

KTS PTA

Family Ski Night

January 27th Only \$24.00

Member Instructions for ...

On-Line Ski/Snowboard Group Package Purchase

(This on-line procedure allows you to purchase a snow sports package for your upcoming group trip and pay for it using a credit card)

FOLLOW THESE EASY INSTRUCTIONS ... to start go to:

<http://www.shawneemt.com>

THEN:

My Group Pays Online

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1. Select the tab "Groups"
2. Select "Day Trips"
3. Scroll to the bottom of the page and click on the gold "MY GROUP PAYS ONLINE" button.
4. Next, please read and review the "Release of Liability Agreement" and click "I Agree" to continue.

IMPORTANT: MEMBERS UNDER THE AGE OF 18 MUST HAVE A PARENT (OR GUARDIAN) REVIEW THIS RELEASE OF LIABILITY AGREEMENT. IN ALL CASES, THE PARENT (OR GUARDIAN) IS RESPONSIBLE FOR MAKING THE AGREEMENT DECISION.

5. When you enter the name and password the screen does not appear to change; however, if you look on the left towards the middle, you should see Kingwood Twp School. Your Club Name = **DV125**; Password = **dv125member**; verify your club name onscreen

6. Click "See Available Items"
7. Select the package you wish to purchase, change quantity if desired, add to cart (if you want to purchase another package click "Continue Shopping"); click "Proceed to Checkout"
8. Click "Add/Change Guest"
9. On the right side, click "Create New Guest"; input member information here (if you are returning from last year, choose "Existing Guest", you must use your personal password to continue).

10. Please fill-in all "member" information on this page.

Use the following standard field inputs:

Group Name: **Kingwood Twp School**

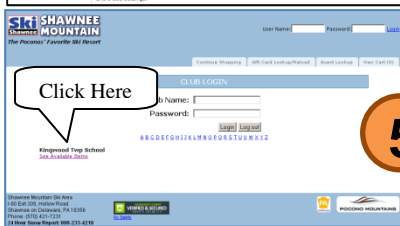
Group ID#: **125**

Press "Save" to continue. **Note:** The password field will allow you to make changes to your account information and pull up your records next season. Write this down!

11. On the following screen, please confirm the details you have provided. If all the information is accurate, please press "Continue".
12. Assign a guest to each package, then click "I have read and I accept the terms of payment"; then Next>>
13. Review your billing address, then click "Next >>"
14. Enter payment information, then click "Next>>"; your transaction is complete
15. Please print a copy of your order confirmation page, this is your receipt.



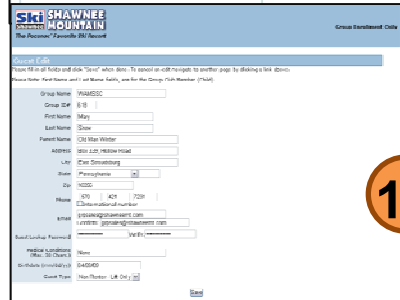
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