

Track and Field Camp 2017

Payment options are on Fee Pay. ****IF** you are having financial struggles or can not access FeePay, please email Brian Finnel at bfinnel@mcpasd.k12.wi.us. For more information about the camp or instructions on Fee Pay, please refer to our MHS Track and Field (www.middletontrackandfield.com). All sign-up, T-shirt selection size, and payment will be done on FeePay.

Instructions:

Pay Fees online using a Debit Card, Credit Card or Checking Account

- 1. Create a FeePay Account (Already have a FeePay Account? Go to Step 2)**
 - a. Go to <https://mcpasd.feepay.com>
 - b. Select **Sign Up** (top, right corner). *If your email address is recognized as a previously registered FeePay user, please use the Forgot Password link to receive an emailed link to create a password.*
 - c. Complete the Register a New Account Form and select **Create Account**.
 - d. Log in using your email address and password.
 - e. Continue to Step 2 below.

NOTE: An email will be sent from FeePay with a link to verify your account. Use the **Verify Your Email Address** button on that email to verify your account.

- 2. Add Family Members to Your FeePay Account (Already did this? Go to Step 3)**
 - a. Go to <https://mcpasd.feepay.com> and log in with your email address and password by selecting **Log In**.
 - b. Select your name in the top, right corner of the screen and select **Account Profile**.
 - c. Use the **Add** button to add family members in order to facilitate upcoming registrations within the system.
 - I. Please add all family members in anticipation of future registrations within the FeePay system.
****If you are not enrolled MPCASD, please select “No, they do not have a district ID” when adding a student in order to continue in the “School District” section**

- 3. Pay Camp on FeePay (**Must have already completed Steps 1 & 2 above.)**
 - a. Go to <https://mcpasd.feepay.com>
 - b. Click on **Activities** (upper left corner of screen)
 - c. **Add to Cart** the activity you need to pay for your child(ren). Click Next to move through the pages.
 - d. **Continue Shopping** to locate any outstanding student fees if applicable.
 - e. Click on Fees (the red circle will tell you the number of outstanding student fees), Add to Cart
 - f. Select your shopping cart symbol in the upper right area of the screen and select CHECKOUT