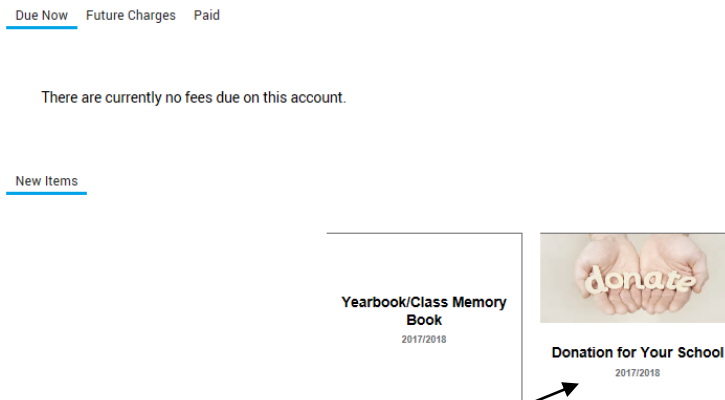
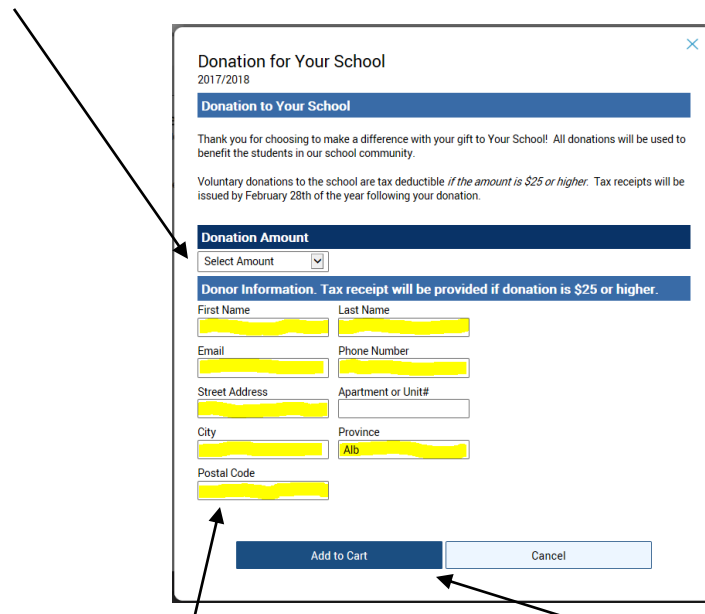


Making a donation to your school through your online account

1. Once you are signed into your online account, single click on your child's name to be able to view the **Donation for Your School** (this will be the actual name of your child's school) button when you sign in to your account. If you only have one child in the Calgary Catholic School District, you don't need to single click on their name.



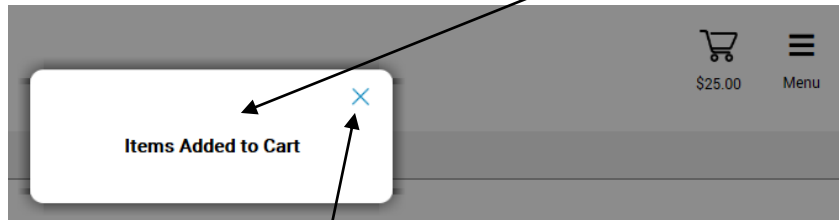
2. Single click on the **Donation for Your School** button. The donation form will pop up. Select the **Donation Amount** that you want to donate from the drop down list.



The screenshot shows a 'Donation for Your School' form for the 2017/2018 year. It includes a 'Donation Amount' dropdown menu, a 'Donor Information' section with fields for First Name, Last Name, Email, Phone Number, Street Address, Apartment or Unit#, City, Province (pre-filled with 'Alb'), and Postal Code. The 'Add to Cart' button is highlighted in blue, and the 'Cancel' button is in light blue. Arrows point from the 'Donation Amount' dropdown and the 'Add to Cart' button to the next step.

3. NOTE: All the **mandatory fields** (highlighted yellow above) need to be completed before the form can be submitted. To submit your form, single click on the **Add to Cart** button.

4. You will then receive a notification on your screen that the **Items Added to Cart**.



5. Close the notification with a **single click** on the **X**. The **Due Now** area of your account will show that you have an Item in your Cart.

[Due Now](#) [Future Charges](#) [Paid](#)


Calgary Catholic District Fees (QAM 2018-01-25) ✔

Additional Items In Cart

Donation for Your School							
Donation - Your School (unrestricted)	\$25.00	\$25.00	-	-	\$25.00		
Total:		\$25.00	\$0.00	\$0.00	\$25.00		\$25.00

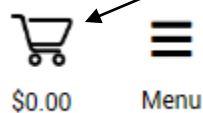
[New Items](#)

Yearbook/Class Memory Book
2017/2018



Donation for Your School
2017/2018

6. To submit the payment and complete the donation, single click on the **Cart** in the upper left corner of the screen.





7. Your **Cart** screen will appear showing the **detailed item**.

Additional Items In Cart

Donation for Your School		
Donation - Your School (unrestricted) \$25.00	\$25.00	\$25.00
Total:	\$25.00	\$25.00

8. Complete your **Payment Method** information and single click on **Submit Payment**. NOTE: Partial payments are not allowed for donations.

Payment Method

No Saved Cards on Profile
[Manage Saved Cards](#)

Credit Card

INTERAC® Online

Pay by Credit Card

Cardholder Name

Credit Card Number

Expiration Date
01 (Jan) / 2018

CVD (# on back of card)

Payment Amount: **\$25.00 CDN**

9. You will then receive an email confirmation of your completed transaction. This is not an official tax receipt.
10. **NOTE: A Tax Receipt will be provided if your donation is \$25 or higher.** Tax receipts will be mailed by February 28th of the following year.