
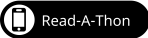


Directions to Make Read-A-Thon Donations via Configio

Parents may make donations through configio by signing into their account. Other friends or families members may make donations through configio by choosing guest checkout. In either event, here's the steps you may follow to make a donation for the Read-A-Thon:

1. Go to <https://archwaylincoln.configio.com/pd/633/?code=BF2j6908Qg>

2. Click view and then add to cart next to your student's grade.
 - A. If you are a parent or guardian with an account on configio, click log in to existing account.
 - B. If you are a guest, click guest check out.
3. Enter student's information:
 - A. If you've logged in as a parent or guardian it will give you all your registered students. Select the student in the grade you've added to cart and click add to cart. Then you may add another student and follow these same steps or you may select check out.
 - B. If you selected guest check out, you will be brought to a screen to enter the student's first name, last name and birthdate. Enter this information and then click add to cart. Then you may add another student and follow these same steps or you may check out.
4. Donation: Next you will enter the amount you wish to donate. Then you will need to click add. After you've added the donation amount for each student listed in your cart, you will see each line marked as quantity limit reached, then click Save and Continue.
5. Payment:
 - A. If you are logged into your account, you will see your saved credit cards.
 - B. If you are checking out as a guest, you will first need to enter your contact information and then you will be prompted to enter your credit card information and billing address. Then click Save and Continue. On the next screen, you will be prompted to enter your CVV for your card.
6. Finally click process order. Within a few seconds, you will see a screen that says your order has been processed. With a few minutes, you will receive an email confirming your donation.
7. Please contact psopresident@archwaylincoln.org with questions.

THANK YOU!!! THANK YOU!!! THANK YOU!!!

Thank you for your donations and your support of Archway Lincoln and our Read-a-Thon!