



Using PayPal to pay for Regional events

Go to: <http://www.paypal.com>

If you already have an account, login using your email address and password.

To create an account, click on the “sign up now” button on the home page.

PayPal will prompt you through the creation of an account.

Select the “personal account” button and click “continue.”

Enter the information requested for creating your account.

You will then be asked to enter both your checking account and credit card information.

Once that is completed, you will have an account.

When you are logged into your account, you should see your “Personal Account Overview” page.

Click the **SEND MONEY** button at the top.

You will be asked to enter the recipients email address.

Use: **treasurer@sairegion14.org**

Under “**Category of Purchase**” select “**Quasi Cash**” from the drop-down menu

Enter a subject line (such as Music Camp payment)

Add a brief note if you want...you can send a personal note to the Financial Coordinator explaining what you’re doing. Click “**continue**”

You will be taken to the Check Payment Details page

You can review your payment information here. It will state that Payment is being sent to Blue Ridge Region 14/Sweet Adelines Int'l. If it does not list Blue Ridge Region 14/Sweet Adelines Int'l, return to the previous page and check the email address to which payment must be sent.

Review the information. Make any changes as necessary.

When you are ready, click “Send Money”

It’s that simple!

Any questions? Email the Financial Coordinator at treasurer@sairegion14.org