



SPRING LAKE PARK SCHOOLS

FeePay Registration Information

Spring Lake Park Schools has a new online registration system for activities, athletics and school fees called FeePay. In order to use this system, users must create a profile and add children to their account. Please refer to our *Setting up your FeePay account profile* document on the district website.

To login to FeePay visit <https://springlakepark.feepay.com>.



Registering for an activity

1. Login and select the *Activity* tab on the top left of the screen. This will display a list of activities that your child is eligible for enrollment.
2. Locate the activity in the list and select the *Add to cart* button
3. Some of the activities will require that you complete a resignation form. Complete the form and click on *Submit*.
4. The item will be added to your cart
5. Click on *Check Out* when you are done adding activities
6. On the payment screen verify your purchase. Click on your *Payment Method* and select a payment or create a new one.
7. You can enter an email address to receive a receipt of the purchase. Some activities might require that you present the receipt.



Email Address To Receive Receipt*

Payment Method * | Pay with a new Credit Card... Manage

Name On Credit Card

First:

Last:

Billing Address *

Line 1

City St Zip

Email Address To Receive Receipt

Store For Later Use?

Yes No

Credit Card Type

DISCOVER MASTERCARD VISA

Credit Card Number

Credit Card Exp. Date *

Jan (01) 2017

Credit Card Security Code

(CVV2) [What's this?](#)

8. Click on *Process* to submit your payment.