

How to Register for SchoolCash Online

A Parent's Guide: It's fast, easy & free



Bartlett City Schools is encouraging all our families to create an account today so you can be notified via email and pay for your child(ren)'s school activity fees online.

Why register?

- 24/7 shopping convenience
- Secure, contactless & easy-to-use
- Receive email notifications as new items are available for purchase
- Manage all of your child(ren)'s school activity fees from a single account
- Check your account history at any time
- View & print receipts as needed
- Eliminates the need for your child(ren) to carry cash

How to register

- Go to <https://bartlettschools.schoolcashionline.com> and click **Register**.
 - Enter your first name, last name, email address, and create a password
 - Select a security question
 - Select **Yes** to receive email notifications (note that you will not receive any promotional emails)
- You will receive a confirmation via email. Check your Spam folder if you don't receive it.
- Use your email address and password to log in to your account.

How to add children to your account

- Sign in to **SchoolCash Online**:
<https://bartlettschools.schoolcashionline.com>.
- At the top of the page, navigate to **My Account**.
- From the dropdown menu, select **My Students**.
- Click to add a child:
 - Type your school board name.
 - Choose your school from the list.
 - Enter your child's details. You may add up to 8 students to your account.
 - Click **Confirm**.

How to make a payment

- Select the item which you would like to purchase & click **Add to Cart**.
- Once you have finished adding items to your cart, click **Continue** to make a payment.



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