



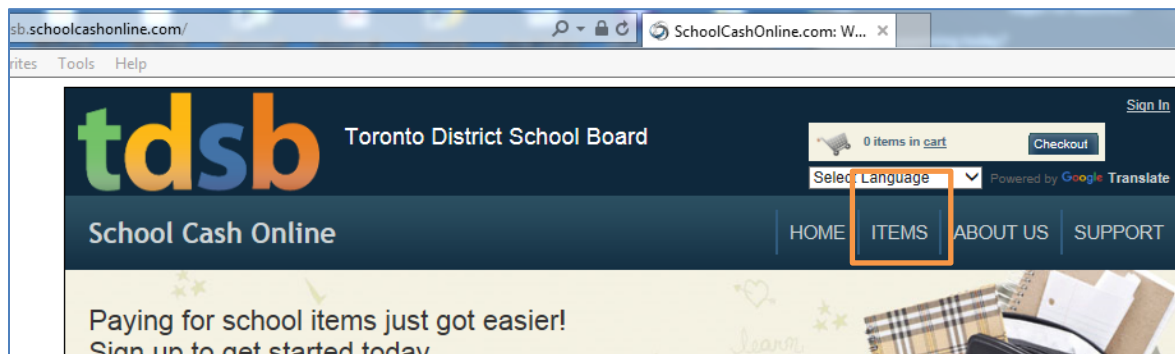
TDSB Online Donations Module

Beginning November 2, 2016, TDSB will be implementing the new Online Donations Module. This application allows all TDSB schools to collect and track online donations. Donations received are automatically deposited into the TDSB bank account and tracked in their school budget. Donors will receive tax receipts through email for donations over \$25. They can also retrieve and reprint tax receipts by logging onto the School Cash online website.

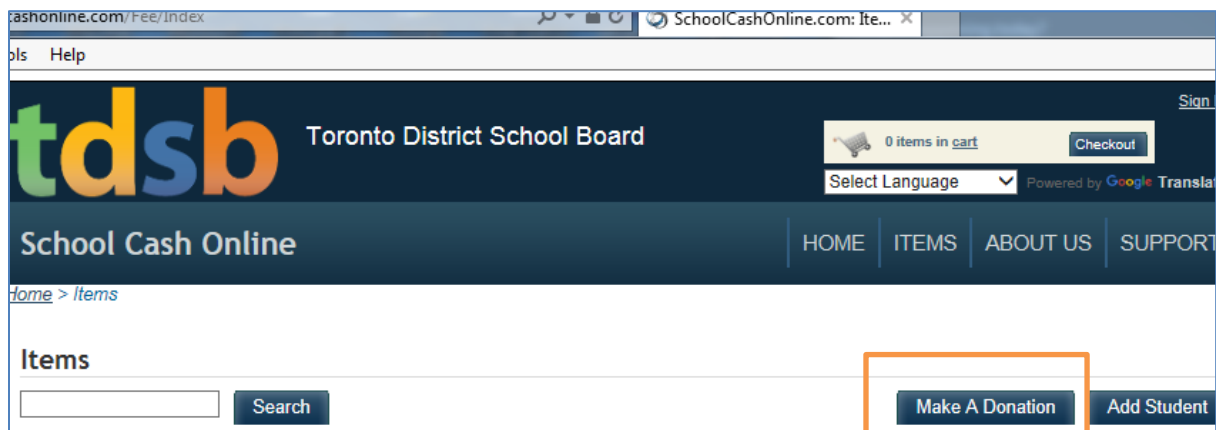
All TDSB schools will have access to this Online Donations Module starting November 2, 2016, regardless of whether they have begun the School Cash Online system implementation for school generated funds.

INSTRUCTIONS:

- 1) Donors should be directed to <https://tdsb.schoolcashonline.com/> to make online donations.
- 2) Click on **"ITEMS"** on the top bar.



- 3) Click on the **"MAKE A DONATION"** button on the page (top right).



- 4) The donor is required to enter the donation amount under **“Gift information”** and choose the school they wish to donate to by clicking the **“Fund Destination”** drop down menu. *****Please note that these donations are intended for TDSB internal fundraising purposes only, and are not intended for redistribution to other charitable organizations.*****

- 5) If the funds are designated for a specific purpose, please indicate the purpose under the **“Message field”** in the **“Message to School Board”**.

- 6) Click **“Add to Cart”** at the bottom of the screen.

- 7) Review the items outlined in your cart. You may make donations to multiple schools in one transaction by clicking **"Select more items"**. Once you are ready to proceed to checkout, click **"Continue"** at the bottom of the checkout screen.

The screenshot shows the 'School Cash Online' checkout page for the Toronto District School Board. At the top, there is a navigation bar with the logo, 'Toronto District School Board', a 'Sign In' link, a shopping cart icon with '1 item in cart', a language selection dropdown, and a 'Powered by Google Translate' notice. Below this is a secondary navigation bar with 'HOME', 'ITEMS', 'ABOUT US', and 'SUPPORT' links. The main content area shows the breadcrumb 'Home > Checkout' and the heading 'What's In Your Cart?'. A table lists the cart item: 'Board Donation - Richview Collegiate Institute' with a quantity of 1 and a price of \$25.00. Below the table, the total is displayed as '\$25.00 CAD'. At the bottom, there are two buttons: 'Select More Items' and 'Continue'.

Item Name	Qty	Price	
Board Donation - Richview Collegiate Institute	1	\$25.00	Edit Remove

Total **\$25.00 CAD**

- 8) All donors will be required to log in or register for an account before proceeding to the payment page. This will allow donors to retrieve and reprint donation receipts in the future. If you are a new user, please click the hyperlink beneath the Sign in button, "Click here to register now" and follow the registration prompts.

The screenshot shows the 'Sign In' page. It features a breadcrumb 'Home > Sign In' and a heading 'Sign In'. There are two input fields: 'Email / Username' and 'Password'. Below the 'Email / Username' field is a link 'Forgot your username?'. Below the 'Password' field is a link 'Forgot your password?'. There is also a checkbox labeled 'Remember me?'. A dark blue 'Sign In' button is positioned below the form. At the bottom, there is a section for new users with the text 'New to School Cash Online?' and a link 'Click here to register now'. This bottom section is highlighted with an orange border.

- 9) Once donors have completed the registration and checkout process, they will receive a copy of the donation receipt via email. The donation will be made in the name of the account holder.

- 10) The donations will be processed centrally through our TDSB General Accounting Department. Donation reports will be available through the Trust & Donations Administrators in the General Accounting department. School administrators can also review their donations received through their school budget, under the XXXX0135 Donations cost center.

If you have any questions regarding this process, please contact your school's Finance Support Officer for assistance.

Finance Support Officers	
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