



ARCHWAY CLASSICAL ACADEMY | CHANDLER

A Great Hearts Academy

Setting up Monthly Recurring Kindergarten Tuition Payments

To set up monthly recurring payments for kinder:

Browse to the following address, and log in to your account:

<https://archwaychandler.configio.com/ShoppingCart.aspx?com=detailview&iid=158&cid=387&returncom=productlist&source=search>

The screenshot shows the website header with the academy logo and name. A 'Login' button is circled in red. Below the header is a navigation bar with links for Shop, Checkout, Tax Credit, Community Investment Campaign, and Help. The main content area is divided into three columns: a search bar, event details, and a cart. The event details section shows 'Full Day Kindergarten Tuition' for \$360.00, available for any age. Below this, it details the 'Monthly Tuition for Full Day Kindergarten' as \$360 per month, automatically charged on the 5th day of each month. The cart section shows 'Item(s)' and a 'Grand Total'.

Full-Day Kindergarten payments are automatically deducted from your default payment method each month. You can select the month you would like to start by choosing a **Start Date** from the drop down box indicated. Once you've selected your start date, click "**Purchase Subscription**" – this will add the subscription to your cart.

Search

Category Tree

- Archway Chandler
- Extracurriculars
 - Before School Clubs
 - During School Clubs
 - After School Clubs
 - Half-Day Release Wednesday Clubs
- Consumables
- Field Trips
- Academy Fun
- Other
- Textbooks**
 - Kindergarten
 - First Grade
 - Second Grade
 - Third Grade
 - Fourth Grade
 - Fifth Grade

Keyword

Event Details

Full Day Kindergarten Tuition

\$360.00 Available AGES Any

Monthly Tuition for Full Day Kindergarten

Monthly Tuition for Full Day Kindergarten

Monthly Tuition for Kindergarten students

Tuition for full-day kindergarten is \$360 per month. This will be automatically charged to your preferred payment method on the 5th day each month.

Purchase Subscription

If you would like to purchase all sessions choose a start date from the list below:

07/05/2017

Price \$360.00

Due Now \$360.00

Purchase Subscription

Back

To confirm your subscription and set up your payment method, click the **“Checkout”** button on the right-side Cart display.

Cart [Calendar](#)

Item(s)	\$360.00
Grand Total	\$360.00
Balance	\$360.00

[Clear Cart](#) [Details](#)

Full Day Kindergarten Tuition

Item Total	\$360.00
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Checkout

On the next screen you will choose the student participant to whom the payment is applying. If your Kindergarten student is not showing on this screen for selection, click the “**Add Participant**” button in the upper right corner – Add your child’s information, and click “**Save**”. NOTE – Only **First and Last Name, Birthdate,** and **Gender** are required. You do not need to provide an email address for the student.

Once you’ve assigned your student participant, click “**Save and Continue**”

The screenshot shows a web application interface for assigning participants to an event. At the top, there are three tabs: "1. Participants" (highlighted in green), "2. Payment", and "3. Process Payment". Below the tabs, a heading reads "Assign Participants to the events below" with a question mark icon. A instruction box states: "Select participant(s) for each event below. If they are not listed, click on the 'Add New Participant' button to add them." The main content area is titled "Full Day Kindergarten Tuition" and features a "+ Add New Participant" button circled in red. Below this, there are three redacted entries (blacked out) and one entry: "New Kinder Student (Age: 4)" with a checked checkbox, also circled in red. At the bottom, a message reads: "Participant Count: 1, You may choose 1 Participant for this event." Navigation buttons include "← Back" and "Save & Continue" (circled in red).

Add New Participant

*First Name	*Last Name
<input type="text" value="New Kinder"/>	<input type="text" value="Student"/>
Email Address	*Birthdate
<input type="text"/>	<input type="text" value="2/14/2012"/>
*Gender	
<input type="text" value="Female"/>	

Assign a payment method, which will be automatically charged each month for the tuition amount. If you have not previously set up a payment method, click the **“Add Credit Card”** button to enter your information. Once your payment method is assigned, click **“Save and Continue”**

The final screen gives you a summary of your purchase for verification. You **MUST** click the **“Process Order”** button to complete the subscription.

Contact Information

*First Name	*Last Name
<input type="text" value="[REDACTED]"/>	<input type="text" value="[REDACTED]"/>
*Email Address	*Confirm Email Address
<input type="text" value="[REDACTED]"/>	<input type="text" value="[REDACTED]"/>
Phone Number (optional)	
<input type="text" value="[REDACTED]"/>	

Review Your Order

Full Day Kindergarten Tuition	Item Total	\$360.00
Participant(s): New Kinder Student		
Dates: 1/1/2017 - 5/31/2018, 12:00 AM - 12:00 AM		
Location: Archway Chandler		

Process Order

Your order is not complete until you click the "Process Order" button.

Item(s)	\$360.00
Grand Total	\$360.00
VISA [REDACTED] Expires [REDACTED]	\$360.00

Process Order

Review Billing Address

Billing Address

[REDACTED]
 [REDACTED] (Primary Address)
 [REDACTED]
 Chandler, AZ 85249
 US

Powered by Conficio.com a SoladaiGloria.com company 1421 N. Mullan, Suite A, Spokane Valley, WA 99206

To review payments made, click on the “**Account**” menu from the menu bar at the top of your screen. Select “**Orders**” and “**Order History**”

