



ST. DOMINIC HIGH SCHOOL

Blackbaud Registration and Tuition Payment Contract Instructions

Necessary for Freshman Registration Night

- 1 Visit www.stdominichs.org/parents
- 2 Select the link “MySchoolApp Login” – located under the Links tab or Financials.
- 3 Log in to your MySchoolApp account, be sure the left-hand menu is set to “Parent”.
- 4 A yellow banner across the top of the main page shows there is a contract(s) to accept. (after February 6th)
- 5 Select “Contract(s) to Accept”. This takes you to the “25-26 Student Registration Fee.”
- 6 Choose “Yes” if you have used Blackbaud Tuition Management previously to make payments to St. Dominic High School.
- 7 Choose “No” if you did not pay through Blackbaud Tuition Management last school year (24-25). This allows an account to automatically be made through Blackbaud Tuition Management as you accept the student’s contract.
- 8 **You MUST pay the \$300 Registration Fee online.** Please do so before Freshman Registration Night, on February 11, 2025. *This is not a commitment that you must pay your tuition through Blackbaud Tuition Management this year.*
- 9 Review your child’s contract. (For multiple children enrolled, each contract must be reviewed and accepted separately.) Any discounts, scholarships and/or financial aid will be applied to your tuition account once it has been accepted in the Blackbaud System.
- 10 Select Review, and Accept once you have reviewed and selected your tuition plan options.
- 11 Proceed to the Deposit tab to complete the registration process and pay the one-time \$300 fee.



HELPFUL VIDEO