

## Registering for Afterschool Activities via Blackbaud Tuition Management

After reviewing the classes offered on the activity spreadsheets and the after school catalog, login to BBTM to purchase the desired activity. Navigate to the 'Purchase Optional Item' tab at the top of the BBTM home page.



Home Billing Detail Payment ▾ Purchase Optional Items My Profile Help ▾

To purchase activities you must be in the proper school year in the drop down box for the required session.

Choose the student for which you wish to purchase activities and click CONTINUE...

### Purchase Optional Items

Family ID: 1342724004892 Students: Excited School, Happy School

Session Year

2024-2025 ▾

1 SELECT STUDENT

2 CART

3 COMPLETE PAYMENT

4 CONFIRMATION

1 student(s) selected

Check all Uncheck all

Happy School (2nde (10))

Excited School (CM1 (4))

Activities that are available for the student, based on grade level and space, will then be listed and available to purchase. Choose the activities in which to enroll...

# Purchase Optional Items

Session Year  
2024-2025

Family ID: 1342724004892 Students: Excited School, Happy School

1 SELECT STUDENT

2 CART

3 COMPLETE PAYMENT

4 CONFIRMATION

STUDENT NAME		BILLING ITEM	QUANTITY	AMOUNT
Happy School (2nde (10))	<input type="checkbox"/>	Waterview SPRING Circus Advanced 2 CM2-TERM	- 0 +	\$ 0.00
	<input type="checkbox"/>	Waterview SPRING Crochet Creations 5th-12th	- 0 +	\$ 0.00
	<input checked="" type="checkbox"/>	Waterview SPRING Drone Building 6th-12th English	- 0 +	\$ 0.00

**PLEASE NOTE:** All items have limited quantities and are not confirmed until Fully purchased.

**PLEASE NOTE:** Payment must be completed to Secure Enrollment.

1 SELECT STUDENT

2 CART

3 COMPLETE PAYMENT

4 CONFIRMATION

STUDENT NAME		BILLING ITEM	QUANTITY	AMOUNT
Happy School (2nde (10))	<input type="checkbox"/>	Waterview SPRING Circus Advanced 2 CM2-TERM	- 0 +	\$ 0.00
	<input checked="" type="checkbox"/>	<b>Waterview SPRING Crochet Creations 5th-12th</b>	- 0 +	<b>\$ 0.00</b>
	<input type="checkbox"/>	Waterview SPRING Drone Building 6th-12th English	- 0 +	\$ 0.00
	<input checked="" type="checkbox"/>	Waterview SPRING Python Programming 1 - 7th-11th	- 1 +	\$ 285.00
	<input type="checkbox"/>	Waterview SPRING Python Programming 2 - 7th-11th	- 0 +	\$ 0.00

Click CONTINUE at the bottom of the page to begin processing your shopping cart.

The description for each item will be presented in the Agreement for each, which Must be Accepted prior to purchase.

The image shows a web application interface with a modal dialog box open. The modal title is "Fee Name: Waterview SPRING Python Programming 1 - 7th-11th". The "Fee Description" section contains the following text: "Waterview SPRING Python Programming 1 - 7th-11th", "Spring Semester: January 10 - May 23", "Day: Monday", "Time: 3.30-4.30PM", and a paragraph: "This is a beginner's course in Python for students interested in higher level programming language. We will also cover Pygame which can help student develop their own game." Below the description are two checked checkboxes: "I have read the description of this item and agree to purchase." and "I understand that all purchases are final and non-refundable." At the bottom of the modal are "Agree" and "Disagree" buttons. The background shows a "Purchase Options" page with a "Family ID: 13427240048" and a "SELECT STUDENT" step indicator.

Home

Fee Name: Waterview SPRING Python Programming 1 - 7th-11th

Fee Description:

Waterview SPRING Python Programming 1 - 7th-11th  
Spring Semester: January 10 - May 23  
Day: Monday  
Time: 3.30-4.30PM

This is a beginner's course in Python for students interested in higher level programming language. We will also cover Pygame which can help student develop their own game.

I have read the description of this item and agree to purchase.  
 I understand that all purchases are final and non-refundable.

Agree Disagree

1 SELECT STUDENT

Purchase Options

Family ID: 13427240048

Continue Back

Choose to Agree with each agreement and then CONTINUE to payment.

Select the PAY NOW feature and enter the payment information.

The screenshot shows a payment cart interface with a progress bar at the top indicating four steps: 1 SELECT STUDENT, 2 CART (highlighted), 3 COMPLETE PAYMENT, and 4 CONFIRMATION. Below the progress bar is an 'Edit Fee' button. A table lists the items in the cart:

STUDENT NAME	BILLING ITEM	QUANTITY	AMOUNT
Happy School (2nde (10))	Waterview SPRING Crochet Creations 5th-12th	1	\$ 325.00
	Waterview SPRING Python Programming 1 - 7th-11th	1	\$ 285.00

Below the table, the total is displayed as **Total: \$ 610.00**. Underneath is the 'Payment Method' section, where 'Pay Now' is selected with a radio button. Below this is a dropdown menu labeled 'Pay using account' with 'Select Existing Account' selected. At the bottom are 'Continue' and 'Cancel' buttons.

When payment is complete, an email confirmation will be sent from Smart Tuition - Shopping Cart (email address [customerservice@blackbaud.school](mailto:customerservice@blackbaud.school)) that will have all descriptive information available for your records.

Please email the following with questions:

- Accounting / Billing: [Forms@dallasinternationalschool.org](mailto:Forms@dallasinternationalschool.org)
- Waterview Activities: [WPAfterschool@dallasinternationalschool.org](mailto:WPAfterschool@dallasinternationalschool.org)
- Waterview Athletics: [SFranklin@dallasinternationalschool.org](mailto:SFranklin@dallasinternationalschool.org)
- Churchill Activities: [CWAfterschool@dallasinternationalschool.org](mailto:CWAfterschool@dallasinternationalschool.org)
- Churchill Athletics: [SFranklin@dallasinternationalschool.org](mailto:SFranklin@dallasinternationalschool.org)
- Activities Director: [YMibrathu@dallasinternationalschool.org](mailto:YMibrathu@dallasinternationalschool.org)