**Sound to Sea Field Trip Cost**

1. Online Payment (see instructions below): **$300**

 Option 1: Pay in full

 Option 2: Deposit of $150 due by March 15th and remaining balance due by April 28th

2. Cash or Money Order: **$315 paid in FULL by March 15th**

All permission slips must be submitted by April 28th or your child will NOT be able to attend!

PLEASE SUBMIT MONEY AND FORMS TO RESERVE A SPOT **AS SOON AS POSSIBLE!!!** MONEY CAN BE ACCEPTED ANYTIME AFTER FEBRUARY 1ST

PLEASE REMEMBER **ONLY 35 STUDENTS** CAN ATTEND SO NO MORE FORMS OR MONEY WILL BE ACCEPTED ONCE THOSE 35 SLOTS FILL. **THIS IS A FIRST COME, FIRST SERVED BASIS.**

To pay for items through Online School Payments (OSP):

Online School Payments (OSP) accepts Visa and Mastercard. There is a 4% transaction fee charged by Online School Payments. Here is the link for Online School Payments:

<http://osp.osmsinc.com/cms/default.aspx>

Select High School

Select North Mecklenburg High School

1. Look for Sound to Sea (the choices should be in alphabetical order).
2. Click on the item you want to purchase, and then select *Add to Cart*.
3. You can click *Continue Shopping* and add as many items as you want to your cart.
4. When you have finished adding items to your cart, click *Check Out*.
5. Sign in, either using an existing current account, or creating a new user account (instructions below)
	1. If you need to set up an account, fill out the *New Users* section.
6. You should now be at *Step 1 of 4 – Assign Student Profile to Activity*.
	1. If you have already added your student, *Select student profile* from the drop down menu next to each item you have purchased.
	2. If you just set up account, you will need to click on *Add Student Profile*, the gray box at the top. This will bring up an Edit Student Profile screen where you can enter Student First Name, Last Name, and Student ID, then select *Save Changes*. Once you have added your student, *Select student profile* from the drop down menu next to each item you have purchased.
7. Once you have a name next to each activity, click *Next* at the bottom right corner.
8. *Step 2 of 4 – Address*. You will need to enter your address that matches the billing address for the credit card you plan to use. When complete, click *Next*.
9. *Step 3 of 4 – Payment*. Enter your credit card information, and click *Review Order*.
10. *Step 4 of 4* – *Review Order*. Look over your order and the payment terms. Then click the box next to the red payment terms and click *Place Order*.
11. You will receive a confirmation email in a few minutes verifying your payment.