

### Parent Directions on Using Online Athletic Payment System

1. Log in to MISTAR Parent Portal
2. Select Student
3. Along the left hand margin select "Accounts"
4. In upper right corner select "Online Athletic Payments"  
You will be redirected to the Online Payment Screen
5. Use the dropdown menu to select the student
6. Use the next dropdown menu to select the item you want to pay for. There will be two options
  - a. Club Activity Fee
  - b. Sports Activity Fee (this is the fee to play the sport)
7. After selecting the item, select "add to cart".
8. Once all items are selected, click "proceed to checkout".  
At this point you will be redirected to PayPal to complete the checkout process.