

How to setup a regular donation to The Hawthorns PTA

Your payments can be sent to the following account, this will need to be set up with your bank account directly:

Sortcode: 40-52-40
Account No: 00070120
Account Name: CAF Gold Extra Account No.2 Account
Reference: S/O Child/Children's name

Please make sure we have your Gift Aid Declaration form; if you don't have one, you can download a form from:

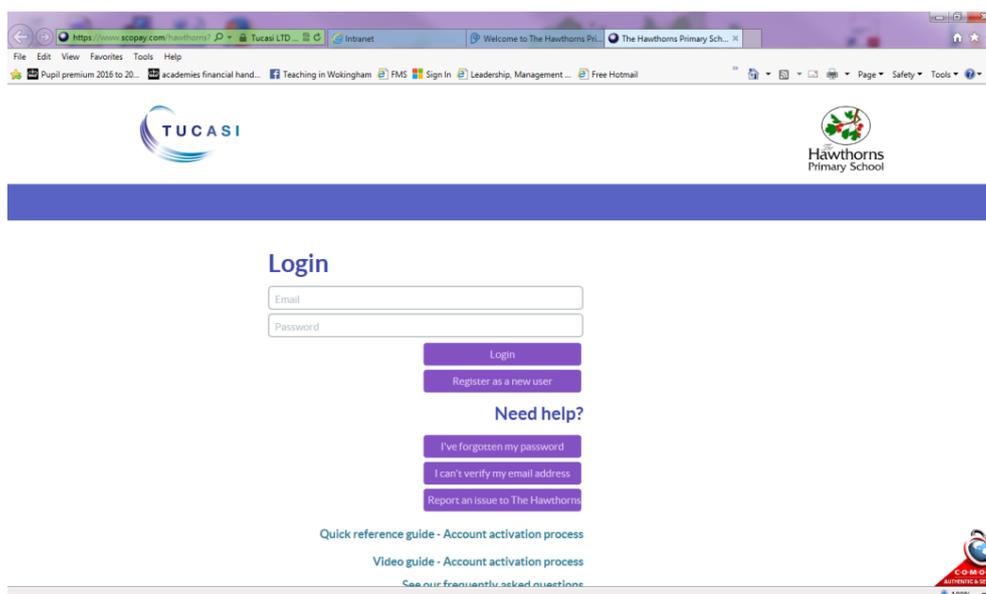
https://www.hawthorns.wokingham.sch.uk/website/ptaschool_donations/596473

Completed forms should be returned to the PTA box in the school foyer.

How to Donate using the online system

1. Login to the online payments systems using your usual email address and password.

If you need to set up a Tucasi account please follow the link to the Tucasi quick guide here: <https://scopay.atlassian.net/wiki/spaces/SCOPAY/overview>



2. The Hawthorns PTA school donation box will appear as a product.

Enter your donation amount in the "**Enter payment amount**" box and add to basket.

The screenshot shows the Tucasi online system interface. The main content area is divided into several sections:

- Account balances:** A table with columns for Name, Actions, Balance, and Enter top-up amount. The entry is "Dinner Money (Caterlink)" with a balance of £6.85 and a top-up amount of £0.00. There are "View history" and "View calendar" buttons.
- Miscellaneous:** A section with 1 item, "Collapse all | Expand all" link.
- Products:** A table with columns for Quantity, Name, Unit price, and Total price. The entry is "PTA School Donation" with a unit price of £0.00. There is an "Add to basket" button.
- Trips and Events:** A section with 3 items, "Collapse all | Expand all" link.
- Trips and events:** A section with an "Add to basket" button and a table with columns for Name, History, Total cost, Total owing, Enter payment amount, and Pay in full?.

On the right side, there are additional sections:

- Account balances:** A summary showing "Dinner Money (Caterlink)" for £6.85.
- Trip/event balances:** A list of items: "Art Club AUTUMN 2016" (£0.00), "Berkshire Maestros 2015-2016" (£0.00), and "Summer Concert 18th July £5#00 per ticket" (£0.00).
- Quick links:** A section with "All items" and "Trips and Events" links.

The browser address bar shows "https://www.scopay.com/products.html". The bottom of the page shows the URL "https://www.scopay.com/products.html" and a zoom level of "100%".

3. Proceed to the checkout to pay.

Unfortunately, a regular payment cannot be setup via the Tucasi online system – if you would like to make a monthly/annual contribution please see the instructions at the beginning of this document.

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