



PaySchools Events New Event Set Up Form

Please complete this form so your event can be setup as quickly as possible. Plan appropriately - it can take up to 14 business days for the event to be completed. Events will not be released until original paperwork (including a Payment Collection Form) with appropriate signatures (Building Admin/Athletic Director Signature) are received in the Business Office. Please follow the distribution as indicated on the last page of this form.

Contact Name: _____

Contact Phone: _____ Email: _____

Group Name: _____ Building: _____

Required Information				
Event Title:	_____			
Required Information				
Event Dates	Event Start Date: _____	Event Start Time: _____	_____	
	Event End Date: _____	Event End Time: _____	_____	
Required Information				
Venue Name & Address:	_____			
Venue Website:	_____			
Required Information				
Items you are selling w/price, sizing and qty available. If item does not have a size, leave this field blank. Examples: T-Shirt, Hat, Hoodie, Banquet Ticket, Dance Admission, Camp Registration, etc.	Items for Sale <i>Example: Blue t-shirt</i>	Sizes Avail. <i>SM – XL</i>	Price <i>\$15</i>	Qty Avail. <i>Unlimited</i>
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
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	_____	_____	_____	_____
	_____	_____	_____	_____

<p>Are there any special start and end times?</p>	<p>Unless specified here, selling begins at 12:00 AM and stops at 11:59 pm</p>
<p>Any Discounts to apply?</p>	
<p>Custom Fields: This is information you wish to collect from the buyer. Things like purchaser phone number, student name, student grade, student teacher, size, emergency contact, etc. These are typically items that would be on a paper form.</p>	<p style="text-align: center;">***Required Information***</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Event Details:</p> <p>This information is viewable by purchasers on the main page of the event, please be specific as possible.</p> <p>Information here would typically be on an event flyer and should contain the details regarding your event.</p> <p>Include: what your event is about, pertinent deadlines, information about the venue, special directions, etc.</p>	<p style="text-align: center;">***Required Information***</p> <p>Detailed wording should also be emailed in a Word document.</p>

I understand that PaySchools Events charges a 3.5% credit card processing fee and that the fee comes out of my sales before funds are deposited into my account. I understand that it may take 14-business days for my event to be setup and that my event will not be released until original paperwork is received by the Business Office. **Please check this box confirming that you understand the fee and the potential time constraints.**

Internal Account #

*****Required Information*****

The payout for my event will be deposited into the internal account number I have listed above. This payout will not happen until after the event has ended.

Event Owner Signature:

Principal or Athletic Director Signature:

Return form to bookkeeper/secretary who will distribute to Charlene Staniec:

- Original form with your signature and Building Admin/Athletic Director signature (You keep a copy)
- Original signed Payment Collection Form for this event (You keep a copy)

Email to Charlene Staniec (cstaniec@cvs.k12.mi.us):

- Detailed wording that goes on the main page of the event.
- Copy of event flyer (Word document preferred)
- Group/Team logo (jpeg or png)
- Put "PaySchools Events Setup" in subject line of email

Once your event is setup you will be emailed a web link. Please provide the web link to anyone needing to pay. A QR Code can also be provided upon request.

PaySchools Events Supplemental Item List

Use this page if you have more items than can fit on the PSE form"

If the item does not have a size, leave this field blank.

Item for Sale <i>Example: Blue t-shirt</i>	Available Sizes <i>SM - XL</i>	Price <i>\$15</i>	Available Quantity <i>Unlimited</i>