



Making Online Payments in Community Use

You have the ability to make online payments to your event invoices through Community Use:

- Click on the **My Requests** tab in Community Use to go to a list of schedules that you have previously entered.
- Click on the **View Invoices & Pay Online** link next to the schedule you need to enter the payment for. This will load a list of invoices for this schedule.
- Click the **Pay Now** button next to the invoice you would like to pay.
- *You can also make payment directly from an **emailed invoice** by clicking the **payment hyperlink** to make a payment in MySchoolBucks..*

MySchoolBucks Online Payments

PGCPS uses **MySchoolBucks** as their online payments vendor:

- You will come to a screen that tells you that you will be leaving SchoolDude and going to an alternate site. Click **Continue** to proceed to MySchoolBucks.
- If you have a MySchoolBucks account, enter your credentials to log in to that account. Otherwise, click **Continue as Guest**.
- The invoice information will populate on the screen. If you selected Continue as Guest, enter your **First Name, Last Name, and Email Address**.
- Choose the type of payment: **E-Check** (checking or savings account) or **Credit Card**.
- Enter your payment information and click **Continue** at the bottom of the window. You will receive a confirmation page, including a confirmation number, when your payment is made.