

Submitting popcorn payments to the Pack 165 PayPal account

These steps are assuming that you already have a PayPal account. If you don't have an account, please register for a new PayPal account (<https://www.paypal.com/us/webapps/mpp/account-selection>), then come back to these instructions below.

Now assuming that you have an existing PayPal account:

- 1) Sign in by going to <https://www.paypal.com/us/signin>
- 2) Click on the "Send" link option

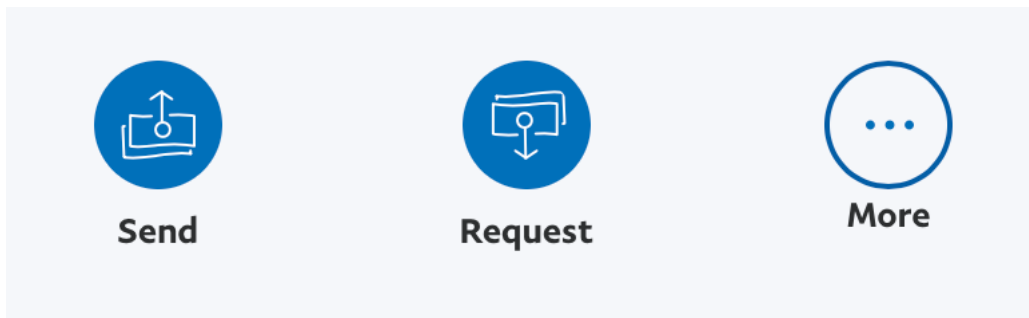


Figure 1: Button for sending money

- 3) Enter the Pack 165 PayPal email address (svpack165@gmail.com) in the field (as shown in Figure 2 below):

Send money

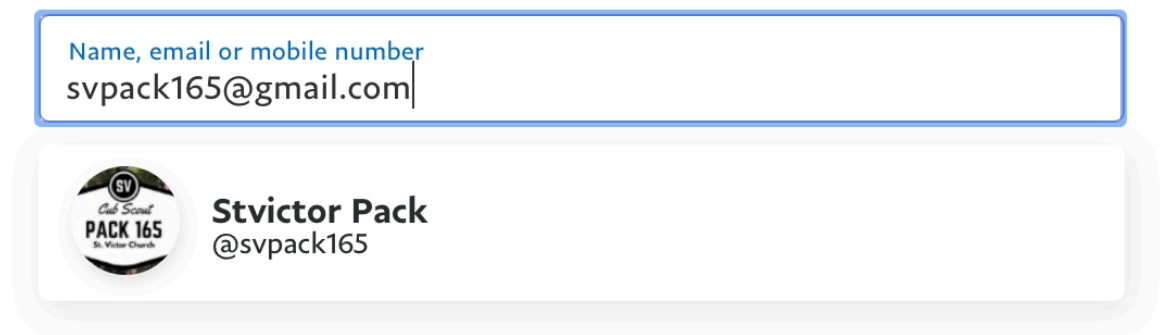
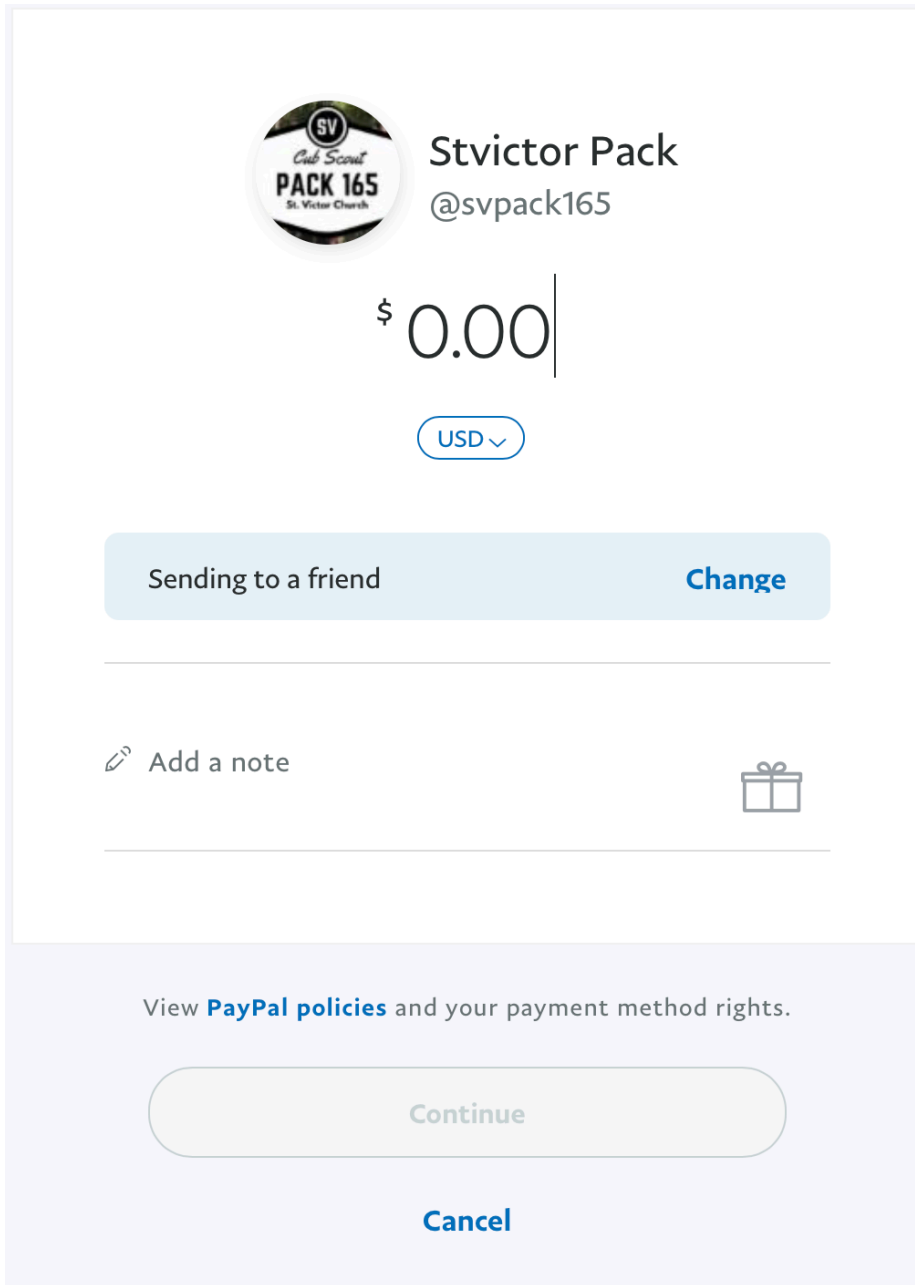
A screenshot of the PayPal 'Send money' form. The top part is a text input field with a blue border containing the placeholder text 'Name, email or mobile number' and the email address 'svpack165@gmail.com'. Below the input field is a rounded rectangular box containing a circular profile picture of 'Stvictor Pack' (a Scoutmaster icon) and the text 'Stvictor Pack @svpack165'.

Figure 2: Entering email address (User should confirm the Pack 165 picture icon)

- 4) Select the "Next" button as shown in Figure 2 (above). Then you will be asked to:
 - a. Enter the amount to transfer
 - b. Select "send to a friend" (PLEASE ENSURE THAT THIS OPTION IS SELECTED)
 - c. Add a note i.e. Wagon sales payment of <your scout's name>

(see Figure 3 below)



The screenshot shows a PayPal payment screen. At the top left is a circular profile picture for 'Stvictor Pack' with the text 'SV Cub Scout PACK 165 St. Victor Church' and the handle '@svpack165'. Below the profile picture is a text input field containing '\$ 0.00' with a vertical cursor at the end. Underneath the amount is a currency selector button labeled 'USD' with a downward arrow. A light blue bar contains the text 'Sending to a friend' and a 'Change' link. Below this bar is a horizontal line. Under the line is an 'Add a note' option with a pencil icon and a gift icon. At the bottom of the screen is a light blue footer area containing the text 'View [PayPal policies](#) and your payment method rights.' and two buttons: a large, light green 'Continue' button and a smaller blue 'Cancel' button.

Figure 3: Entering amount, sending to a friend, and notes

5) Then click on the “Continue” button to complete the rest of the sending steps.