

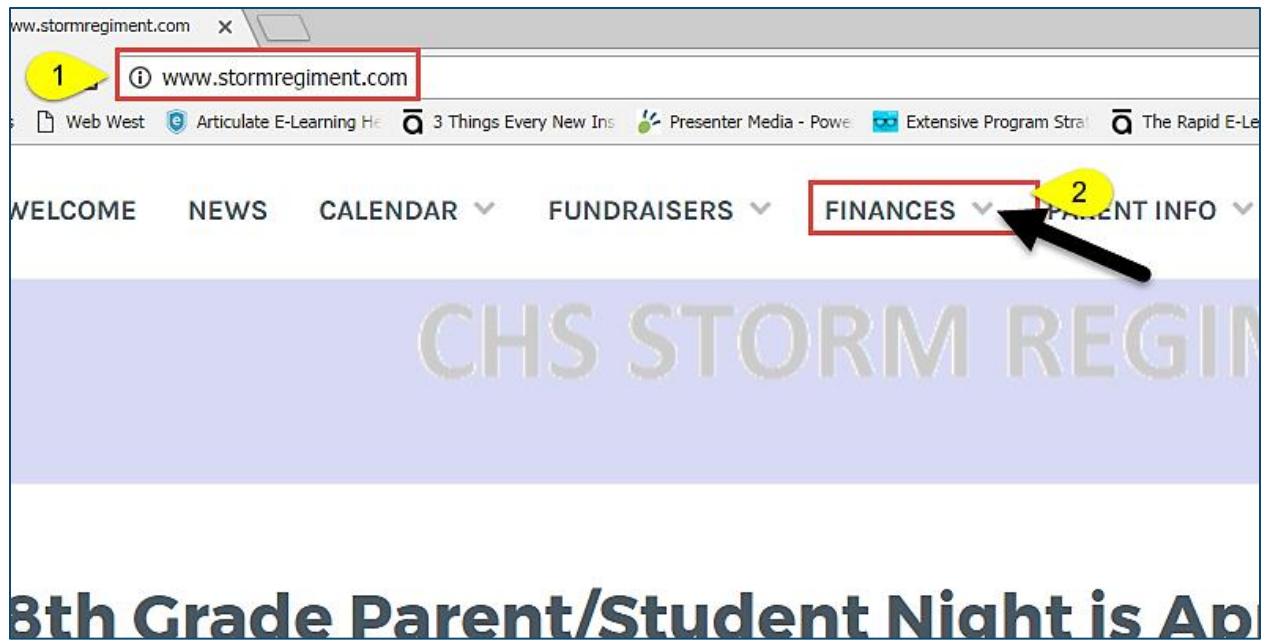


PAYPAL INSTRUCTIONS

CHS Band Boosters

Band Booster Treasurer





1. Go to our website at www.stormregiment.com
2. Select the **drop down arrow next to Finances**, and then **click on PayPal**.

Pay Pal/Treasurer Page

» PayPal Cleveland HS Band and Color Guard

Paypal

The Boosters are assessed a 3% charge for facilitating payments through PayPal onto your payment to cover these charges.

» PayPal Cleveland HS Band and Color Guard

Note that you can use your PayPal account, OR pay directly from a credit card for recurring payments. Please contact the Treasurer with any questions.

Now payments for all band and colorguard functions can be made on-line. Please include in the "Note" field the following information:

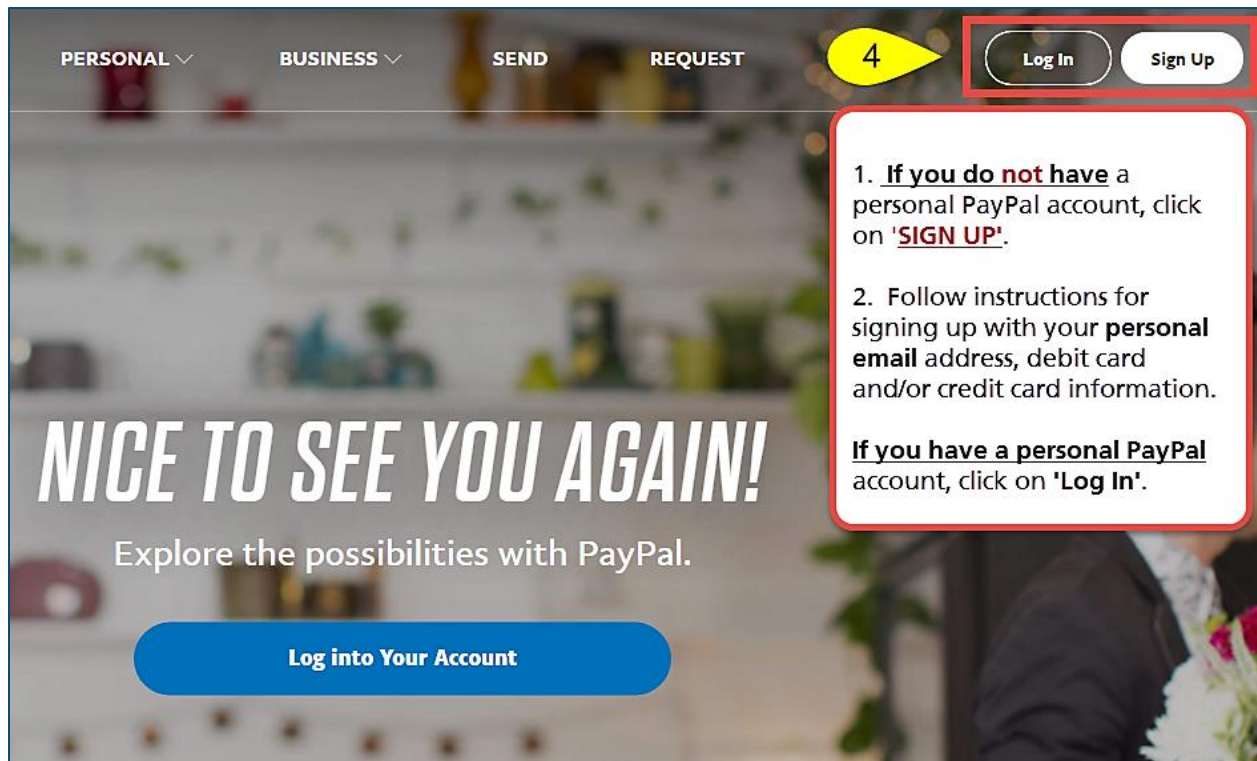
1) The student's name, if applicable

2) The purpose of your payment

Donate

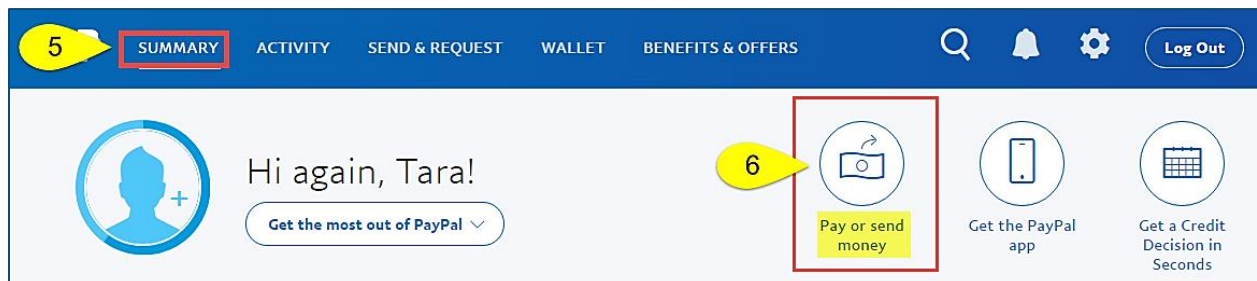
3

3. From the PayPal page under Finance, **click on Donate**.

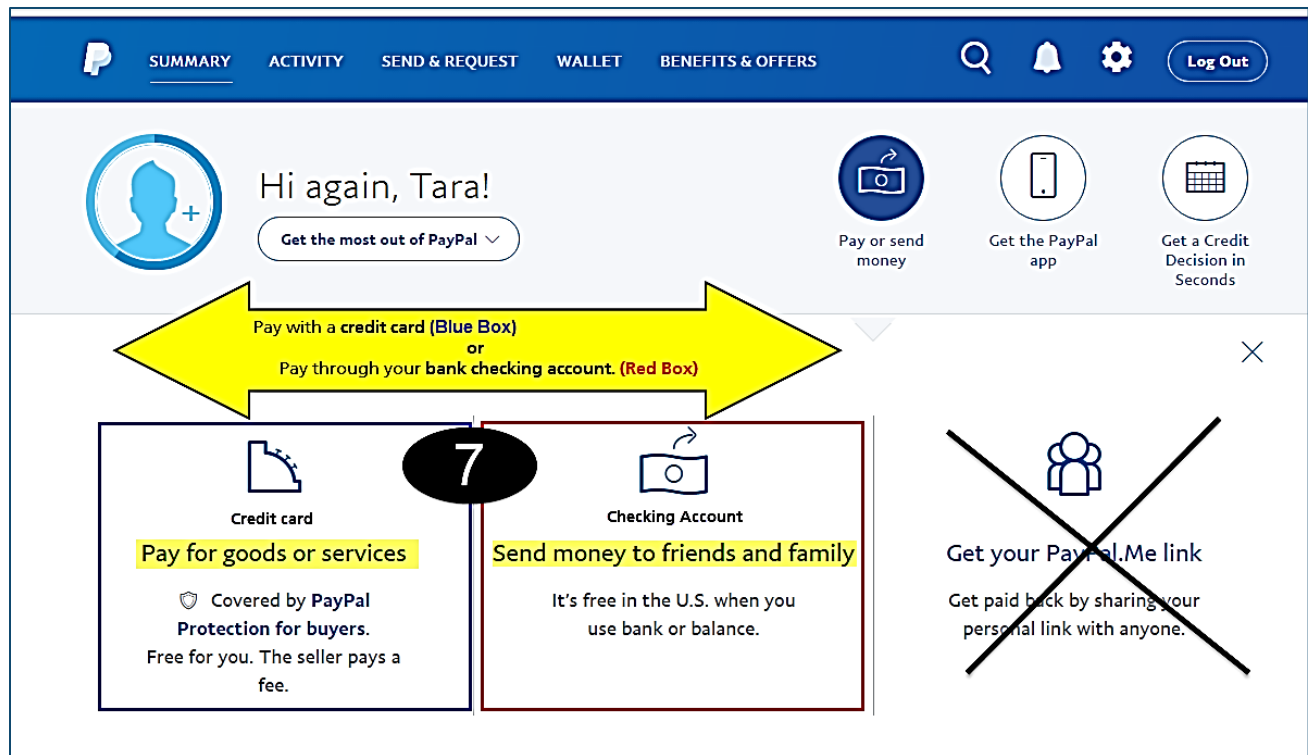


After you click 'Donate', you will arrive on the PayPal website.

4. If you already **have** a personal PayPal account, **select Log-In**. If you do **NOT** have a personal PayPal account, **click on Sign Up**.



5. After either logging in or signing up, **click on the Summary Tab** at the top of your page.
6. **Select the Icon for 'Pay or Send Money'.**



Once you click on the icon, options will appear for you to choose.

7. You have two options.
 - a. If you **want to pay with your credit card**, click on '**Pay for goods or services**' with the cash register icon. **Credit Card transaction fees from PayPal are paid through CHS Band Boosters for the 2017/2018 School Year.*
 - b. If you **want to pay through your bank account**, select '**Send money to friends and family**' with the cash icon. **Payments through this method come directly out of the bank account of your choosing and are free to the Band Boosters. CHS Band Boosters will not receive any information about your accounts. Boosters receive the money directly into our PayPal account.*

SUMMARY ACTIVITY **SEND & REQUEST** WALLET BENEFITS & OFFERS

Send money to friends and family

Send money to anyone with an email address or mobile number and it will go to their PayPal account. If they don't have an account, they can create one in seconds, for free.

8 **Next**

ACTIVITY **SEND & REQUEST** WALLET BENEFITS & OFFERS

Pay for goods or services

No fee for you. The seller pays the fee. Plus, you're covered by **PayPal Purchase Protection**.

Next

Either option selected in #7 brings you to a corresponding page to enter the Band Boosters PayPal account's email address.

8. In the 'Email/Mobile Phone' box, enter stormbbtreasurer@hotmail.com then **click Next**. **Ignore the cursor line after .com in the images.*

The screenshot shows the PayPal 'SEND & REQUEST' interface. At the top, there are navigation links: 'SEND & REQUEST' (underlined), 'WALLET', and 'BENEFITS & OFFERS'. A search icon and a settings gear icon are on the right. Below the navigation bar is a grey silhouette of a person's head. A yellow banner states 'You're sending to stormbbtreasurer@hotmail.com'. The main section is enclosed in a red border and contains a yellow callout '9' pointing to the '\$100.00' amount, the text 'USD' with a dropdown arrow, and a text field containing 'Marching Band - Tyler Sparks' with a yellow callout '10' pointing to it. To the right of the text field is a blue box with the text 'Add Note with Student's Name(s) and what the money is for. (ie Marching Band)'. Below this is a 'Make it a gift' section with a gift icon, the text 'Express yourself with beautiful cards designed by Jonathan Adler.', and a 'Get Started' link. At the bottom, there is a link 'View PayPal policies and your payment method rights.' and a blue 'Continue' button with a yellow callout '11' pointing to it.

9. Enter dollar amount.
10. Add Note with your Student's Name or Names and Description.
11. Click Continue.

After you select Continue, follow the remainder of the on screen instructions through the final submit payment screen. You should receive a 'Thank You' screen after you submit your payment; as well as, an email notification from PayPal.

If you have any questions about the process or finances in general, please do not hesitate to email me at stormbbtreasurer@hotmail.com.