

Do you want to make an *online donation* to

# Sooke School District or directly to a school program?

Follow the following steps!

Step 1: Sign-in or create a School Cash Online account with SD62 if you do not have an account.

Step 2: Make an online donationStep 3: Print your own charitable donation receipt.



# Step 1 Register for a School Cash Online Account



## **Step 1:** Register for a School Cash Account Online by visiting School Cash Online: <u>https://sd62.schoolcashonline.com/</u>



#### Step 1 continued: Click on "Get Started Today"



Click on "Get Started Today"

#### **Step 1 continued:** Enter first and last name, click "Continue"

SOOKE62 SCHOOLS Today	istrict No. 62 (	Sooke)		Selec	0 items in <u>car</u> t Language	t Chec	<u>Sign In</u> kout Google Translate
School Cash On	line			HOME	ITEMS	ABOUT US	SUPPORT
<u>Home &gt; Registration</u> > User F	Registration						* field is required
Step 1	Step 2	Step 3					
Please enter your p	personal informat	tion below ( <b>student</b>	information will b	e require	ed at a lat	er stage).	
First Name		*					
Last Name		*					
						Con	tinue

### **Step 1 continued:** Fill out information required & click "continue"

#### **User Registration**

\* field is required

Step 1 🗸	Step 2	Step 3
Phone #		
Address Line 1		*
Address Line 2		
City		*
Country	CANADA	•
Province	British Columbia	• *
Postal Code		*
Email		*

# **Step 1 continued:** Complete information by entering a password & security question

Step 1 V	Step 2 V	Step 3		
Password	*			
You must choose a pa	assword that is at least 8 ch	aracters in length, includes at leas	t one upper case letter, one lower case	letter, one number.
Confirm Passwo	ord	*		
Security Quest	ion What was the l	last name of your third g	rade teacl 🔻 *	
Security Quest Answer	ion	*		
I want to receiv select ▼ *	e email notifications	s for new fees assigned to	o my student and updates o	on school-related ac

**Step 1 continued:** Check your email inbox (and junk mail) and click on the link to activate your account. Please make sure to check your spam/junk folder too.

SOOKE 62 SCHOOL District No. 62 (Sooke)	Select	0 items in <u>ca</u> t Language	rt Che	<u>Sign In</u> ckout Google Translate
School Cash Online	HOME	ITEMS	ABOUT US	SUPPORT
<u>Home</u> > <u>Registration</u> > Confirmation Email				
Confirmation Email				
Thanks! Please check your email inbox.				
We've sent you an email to confirm your email address. Please click the link in the email to co	omplete you	r registratio	n.	
Didn't get the email?				
<ol> <li>Check your spam/junk folder.</li> <li>Add mailer@schoolcashonline.com to your address book to help emails from us avoid</li> <li>To request a new verification email <u>click here</u>.</li> </ol>	your spam 1	filter.		
Home About Us Support Sign Up Privacy Policy Terms and Conditions Security Policy	<u>/</u> Refund F	Policy		2.4.360.5668





If you find yourself at this page on the My Account tab after confirming your email address, please ignore it. Do not try to enter information on this page. YOU DO NOT NEED TO COMPLETE THIS PAGE TO MAKE A DONATION TO A SCHOOL OR THE DISTRICT. Please go to ITEM tab

### Step 2 Make an online donation



### Step 2: Sign into your SD62 School Cash Online account



Click here to register now

### Step 2 continued: Click on 'ITEMS' tab

SchoolCashOnline	单 MY ACCOUNT   🚖 ITI	EMS I 🕂 PAYMENT HISTORY   🕍
Socke62 Socke62 Service Service Servic		
PARENTS, HAVE YOU COMPLETED THE NEW SD62 CONSENT FOR You must complete this to allow the attachment of your student Please go to district website <u>https://consent.sd62.bc.ca/apps/Online@</u>	RM FOR YOUR STUDENTS? ts and view online fees. Consent to sign consents.	
<u>Home</u> > Items		
Items		
Search	Make A Donation Add Stude	ent
Step 2 cont'd: Click on 'Make a Donation' button 🗲		

Cash donations can be made online as follows:

- a general donation to Sooke School District
- a specific donation to a district program
- a general donation directed to an individual school
- a *specific donation* directed to an individual school

Give To School District No. 62 (Sooke)

School District No. 62 (Sooke) is a registered charity which operates K-12 education and related programs. All proceeds benefit our students in numerous areas and which may include, breakfast programs, resources for English Language Learners, extra supplies, off campus excursions and field trips, academy sports programs, and character development programs through promotion of community values. Donations will be directed to the area requested within the best interest of the students as determined by the administrative staff at the school.

### Step 2 continued: Complete Donation form

- Choose an amount shown or enter your amount of your choice.
- Choose a Fund Destination (school or district)
- > Tribute info- change default AND enter name '*only*' IF tribute gift
- Message IMPORTANT If funds are designated for s 'specific program' within the district or school this is where you identify which program

Gift Information	
I would like to make a donation of: ○\$20 ○ \$50 ○ \$100 ○ \$250 ○ \$500 ○ \$1000	Other Amount: 150.00
Fund Destination: School District 62 (Sooke) 🗸	
Tribute Information	
I his gift is: Not a tribute gift	Name of honoree:
I his gift is: Not a tribute gift	Name of honoree:
I his gift is: Not a tribute gift	Name of honoree:
Message to School Board	Name of honoree:
I his gift is: Not a tribute gift       Message to School Board       Message: (Optional)       ALL SCHOOLS BREAKFAST PROGRAMS	Name of honoree: Enter program info h
Inis gift is: Not a tribute gift       Message to School Board       Message: (Optional)       ALL SCHOOLS BREAKFAST PROGRAMS	Name of honoree: Enter program info info info info info info info info

### Step 2 continued: Add to Cart

Gift Information	
l would like to make a donation of: ○\$20 ○ \$50 ○ \$100 ○ \$250 ○ \$500 ○ \$1000	Other Amount: 150
Fund Destination: School District 62 (Sooke) 💙	
Tribute Information	
This gift is: Not a tribute gift	Name of honoree:
Message to School Board	
Message: (Optional) All schools breakfast frograms	
Tax Receipt	
A donation receipt will be emailed to you upon completion of your cart checkout.	
Back	Add To Cart

TAX RECEIPT:

A charitable donation receipt will automatically be emailed to you once you checkout. <u>NOTE: You can sign</u> into your account at any time and reprint the receipt.



#### Tax Receipt

A donation receipt will be emailed to you upon completion of your cart checkout.

Step 2 continued: What's in your Cart? Continue (or 'Select more items')



SIGN IN | 👉 ITEMS | 🚽

Step 3: Receipt for donation will be sent to your email. Receipt can be reprinted at any time.

Tax Receipt

A donation receipt will be emailed to you upon completion of your cart checkout.

### Step 3: Manage your account

At any time you can sign into your account and go into your Payment History to print off receipts for any payments/donations made.

