

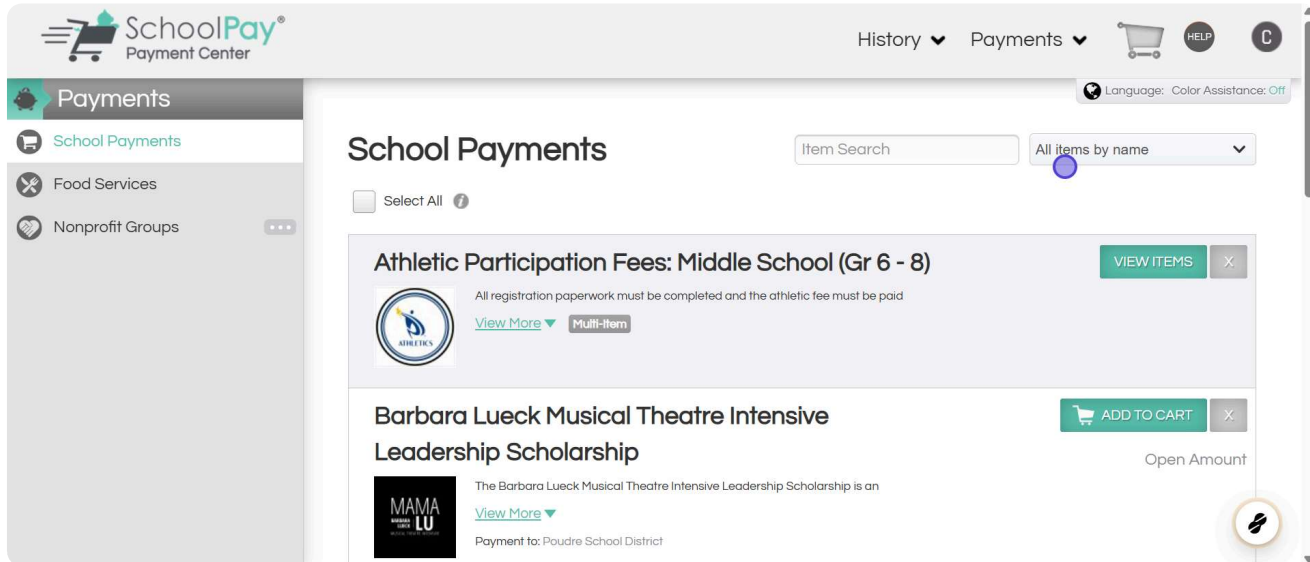
Paying for Your Student's Athletic Participation

Created on Jul 17, 2025 by Poudre School District Finance

1 Log into your SchoolPay parent account.

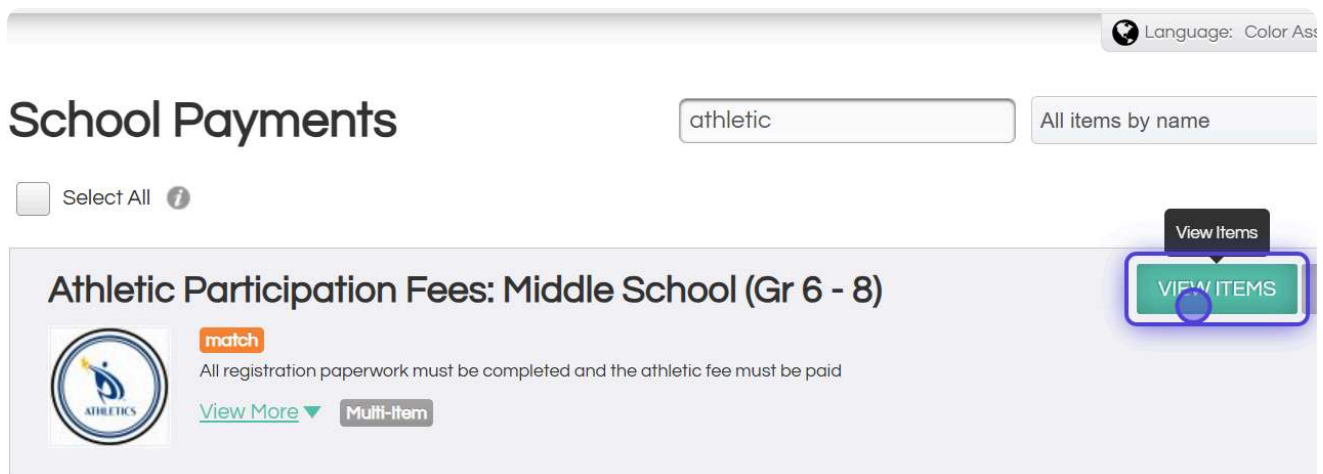
[VIEW PAGE →](#)

On your home page, you'll see any payment options available to your family.

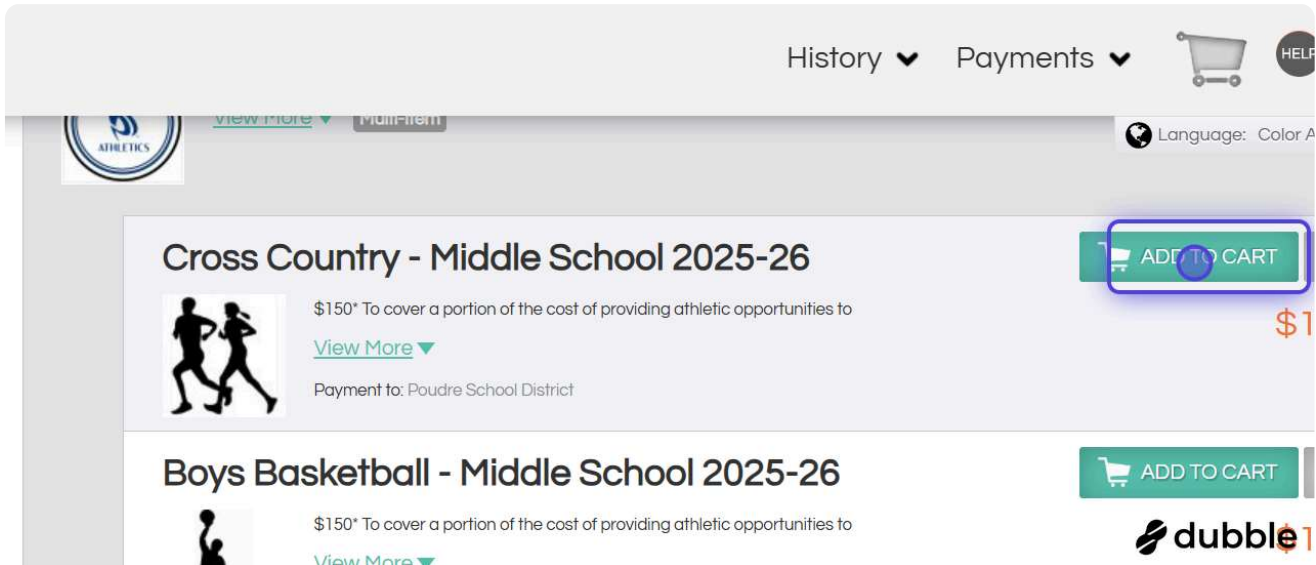


2 Find "Athletic Participation Fees."

Middle school fees and high school fees are grouped separately (like the Middle School group below). Click on "View Items" to expand the grouping to see all the sports options.



3 Once you've found the sport, click "Add to Cart."



Is a sport missing?

There are two main reasons a sport may not be listed:

The sport has already been paid for (check your payment history or with your school)

The sport is not open for payment yet*

*Some sports are not available until closer to the beginning of that sport's season.

- 4 Click on the "Purchase for:" dropdown and choose your student.

25-26

Payment to: Poudre School District

Item Amount: \$150.00

[+ Additional Fees:](#)

Purchase for:



Additional Information Requested

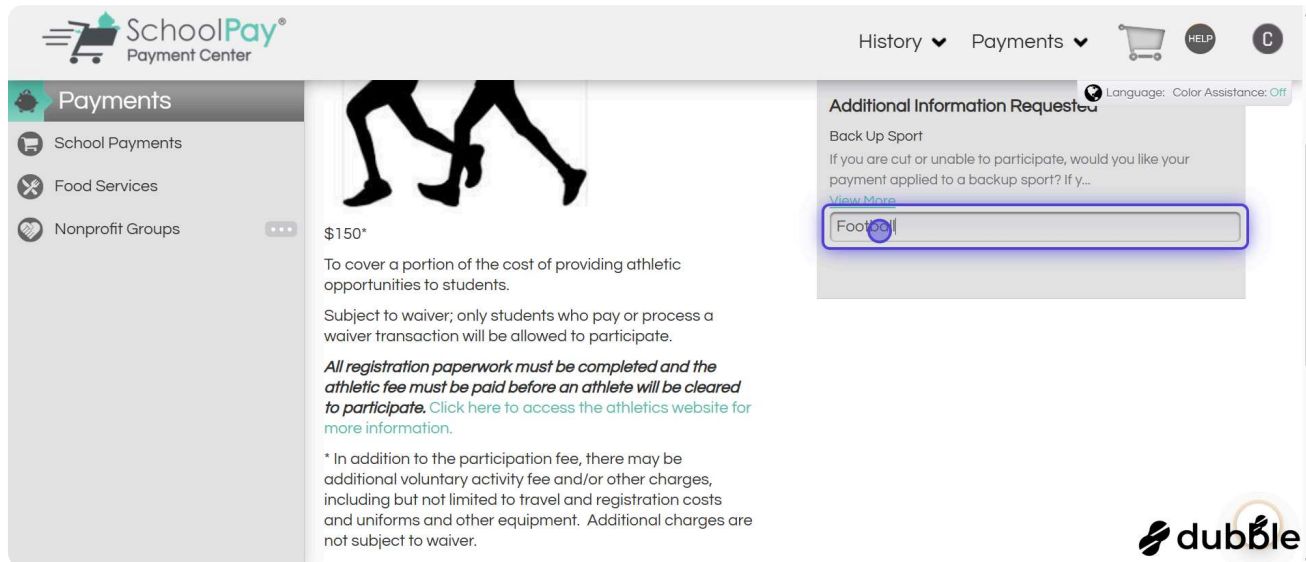


Do you qualify for a waiver?

A waiver doesn't apply until you hit "Check Out" in Step 6. It will still show full price before. **Reminder: You must process a full transaction to use the fee waiver, even if the transaction is \$0. If a transaction is not processed, the fee waiver has not been used.**

5 Optional: Add a Backup Sport.

Is your student participating in a cut sport, and wants to apply the funds to a backup sport if cut? If yes, add the sport here. Note: it must be applied to another sport in the same sports season.



SchoolPay® Payment Center

History ▾ Payments ▾

Language: Color Assistance: Off

Payments

- School Payments
- Food Services
- Nonprofit Groups

Additional Information Requested

Back Up Sport

If you are cut or unable to participate, would you like your payment applied to a backup sport? If y...

[View More](#)

Football

\$150*

To cover a portion of the cost of providing athletic opportunities to students.

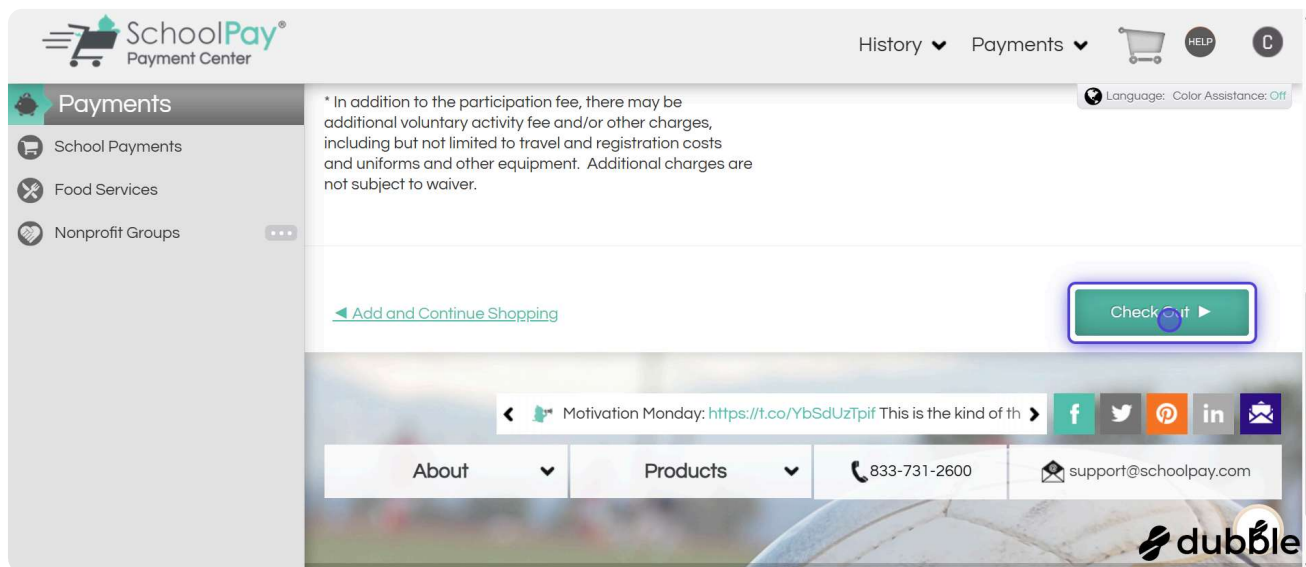
Subject to waiver; only students who pay or process a waiver transaction will be allowed to participate.

All registration paperwork must be completed and the athletic fee must be paid before an athlete will be cleared to participate. [Click here to access the athletics website for more information.](#)

* In addition to the participation fee, there may be additional voluntary activity fee and/or other charges, including but not limited to travel and registration costs and uniforms and other equipment. Additional charges are not subject to waiver.

[Check out](#)

6 Click on Check Out ► to begin processing payment.



SchoolPay® Payment Center

History ▾ Payments ▾

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Payments

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* In addition to the participation fee, there may be additional voluntary activity fee and/or other charges, including but not limited to travel and registration costs and uniforms and other equipment. Additional charges are not subject to waiver.

[Add and Continue Shopping](#)

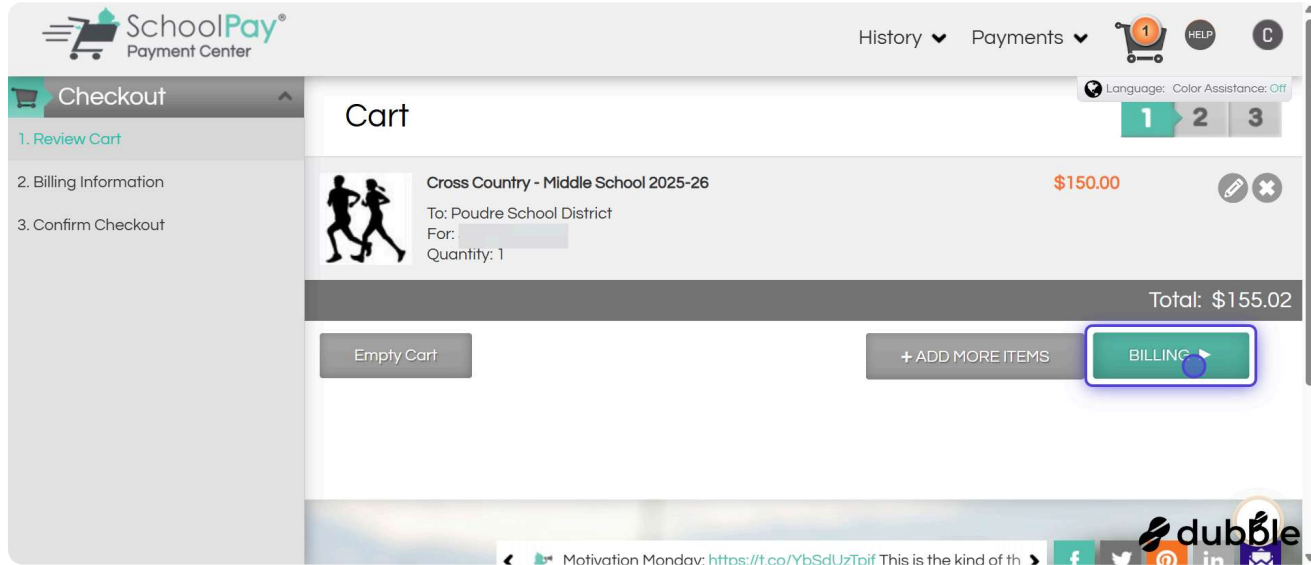
[Check out](#)

Motivation Monday: <https://t.co/YbSdUzTpiif> This is the kind of th

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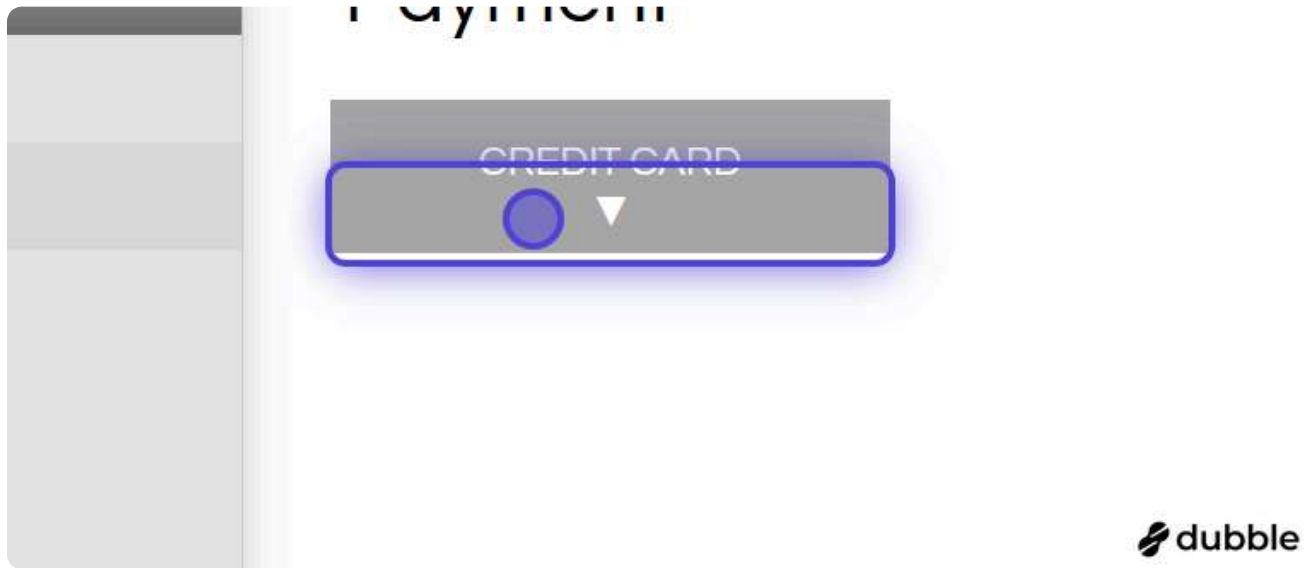
7 Click on BILLING ► when you'd added all fees.

Click on "+ADD MORE ITEMS" if you have other fees you'd like to pay at the same time.



8 Click on Arrow Down to add Credit Card Payment Information.

To pay by cash or check, go to your student's school.



9 Complete Credit Card and Billing Information

If you have a card already saved, you can choose it here. If not, click "Use a different card" and add your card information.

The screenshot shows the SchoolPay Payment Center checkout page. The left sidebar lists the checkout steps: 1. Review Cart, 2. Billing Information (highlighted), and 3. Confirm Checkout. The main content area is titled "Payment" and features a "CREDIT CARD" button. Below this, it lists "Payment Methods Accepted: VISA, MASTERCARD, DISCOVER". There are three radio button options: "VISA" (unselected), "VISA" (selected, marked as "Preferred"), and "Use a Different Card" (unselected). To the right, the "Billing Information" section is partially visible, showing a blurred card image and input fields for name, address, and city. The total amount, "Total: \$155.02", is displayed at the bottom right. A "dubble" watermark is present in the bottom right corner.

10 Double check Billing Information and click on REVIEW ORDER ►

This screenshot shows the same SchoolPay Payment Center checkout page as the previous one, but with more details visible. The "Billing Information" section now shows a blurred card image and input fields for name, address, and city. The "Total: \$155.02" is displayed at the bottom right. A "dubble" watermark is present in the bottom right corner. The "REVIEW ORDER" button is highlighted with a red box, and a red dot is placed on it. The "CART" button is also visible. The bottom of the page features a navigation bar with a "Motivation Monday" link and social media icons for Facebook, Twitter, and YouTube.

11 Click on FINISH ►

This will process your payment.

SchoolPay® Payment Center

History ▾ Payments ▾ 1 HELP C

Checkout

1. Review Cart

2. Billing Information

3. Confirm Checkout

Payment Method: Receipt sent to:

EDIT BILLING INFO

Subtotal Convenience Fee \$5.02

Transaction Total \$155.02

EDIT CART

Order Total: \$155.02

BACK TO BILLING FINISH ►

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12 View Your Receipt

Your payment has been processed! Your email will receive a copy. The school will also be able to see this receipt in their reports immediately. You also can see your transaction number (Shown in red below) if you need further assistance.

SchoolPay® Payment Center

History ▾ Payments ▾ 0 HELP C

Language: Color Assistance: Off

Search Orders

Items Purchased

Transaction History

Profile

Billing Address

Password

Student Management

Payment Info

Connected Services

Thank you

Here is your receipt for Order #21192673
Thursday, July 17, 2025, 10:17:08.

Poudre School District PSD Tax ID: 84-6013733

Transaction #21985746

Cross Country - Middle School 2025-26
Purchase For: Quantity: 1 \$150.00

Additional Information:
Back Up Sport: N/A

Item Total: \$150.00

Convenience Fee: \$5.02

Transaction Total: \$155.02

dubble