

Instructions for School Cash Online – With or Without an Account

For those pledgers WITH a School Cash Online account:

1. Log in to your School Cash Online Account: <https://hcdsb.schoolcashonline.com/>
2. At the top right-hand corner, click on **“Make a Donation”**
3. Under **“Gift Information”** area, select the donation amount and ensure you **select St. Scholastica Catholic School**
4. In the **“Tribute Information”** area, select **“This gift is in honour of”** and then **type in the name of the student who the pledge is for** (this information is VITAL for determining our prize winners)
5. Add your donation to the cart and proceed with the check out steps
6. A tax receipt will be sent directly to you

For those pledgers that do not have a registered School Cash Online account:

1. Visit our School’s Website at <https://elem.hcdsb.org/stscholastica/>
2. Scroll to the bottom of the home page and click on the box that says: **“Make a Donation to HCDSB”**
3. Under **“Gift Information”** area, select the donation amount and please ensure you **select St. Scholastica Catholic School**
4. In the **“Tribute Information”** area, select **“This gift is in honour of”** and then **type in the name of the student who the pledge is for** (this information is VITAL for determining our prize winners)
5. Add your donation to the cart and proceed with the check out steps
6. A tax receipt will be sent directly to you

If you require any assistance with the logging on the pledges on School Cash Online, do not hesitate to contact Mrs. Hyland or Mrs. Trowell in our main office.

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