

PAYPAL INSTRUCTIONS

The NW Band Boosters have set up a PayPal account in order to offer you another payment option. As always we gladly accept checks and cash and hope that this new option provides a convenient alternative for you. Please note that 2.2% is added to your total to cover the band's cost of using PayPal. This fee however is waived if you are making a donation.

To make a payment go to the band website www.nwvikingband.org.

Click on the "Fairshare/PayPal" tab located in the left sidebar under the "Administrative" section.

Follow the instructions below:

ADDING THINGS TO YOUR SHOPPING CART

1. Click on the "Click here to make a payment with PayPal" link.
2. Locate the payment you wish to make (ex. Fairshare).
3. Click on the pull-down to display the payment selections. Click on the one you want (ex. Fall payment 1 \$125).
4. Enter your student's FULL NAME (or enter more than one name i.e. John and Jane Doe - you will enter the quantities on the next screen). You must enter first and last names so that we can tell whom the payment is for.
5. Click "Add to Cart" and you will be taken to the PayPal site and your shopping cart. (If you are purchasing more than one of this item you will enter the quantity here and click "Update Cart" to see the total.)
6. Click "Continue Shopping" if you wish to go back to the band website to add more items to your cart. (ex. Windsuit, Trip deposit, etc.) If you are only purchasing one item skip to the "Checkout" instructions at this point.

CONTINUE SHOPPING

1. When you click "Continue Shopping" you will be asked "Do you want to close this window?" You may answer either way as outlined below.
2. "YES" closes the cart and takes you back to the band site where you can add more items to those already in your cart. "NO" allows you to

minimize the cart screen and add additional items to your cart from the band site.

ADDING CLOTHING AND TRIP PAYMENTS

1. Select your payments by clicking on the pull-downs from each section and adding items to your cart. (ex. Full Windsuit in the Clothing section, DCI Field Trip in the Band Trips section)
2. REMEMBER to always enter your student(s) full name(s) for each item. This is the only way we can track your payments.
3. If you had selected Fairshare earlier then these items will be added to it. You may also leave your cart at any time and come back to it later. Nothing happens to it until you proceed to checkout or remove the items from the cart.
4. NOTE that if you add something by mistake you simply click in the "Remove" box located to the right of the "Quantity" box and click "Update Cart". The item will be removed from your cart.

CHECKOUT

1. Click "Proceed to Checkout"
2. If you have a PayPal account you may log in on the right side of the screen.
3. If you just wish to use a credit card without creating a PayPal account then click on the "Continue" link which is in blue next to the Credit Card icons on the left of the screen.
4. You will be asked to enter your credit card information, billing information, and email address.
5. Click the "Review Order & Continue" button at the bottom of the screen.
6. Review your order and click the "Pay \$your total Now" button.
7. You will be given an order confirmation number and will be sent an email with your printable receipt.
8. You may close the screen - your order is complete!

THANK YOU!!

If you have any questions please do not hesitate to contact
budgetdirector@nwvikingband.org