

## Payment Collection Options & Process

On registration day, all received payments are entered directly into the system when it is received. Payment can be received by check, cash or credit card.

### 1. Checks

Checks are collected, entered into the system (amount and check number), and stored in a cash box. The Family Profile # is written in the check memo area as a cross reference, if needed.

### 2. Cash

Cash is collected, entered into the system (amount), and stored in a cash box.

### 3. Credit Cards

Credit card transactions can be processed in the most convenient way for the parent or collecting organization.

#### ***Option 1: Online Using Togeda/PayPal***

Online using a computer or iPad via the registration system. The payment is automatically recorded into the system and a receipt is emailed to the parent from PayPal. No paper receipt is required. This is the cleanest and fastest if the parent takes care of it at home or at school where you keep your registration computers.

#### ***Option 2: Card Swipe Using Online Payment Service*** (i.e. Square)

Physical swipe using a credit card reader attached to the iPad. The amount received is entered into the registration system along with the transaction confirmation ID (copy/paste). The FID is entered into the memo field of the online payment service. A payment receipt is emailed to the parent from the online payment service. No paper receipt is required.

#### ***Option 3: Card Swipe of Bank Credit Card Terminal.***

Physical swipe using a credit card service terminal provided by the organization's bank. The amount received is entered into the registration system along with the last 6 digits of the transaction confirmation #. The FID is written on the credit card receipt and stored in a cash box. A print receipt from bank credit card terminal is given to the parent.