



## **INSTRUCTIONS FOR PAYSCHOOLS** **ATHLETICS ~ PAY TO PARTICIPATE**

1. Go to our Troy School District Home Page – [www.troy.k12.mi.us](http://www.troy.k12.mi.us), and Select/Click the Parent Tab, and
2. Select/Click PaySchools Overview and Login
3. Select/Click PaySchools Logo Parents of a Troy School District Student



4. Enter Login and Password
5. Select/Click on “ADD ITEM” to the Far Right of Your Student’s Name

ID	Name	Account Balance	Cash Account	Other Items
12345678	<u>JOHN DOE</u>	\$23.56	<a href="#">Add Money</a>	<a href="#">Add Items</a>

6. On the Select A Category Screen . . . Select/Click on “ATHLETICS-PAY TO PARTICIPATE”

### **Select A Category**

Please select a category to order from by clicking on one of the available categories listed below.

[Athens High School](#)

[Athletic Events Pass](#)

[Athletics-Pay to Participate](#)

[Baker Middle School](#)

[Bemis Elementary](#)

[Boulan Park Middle School](#)

[COBRA Payments](#)

[Costello Elementary School](#)

[Facility Rental](#)

[Hamilton Elementary](#)

[Larson Middle School](#)

[Leonard Elementary](#)

[Martell Elementary](#)

[Morse Elementary](#)

[Schroeder Elementary](#)

[Smith Middle School](#)

[Summer School Programs](#)

[Train Show](#)

[Troy High School](#)

[TSD Catering Events](#)

[Tuition Payments](#)

[Wattles Elementary](#)

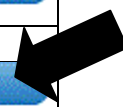


**7. Then Scroll Down to “PAY TO PARTICIPATE – SMITH”, which is a Fee of \$75.00**

**Athletics-Pay to Participate** The following items are currently offered by Troy School District.

The following items are currently available:

Alternative Payment Method	Price: Add to cart, then enter amount
Please enter the amount you are paying. A reduction in the Pay to Participate fee for athletics is available to students with financial hardships. Also those reaching household max throughout the school year can enter an alternate amount which would total their payments to \$600.	<a href="#">Add To Cart</a>
<b>Household Maximum</b>	<b>Price: \$600.</b>
Families with multiple athletes at both levels qualify for a \$600 maximum fee per household	<a href="#">Add To Cart</a>
<b>Pay to Participate-AHS</b>	<b>Price: \$175.</b>
Athens High School Athletics Pay to Participate Fee. DO NOT PAY FOR CLUB ACTIVITIES HERE.	<a href="#">Add To Cart</a>
<b>Pay to Participate-Baker</b>	<b>Price: \$75.</b>
Baker Middle School Pay to Participate ATHLETIC Fees. DO NOT PAY FOR CLUBS OR INTRAMURALS HERE.	<a href="#">Add To Cart</a>
<b>Pay to Participate-Boulan</b>	<b>Price: \$75.</b>
Boulan Park Middle School ATHLETICS Pay to Participate Fee. DO NOT PAY FOR CLUBS OR INTRAMURALS HERE.	<a href="#">Add To Cart</a>
<b>Pay to Participate-Larson</b>	<b>Price: \$75.</b>
Larson Middle School Pay to Participate ATHLETIC Fee. DO NOT PAY FOR CLUBS OR INTRAMURALS HERE.	<a href="#">Add To Cart</a>
<b>Pay to Participate-Smith</b>	<b>Price: \$75.</b>
Smith Middle School Pay to Participate ATHLETIC Fee. DO NOT PAY FOR CLUBS OR INTRAMURALS HERE.	<a href="#">Add To Cart</a>
<b>Pay to Participate-THS</b>	<b>Price: \$175.</b>
Troy High School Athletics Pay to Participate Fee. DO NOT PAY FOR CLUB ACTIVITIES HERE.	<a href="#">Add To Cart</a>



**8. Select/Click on “ADD TO CART”**

**9. Select/Click on “CHECKOUT” with Your Payment Choice (Visa/Mastercard/Paypal)**

**10. PRINT A RECEIPT for Your Records**