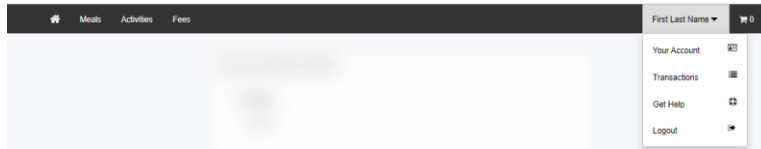


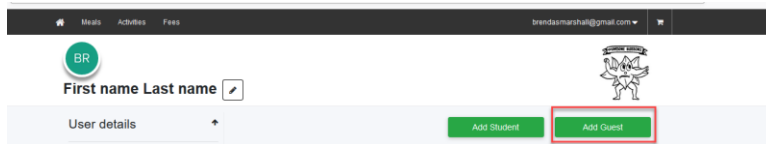
Adding a Guest in FeePay

Guest(s) are typically set up for family members who want to purchase tickets to an event or a season pass to the football games, etc. Be sure that it does not say GUEST after a student name. You will not be able to purchase meals and/or activities for your student if they are registered in FeePay as a GUEST.

Once logged into FeePay, from the Black toolbar, Click the drop down by your name and select "Your Account"



Now click "Add Guest".



The only required field is the first and last name of the guest. All other information is optional. Scroll to bottom of page and click the blue **Save** button. The Guest is now added to Your Accounts.

Add a Guest

1 Relation

2 Person Information
First name* Middle name Last name*

3 School District Information
Birth date
School
Guest School (-999)
Identification Number
GUEST_2026607044

4 Contact Information
Address
Line 1 Line 2
City State Zip
Email
Email address

Email
Email address

Phone number
Number