

IMPORTANT FOR ALL CREDIT CARD PAYMENTS:

If you have forgotten your member number, you can register without it.

The most important thing to remember is that, on the PayPal portion, the credit card owner and the credit card billing address must be on file with the credit card company. Many districts issue credit cards to their schools, either in the principal's name or some other name. The exact name on the credit card has to be entered on the PayPal portion of the transaction. Also, the billing address for that credit card must match what is on file with the credit card company. For example, last year we discovered that the school address was being entered on PayPal, when the credit card billing address was the PO Box for the district. The charge was denied because these two pieces of data did not match.

FOR MULTIPLE OPERATIONS:

Multiple transactions can be handled with one charge.

In going through the process:

- (1) Someone can FAX all the registration forms to our toll-free FAX number, 1-866-466-1634. On the cover page, the forms can be identified as being for one school. The financial secretary, principal, department chairperson, or other person conducting the process should be listed on the FAX cover sheet as well as the registrant's name you are entering under No. 2 below.
- (2) Following the steps from the web site, the data should be entered for one person (this name should be included on the FAX cover sheet), including each item (membership, registration, and/or luncheon ticket) needed.
- (3) When hitting the link to take you to the PayPal portion, there is a place to change the number of memberships, registrations, and/or tickets from 1 to as many as are being processed. This saves a great deal of time where only one submission has to be made and one charge has to be processed. SCCTM will know that the person submitting the charge is doing it for others. The number charges will match the number of forms faxed to us.
- (4) On the PayPal section, you will see a place to enter Special Instructions after you've entered your charge card number. Leave a note, explaining multiple transactions are included in the one payment charge.

SCCTM hopes these tips will help you with the process. Bill Stevens, our Membership/Registration Manager, can be reached at scctm.reg@gmail.com for further assistance.