

## Organization Station Specialist

Ed Fund, PTA and School (if donations not collected by Ed Fund) Stations

### Responsibilities

1. Assist parent in completing the requirements for the organization.
2. Educate parent on the purpose and programs of the organization.
3. Collect any payment.
4. Check parent out as “Completed” in Togeda for the organization.
5. Direct parent to remaining organization stations, if any, to complete registration.

### Process

1. Smile and greet families with a warm, “Hi! Welcome to the \_\_\_\_\_ station. How can I help you?” Smile!
2. Ask them for their Family ID (on school summary printout) or last name and pull-up their account in Togeda ([http://www.youtube.com/watch?v=xiST\\_HfeEY0](http://www.youtube.com/watch?v=xiST_HfeEY0)).
3. Go to Step 6 Review
4. If the parent needs to make any donation/purchase changes based on the additional information you provided them, click on the “edit” button and make the necessary changes.
5. If the parent needs to make a payment, go to Step 7 and ask the parent how they would like to pay (<http://www.youtube.com/watch?v=ZGuEh-F2Au0>).
  - **Online by Credit Card or Paypal** – Click on yellow PayPal button and let the parent complete the transaction payment by using the iPad or computer laptop.
  - **Manual Credit Card Swipe** (i.e. *Square, PayPal Here*) – Do not click on “Apply Payment to Balance” button until the credit card transaction is approved.
  - **Check** – Write the Family ID # in the memo area of the check.
  - **Cash**
6. Go to Step 8 and click the “Mark Completed” button to mark the parent completed for your organization (<http://www.youtube.com/watch?v=SsgLVMU9SxA>).
7. Close the browser tab of the parent’s account before assisting the next parent.