PaySchools Central & PaySchools Events FAQ

What are PaySchools Central fees?

Fees are items that students may need to purchase or pay for as part a class, club or group. Fees can be field trip payments, club dues, club t-shirts, AP exam costs, lost library books, project supplies, athletic gear or basically anything (except school lunch) that a student needs to pay for within our District. Parents can only see student fees for the school(s) that their students belong to. Fees can be setup to be seen by all students in a school or for a specific grade. Example: A Fee setup for CVHS 9th grade is only viewable for students that are in 9th grade at CVHS.

Different Kinds of PaySchools Central fees

There are two types of fees – Optional and Assigned. Optional fees are things that are setup to open and close according to a schedule you set. Parents must log into their PSC account, find the item, put it in the shopping cart and check out. Items have a start date that "turns the item on" making it available for purchase, and an end date which "turns the item off" which removes the items from parent's view. When optional fees are created, they are connected to the appropriate school internal account for the item. Our Bookkeepers transfer any funds that come in for that item into the specified internal account monthly. If the optional fee is not paid by the end date, it will be rolls out of the parent's view.

Assigned fees are connected to a student's student id number. When parents log into their account and view the assigned fee section, they will see the fees that have been assigned to their student. This assignment stays attached to the student until paid or inactivated by a School Secretary/Bookkeeper or PaySchools Central administrator.

How to track PaySchools Central payments

PaySchools Central as two main reports that are used; the Daily Transaction (online) report and the Assigned Fee report. As a teacher/coach/sponsor that works for the District, you can be given access to run these reports.

The Daily Transaction (Online) report, using a date range, shows a list of students that have paid for the specified fee. Reporting can be done for a specific fee or a group of fees with a common key word in the name. Unfortunately, it will not show who hasn't paid. A manual cross reference will need to be done between a student list and the transaction report to track payments.

The Assigned Fee report can show every student that has the specified fee assigned, and displays a yes or no flag indicating payment. Reporting can be done for a specific fee or a group of fees with a common key word in the name.

Why Assign a fee?

With assigned fees, there is no confusion as to which fees need to be paid. Parents do not have to search very hard for the fee, especially if they unsure of exactly what they are looking for, which often leads purchasing the wrong thing and needing a refund. One report can be created that shows every player on a team and whether or not the fee is paid. The report is exportable into Excel for any sorting or formatting that may be desired.

How do I get my fee setup and assigned?

The first step in the process is to fill out the *Payment Collection Form*. This form is used to document the items that you are needing to collect payment for. The second page of this document is where you will fill out the fee setup information. This form gets approved by Activities Directors (non-athletic fees for high school only) then the Building Administrator or Athletic Director. You will route the completed and approved form to the secretary/bookkeeper for fee creation and to the distribution list at the bottom. If you want your fee assigned, you must provide a list of students for assigning. The secretary/bookkeeper will assign and confirm with you that it is done. Secretaries/Bookkeepers only have access to students within their school. If you need to assign a fee to a student in a different school or for students rolling up from 5th grade to 6th grade, or 8th grade to 9th grade (prior to the PowerSchool annual rollup), you must contact Charlene Staniec in the Business Office for assistance.

What is PaySchools Events?

PaySchools Events supports our *Cash Free Schools* initiative by providing Chippewa Valley Schools the ability to create a custom event page for donations, ticket sales or other items that don't fit the standard PaySchools Central model. This custom event is created to be specific to your needs. It can display and capture information and collect payment for your items.

PaySchools Events has:
- custom event dates and times
- instructions (such as parking or what to bring)
- online ticket/item payment portal
- custom sale dates/times by item

- links to venue location (with map links)
- link a document
- seat selection
- electronic signatures

Why use PaySchools Events?

Students and community members can pay directly through the event webpage.

PaySchools Events offers:
- guest checkout
- private events that can use an access code to restrict who can make a purchase
- has built in email capability. You provide the email list and PSE can send out your link (comma delimited)

- unique web link can be posted on your website
- public events that are not student driven; anyone can donate or purchase

How are we using PaySchools Events?

We are using PaySchools Events for:
- team banquets
- donation collection
- fundraisers
- parking pass sales & registration paperwork

- spirit wear sales
- golf outings
- prom tickets & seating
- ski clubs

How do I get started?

The first step in the process is to fill out the *Payment Collection Form*. This form is used to document the items that you are needing to collect payment for. This form gets approved by Activities Directors (high school only) then the Building Administrator or Athletic Director. Once your payment collection/fundraiser is approved, use this link to open the *PaySchools Events New Event Set Up Form*. Follow the directions on the form and submit it to Charlene Staniec (cstaniec@cvs.k12.mi.us) in the Business Department. Be sure to include:

- a non-PDF copy of your event flyer (Word or Publisher) that you would normally send home to parents/students)
- a group/team photo. This will serve as a banner for the webpage

- your group/team logo. This will serve as the logo on the PaySchools Events website.
- the completed and signed ***PaySchools Events New Event Setup form***

What happens next?

Your event is built and a link to review it is sent to you. Once you approve your event you can begin using it immediately. There are many ways to get your link out.

Getting the word out:
- send the link out via Remind or post on social media
- put the link on a paper flyer and send out
- works with Tiny URL. Use Tiny URL website to create your own name for your link that is easy to type

- post the link on your team/group website
- send the link out in an email