

## How to Register for Summer School and pay for Courses

**1. Click the link for MySchoolBucks Guest Checkout.**

<https://www.myschoolbucks.com/ver2/stores/catalog/getproduct?requestAction=&clientKey=Z ZHQSHPXVK053EM&productGroupKey=ZZJ1DT9TID0ZEIS&view=&productKey=ZZJ1DRU1HW0ZY53>

**2. This will bring you to the Registration Form which needs to be completed and paid for before you can pay for individual courses.**

The screenshot shows the MySchoolBucks website interface. At the top, there is a navigation bar with links for 'Welcome, Guest', 'Brookline Public Schools', 'Help', and 'Contact Us'. Below this is a search bar and a shopping cart icon showing '0 items | \$0.00'. The main content area is titled 'Product Detail' and features a 'Summer School Registration' banner with an image of an open book. Below the banner is the 'Summer School Registration Form'. The form includes a dropdown menu for 'Options' set to 'Non-Refundable Registration Fee (\$50.00)'. A link labeled 'Click here' points to the 'Brookline Public Schools Summer Course Catalogue'. The form also has input fields for 'Student Full Name', 'Date of Birth' (with a date format hint 'Date (mm/dd/yyyy)'), and 'Age'. At the bottom of the form, there are 'CANCEL' and 'ADD TO BASKET' buttons.

**3. Fill out the registration form and click add to basket at the bottom.**

This close-up screenshot shows the bottom portion of the registration form. It includes a 'Date' input field with a date format hint 'Date (mm/dd/yyyy)'. Below this is a text instruction: 'For course credit, please fill out a Summer School 2017 Contract/Application For Credit.' At the bottom right of this section, there are two buttons: a grey 'CANCEL' button and an orange 'ADD TO BASKET' button, which is circled in red.

**4. Hover your mouse over the shopping cart and click VIEW CART/CHECKOUT.**

- a. If prompted, click continue without creating an account to continue.
- b. Enter your First and Last Name + Email Address. Then, choose to pay with either a credit/debit card and enter the billing account information. Once completed, click PLACE ORDER.

First Name  Last Name

Email Address

Choose a payment method:

E-CHECK  CREDIT CARD

Bank Routing #  Address Line 1   
Only U.S. bank accounts are accepted Address Line 2 (Optional)

Checking Account #  City

Confirm Checking Account #  Select State/Province

Name on Account  ZIP Code

Subtotal \$100.00  
Sales Tax \$0.00  
Program Fee \$0.00  
Total \$100.00

[PLACE ORDER](#)

By clicking Place Order, you agree to our Terms of Service

5. **An email confirmation will be sent to the email address provided.**
6. **After you have paid the registration fee hover over SCHOOL STORE and click Browse all Items.**
  - a. You can then choose the classes you wish to take under Summer Courses (Out of District) Category and make payments on those.