

## **Registering for an Activity**

Once a FeePay login is created and students are linked to your user account using their Student ID, view and register for available items and registrations within the Activities link. (Note: Students <u>must</u> have a valid Student ID for the district in order to view available items in the Activities list.)

- 1. Log into the district FeePay page.
- 2. View and register for available activities by selecting

in the upper, left corner of the screen.

3. Each child on the Account will show on screen. Any items open for that child to register will be displayed below the name.

There may be several items open for registration. Use the Next button to page through currently open items.

Activities

George Balk		Click on an item for			
TIES Demo District		more information.			Show 5 🕈 entries
Enroll By 🔺	Item (click title for more detail)		\$	Amount 💠	
Jan 1, 0001	Boys Baseball - Spring 2013 at Sr. High Main Campus			\$30.00	Add to cart 🛆
Mar 29, 2015	High School Musical Ticket - Main Floor - April 1, 2015 7:00pm Show			\$15.00	Add to cart
Apr 11, 2015	Babysitting Clinic KPS at All Elementary Schools			\$15.00	Add to cart A
Apr 30, 2015	Yearbook 2015		When an Add to cart <b>k</b> is highlighted in yellov		Add to cart
Jun 4, 2015	iPad Permission/Purchase Insurance	MGJH 2014	IGJH 2014. complete the electronic before the item is adde		Add to cart 🛆
Search:			your shopping cart.		First Previous 1 2 Next Last

TIP: When completing an electronic form, use the scroll bar within the Form window to scroll through all fields.

Once the entire Form is complete, use the Submit

- 4. Continue steps 1-3 for other students.
- 5. Select your shopping cart symbol in the upper right area of the screen and select *CHECKOUT to continue* with payment and to finalize registration.

Your Cart	view your cart
E Peter Falk - Blue TShirt Size Medium	\$20.00
Checkout or Continue Shopping	Total Amount: \$20.00

TIP: Select Enrollment History to view a history of items purchased and activity enrollments.

Activitie	es e	
Sign-Ur	Enrollment History	Fees 16

