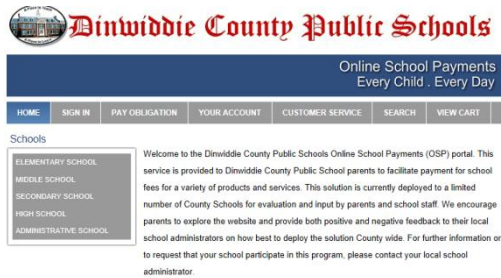


Sutherland Elementary School
6000 R. B. Pamplin Drive, Sutherland VA 23885
Phone 804-732-4168 Fax 804-732-4620

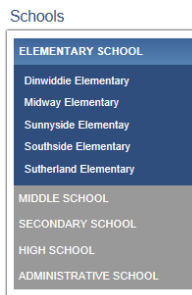
Online School Payments

Student field trip payments are accepted online using your Visa or MasterCard charge/debit card.

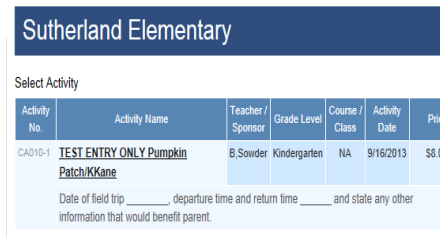
1) Click “Elementary School” from the parent site.



2) Select “Sutherland Elementary” from the drop down list.



3) Click on the title of the “Desired Activity”.



Activity No.	Activity Name	Teacher / Sponsor	Grade Level	Course / Class	Activity Date	Price
CA010-1	TEST ENTRY ONLY Pumpkin Patch/KKane	B.Sowder	Kindergarten	NA	9/16/2013	\$8.00

Date of field trip _____, departure time and return time _____ and state any other information that would benefit parent.

4) Click “Add to Cart”.

TEST ENTRY ONLY Pumpkin Patch/KKane

Activity No: CA010-1

Sponsor/Teacher: B.Sowder
 Activity Date: 9/16/2013
 Grade Level: Kindergarten

Your Price: **\$8.00**

Qty:

[Add To Cart](#)

[Print This Page](#)

5) Click “Checkout”.

Shopping Cart

1 Item in Cart

Activity Name	Price	Quantity	Total
CA010-1 TEST ENTRY ONLY Pumpkin Patch/KKane Sutherland Elementary	\$8.00	<input type="text" value="1"/>	\$8.00

Make any changes above? [Update](#) Sub Total: \$8.00

[Continue Shopping](#) [Checkout](#)

6) Click “Add Student Profile” for new users.

Step 1 of 4 - Assign Student Profile to Activity

1 Item in Cart

* [Add Student Profile](#) **New users must click on grey bar to add student name, ID#, then save if the Select Student Profile field below is required. Then return to Step 1 to select student profile from the drop box below.**

Activity Name	Price	Select Student Profile	Assigned Student Profile	Total
CA010-26 Test Trip Sutherland Elementary	\$8.00	- Select Student Profile -		\$8.00

Sub Total: \$8.00

[Next](#)

**Please note that: When adding your Student’s Profile, parents can obtain their child’s Student ID Number in Infinite Campus (Student Grade Portal) or by contacting the school.*

7) "Sign In" or "Create New User" to complete your purchase.

The image shows a web form titled "Sign In" in a dark blue header. Below the header, there are two main sections: "Current Users" and "New Users".

Current Users: This section contains a "Username:" input field, a "Password:" input field, a blue "Login" button, and a link that says "Forgot Your Password? Click Here." below the password field.

New Users: This section contains a "Username:" input field, an "Email:" input field, a "First Name:" input field, and a "Last Name:" input field. Below these is a "Password:" input field with a note "Password must be at least 8 characters long." to its right. Further down are "Confirm Password:", "Password Hint:", and "Password Answer:" input fields. At the bottom of this section is a grey "Create New" button.

A non-refundable processing fee of 4% plus .35 cents of your total order will be applied to all purchases.

All cash and check payments should be forwarded to your child's teacher.

If you have questions regarding Online Student Payments call Mrs. Sowder, Sutherland Elementary's Bookkeeper at 732-4168.