom you'd like to adopt. Someone from Rocket City will contact you to gather your logo and important information so you can take advantage of other important sponsorship benefits.	Price: \$295.00	Add To Cart
Adopt-a-Classroom - Pennsylvania Elem. Please use the student name field to identify the teacher's name of the classroom you'd like to adopt. Someone from Rocket City will contact you to gather your logo and important information so you can take advantage of other important sponsorship benefits.	Price: \$295.00	Add To Cart
Adopt-a-Classroom - R-P Elementary Please use the student name field to identify the teacher's name of the classroom you'd like to adopt. Someone from Rocket City will contact you to gather your logo and important information so you can take advantage of other important sponsorship benefits.	Price: \$295.00	Add To Cart
Adopt-a-Classroom - R-P High School Please use the student name field to identify the teacher's name of the	Price: \$295.00	Add To Cart

Find the school from the list of schools, and click the add to cart button.

2. Select Quantities

PaySchools
Online Payment Processing System

■ Main Menu

- Your Online Profile
- Your Students
- Available Products
- Your Shopping Cart
- Your Order History
- Privacy Policy
- Return Policy
- Terms and Conditions
- Contact Information
- Admins Only
- Sign Out

Your Shopping Cart

PaySchools

Add more items by selecting from the menu to the left. Remove items by setting the Quantity to "Delete" and updating.

Some items may need to have a student associated with them. To assign multiple students to a single item, add the single item to your cart multiple times. Any item marked as "locked" cannot be adjusted here.

When you're ready to check out, just click the blue button at the bottom of this page. [Click here to add more items.](#)

Category	Item Name	Price	Quantity
Rocket City Adopt-a-Classroom	Adopt-a-Classroom - Central Elementary	\$295.00	1

[Update Quantities](#)

Grand Total: \$295.00

[Continue Shopping](#)

[Check Out](#)

If you don't wish to pay online with PaySchools [click here.](#)

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If you are adopting one classroom in that school click the "Check Out" button. If there is more than one classroom you want to adopt in that school, change the quantity and click "Update Quantity" then click "Check Out." If you want to adopt a classroom from another school, select "Continue Shopping" and select another school.

3. Register or Sign In

PaySchools
Online Payment Processing System

■ Main Menu

- Your Online Profile
- Your Students
- Available Products
- Your Shopping Cart
- Your Order History
- Privacy Policy
- Return Policy
- Terms and Conditions
- Contact Information
- Admins Only
- Sign Out

Welcome! Please Register or Sign In

PaySchools

First time users, please [click here to register.](#)

Registered users, please enter your login information below.

Email Address
 Password

Remember me (Cookies are required; not recommended if you are on a public computer or terminal)

[Login](#)

Forgot your [password or email address?](#)

[Not sure if you have an account?](#)

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If you have used PaySchools.com before you will be able to login. If this is your first time you will need to register. Don't worry, your info is not used for anything other than sending you a receipt.

Complete the registration/login.

4. Add a Student - (or in this case, teacher)

■ Main Menu

- [Your Online Profile](#)
- [Your Students](#)
- [Available Products](#)
- [Your Shopping Cart](#)
- [Your Order History](#)
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- [Terms and Conditions](#)
- [Contact Information](#)
- [Admits Only](#)
- [Sign Out](#)



Please Assign the Following Items PaySchools

You have added items to your cart that require a Student Name and/or Student ID. Please add a student to your account or choose the student from the drop-down menu and select "Continue" to proceed to the checkout.

Add A Student
Please enter the required information and select "Add New Student" to continue. To edit or delete existing students, [click here](#).

Ⓢ Student First Name*
 Ⓢ Student Last Name*
 Ⓢ Student ID (if available)0
 Ⓢ Grade*

Instructions
To select which student the item is for, please choose the Student Name from the drop-down box. If you are making a purchase for any item that is not for a particular student (such as Adult Education Classes, Family Athletic Passes, Donations, Play Tickets, etc), add your name as the student and "A" in the grade option for Adult or select "Not for a Student" from the drop-down if available. Select "Continue" to proceed to the checkout. * **SEE NOTE BELOW**

Applies To	Item Name	Price	Quantity
Jim Perreault	Adopt-a-Classroom - Central Elementary	\$295.00	1

*NOTE: This page is not compatible with Internet Explorer 10. This may cause you to receive an error message telling you to add a student, even if you have already selected your student(s) below. To complete your payment please choose from the following options:

In the "Student First Name" field, enter the teacher's first name.
 In the "Student Last Name" field, enter the teacher's last name.
 In the "Grade" field, enter the grade that teacher teaches.
 Click the "Add New Student" button

■ Main Menu

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- [Return Policy](#)
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- [Contact Information](#)
- [Admits Only](#)
- [Sign Out](#)



Please Assign the Following Items PaySchools

You have added items to your cart that require a Student Name and/or Student ID. Please add a student to your account or choose the student from the drop-down menu and select "Continue" to proceed to the checkout.

Add A Student
Please enter the required information and select "Add New Student" to continue. To edit or delete existing students, [click here](#).

Ⓢ Student First Name*
 Ⓢ Student Last Name*
 Ⓢ Student ID (if available)0
 Ⓢ Grade*

Instructions
To select which student the item is for, please choose the Student Name from the drop-down box. If you are making a purchase for any item that is not for a particular student (such as Adult Education Classes, Family Athletic Passes, Donations, Play Tickets, etc), add your name as the student and "A" in the grade option for Adult or select "Not for a Student" from the drop-down if available. Select "Continue" to proceed to the checkout. * **SEE NOTE BELOW**

Applies To	Item Name	Price	Quantity
Jim Perreault	Adopt-a-Classroom - Central Elementary	\$295.00	1

*NOTE: This page is not compatible with Internet Explorer 10. This may cause you to receive an error message telling you to add a student, even if you have already selected your student(s) below. To complete your payment please choose from the following options:

You must enter the first name, last name and grade then click "Add New Student" for every classroom you are adopting.

When you click "Add New Student" you will see a drop down list appear next to the Adopt-a-Classroom items at the bottom of the page.

5. Select the Teacher

Your Online Profile

[Your Students](#)

[Available Products](#)

[Your Shopping Cart](#)

[Your Order History](#)

[Privacy Policy](#)

[Return Policy](#)

[Terms and Conditions](#)

[Contact Information](#)

[Admins Only](#)

[Sign Out](#)

You have added items to your cart that require a Student Name and/or Student ID. Please add a student to your account or choose the student from the drop-down menu and select "Continue" to proceed to the checkout.

Add A Student
Please enter the required information and select "Add New Student" to continue. To edit or delete existing students, [click here](#).

Student First Name*
 Student Last Name*
 Student ID (If available)0
 Grade*

Instructions
To select which student the item is for, please choose the Student Name from the drop-down box. If you are making a purchase for any item that is not for a particular student (such as Adult Education Classes, Family Athletic Passes, Donations, Play Tickets, etc), add your name as the student and "A" in the grade option for Adult or select "Not for a Student" from the drop-down if available. Select "Continue" to proceed to the checkout. *** SEE NOTE BELOW**

Applies To	Item Name	Price	Quantity
<input type="text" value="Susan VanPelt"/>	Adopt-a-Classroom - Central Elementary	\$295.00	1

***NOTE:** This page is not compatible with Internet Explorer 10. This may cause you to receive an error message telling you to add a student, even if you have already selected your student(s) below. To complete your payment please choose from the following options:

OPTION 1) Use a different web browser, such as Google Chrome, Mozilla Firefox, Apple's Safari, or Opera web

OPTION 2) Use a computer with an older version of Internet Explorer, such as a computer with a Windows 8 or a prior operating system.

Under the "Applies To" category use the drop down menu to select the proper teach for the proper school, then click "Continue."

6. Select Payment Type

PaySchools
Online Payment Processing System

■ Main Menu

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[Sign Out](#)

Checkout: Payscale Accepts Check or Credit/Debit Card Payments

Category	Item Name	Purchased For	PriceQty
Reeths-Puffer Schools			
Rocket City Adopt-a-Classroom	Adopt-a-Classroom - Central Elementary	Susan VanPelt (1) - \$295.00	1
		District Subtotal	\$295.00
		District Convenience Fee	\$0.00
		District Total	\$295.00
Grand Total:			\$295.00

Pay By Check
(Complete Form Below)

JOHN OR JANE DOE
1234 Some Street, 123-456-7890
Hometown, IA 59665

Pay to the order of _____

Pay by Credit or Debit Card
[\(CLICK HERE\)](#)

Bank Routing Number 4857

Date _____

\$ _____

Select whether you will pay with a check or a credit/debit card.

Fill out the payment information on the screen that follow. And you're done. You've successfully adopted a lucky Rocket City classroom.

Thank you so much for you participation in Adopt-a-Classroom and your involvement in the success of the entire Rocket City Community!