

Dance-a-Thon guide to online donations

<https://hcdsb.schoolcashionline.com/>

STEP 1: Log into your School Cash Online Account and Choose "Make a Donation" under the "Items" menu

The screenshot shows the SchoolCash Online website interface. At the top right, the 'ITEMS' menu is circled in orange. Below the navigation bar, the 'Items' section is visible, featuring a search bar and two buttons: 'Make A Donation' and 'Add Student'. The 'Make A Donation' button is circled in orange. A callout box points to the 'ITEMS' menu with the text: "If this page doesn't come up by default when logging in, click on 'Items'". Another callout box points to the 'Make A Donation' button with the text: "Click on 'Make A Donation'". The website header includes the Halton Catholic District School Board logo and the text "Halton Catholic District School Board".

STEP 2: Enter the important information as shown

The screenshot shows the donation form with several fields highlighted in orange and annotated with callout boxes. The 'Gift Information' section includes a radio button for "Make a donation of:" with options \$20, \$50, \$100, \$250, \$500, and \$1000. The "Other Amount:" field is set to "\$50". The "School:" dropdown menu is set to "St. Dominic School". The "Initiative:" dropdown menu is set to "GENERAL". The "This gift is:" dropdown menu is set to "In honor of". The "Name of honoree:" field is set to "Sally Smith". The "Send tribute card?" section has "No" selected. The "Message to School Board" section has an example message: "Ms. Singer, Grade 2 (Sally - \$25), Mr. Delle Monache, Grade 5 (Billy - \$25)". Callout boxes provide instructions for each highlighted field: "Select 'St. Dominic School' from the drop-down menu", "Select 'In honor of' from the drop-down menu", "Enter the total donation amount here (add up all donations if donating on behalf of other friends/family members)", "Enter the first and last name of the student (if donating in honour of more than one student, please enter youngest sibling's name).", and "Enter the teacher's name & grade. If donating on behalf of more than one student, please indicate all students/teachers and how the donations should be split (see example)".

STEP 3: Click on "Add to Cart" and check out.

Donors who do not have a School Cash Online account (grandparents, friends, etc) can obtain a digital tax receipt for their donation by checking out as a guest. There is no need to create a School Cash Online account. Simply follow the link to the School Cash Online site above, click on "Items" in the top right corner, follow the instructions above, then select "continue as guest" to check out.