



# INSTRUCTIONS FOR PAYSCHOOLS CLUBS/INTRAMURALS ~ 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	JOHN DOE	\$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. Select/Click on “ADD TO CART”

### Smith Middle School

The following items are currently offered by Troy School District.

The following items are currently available:

<b>SMS Participation Fee-Clubs/Intramurals</b> Pay to Participate fee for all Club Activities and Intramural Sports.  DO NOT SELECT THIS ITEM IF YOU ARE PAYING FOR ATHLETIC FEES	<b>Price: \$50.</b> <input type="button" value="Add To Cart"/>
<b>SMS Yearbooks</b> Smith Middle School Yearbooks. Please save your receipt. Students must present receipt in order to pick up yearbook in the spring.	<b>Price: \$15.</b> <input type="button" value="Add To Cart"/>

8. Select/Click on “CHECKOUT” with Your Payment Choice (Visa/Mastercard/Paypal)
9. PRINT A RECEIPT for Your Records