

Falcon Fund Run ONLINE DONATION Instructions

Go to cms.wvsd.org

On the tabs at the top select Student and Parent Resources → [Make a Payment/Donation](#)

At the bottom of the Make a Payment/Donation page click on the **big blue button** "[Click to make a donation](#)" *No user name or password required for donations

After clicking the blue donation button the screen will look like the image below.

School	Item	Memo	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

Cart \$0.00

Buy

Checkout

On the school drop down select Centennial Middle School

Under the Item column, Falcon Fund Run auto populates.

In the Memo Square students need to tell the Donors to fill in the Student's Name that solicited the donation.

Once the student's name and donation amount have been entered click on "Buy" and then "Checkout"

School	Item	Memo	Amount
CENTENNIAL MIDDLE SCHOOL	Falcon Fund Run	Student's Name	\$5.00
Total			\$5.00

Remove

Pay

Click on "Pay"

Donors will be prompted to fill in the information on the next screen.

After filling out the general information payment information can be entered.

After the payment processes a receipt is generated and can be printed for Tax Deduction purposes.

Thank you for being an important part of the Falcon Family. We appreciate your support!!