

Instructions for Ordering Courtyard Bricks Online

1. Go to Pay4SchoolStuffOnline (<https://www.pay4schoolstuffonline.com/index.php>).
2. If you already have a Pay4SchoolStuffOnline account, sign in to your account under “Existing Partner Login” and then skip to Step 6. If you don't have an account yet, go to Step 3 to set up a new account.
3. To set up a new Pay4SchoolStuffOnline account, click on the red “Click Here To CREATE A NEW ACCOUNT” button.
4. This will open the “New Partner Account Set Up” screen. Fill out the required information. Make sure you check the box to agree to the Terms of Use. Then click on the red “Next” button. You will receive an e-mail confirming your account registration.
5. On the next screen, you must add a “Student” to your account by typing in a first and last name. There is no need to enter a Student ID. Under “Find School,” select the appropriate State (MD), County Name (Montgomery), and School Name (Bethesda-Chevy Chase High School) from the drop-down lists. Select the Grade of the student. Then click the red “Submit” at the bottom of the page.

NOTE: You don't need to have a current student at B-CC to purchase an item with Pay4SchoolStuffOnline. But, the system still requires you to add a student in order to make a purchase. If you don't have a current B-CC student, just list yourself as the student. For the “Grade,” item, select “adult” from the drop down list. You can add additional students if you like, but there is really no need to register more than one.

6. To make a purchase, start by selecting a student. Click the red “Select” button (under the “Pay For” column) next to the student name.

NOTE: The brick you purchase and the inscription you choose don't have to relate to the student you select at this step. So, don't worry if you are purchasing the brick for another student, for a teacher, or for any other reason. Just select any student listed.

7. The “Item Selection” screen will appear with a list of items for purchase on the left side of the screen. To purchase a brick, click on the red “Select” button to the right of “Courtyard Bricks.”
8. The “Courtyard Bricks” screen will appear. Click the small box on the left side of the screen, under the “Select” column to create a check mark. Enter the desired brick inscription in the box in the “Text Entry” column by following the instructions that appear below the box.
9. If you want to purchase more than one brick, change the number “1” under “Quantity” to the correct number. Additional lines will appear to accommodate multiple brick orders. Follow the instructions in Step 8 again for each additional brick.
10. When everything on this page is complete, click the red “Add to Cart” button near the bottom of the screen.
11. The “Shopping Cart” screen will appear. To place your order, click the yellow/orange “Pay Now” button near the bottom right corner of the page.
12. The “Billing Information” screen will appear and prompt you for your credit/debit card information. Enter the required information and click on the red “Continue” button near the bottom.
13. The “Order Review” screen will appear. Review the order and click on the red “Pay” button at lower right.

Questions? Problems?

Contact the Courtyard Bricks Coordinator, David Barnes, by e-mail at dkbarnes01@aol.com