



# Blacklock Fine Arts Elementary School

***Academic Excellence through Artistic Experience***



5100 – 206 Street, Langley, BC V3A 2E5

Phone: 604-530-3188 · Fax: 604-530-9726 · <https://blacklock.sd35.bc.ca>

Dear Parents,

Our school uses School Cash Online, which provides you with the convenience of paying online for school items such as trips, club/athletic fees, and spirit wear. School Cash Online is a great way to pay without the need for cash or checks!

Please follow the link below to register online (it takes less than 5 minutes!). Once you have registered your child, you will be able to see when they have a new item posted online for purchase. You also have the option to be notified whenever your child has a new school expense due, so you don't have to worry about missing the deadline.

To set up an account and explore the system, please follow the instructions below. We look forward to hearing your feedback!

## Register Online:

- Step 1: Please click on this link: <https://sd35.schoolcashonline.com/>
- Step 2: Register by selecting the "Register" option and following the steps.
- Step 3: After you receive the confirmation email, please select the "click here" option, login in and add each of your children to your household account. To do this, you will need your student's last name, first name, and date of birth and pupil #

## Step by Step Instructions on Reverse Side

✓ Convenient ✓ Safe ✓ Secure -

Sincerely,

Susanna Eppich  
Principal

For safety and efficiency reasons, School District would like to reduce the amount of Cash & Checks coming into our school. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding upcoming events involving your child(ren).

**NOTE: If you require assistance, click on the three lines in the top left corner of the screen and select the SUPPORT option.**

## Step 1: Register

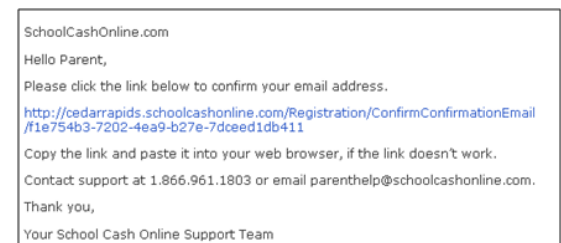
- If you have not registered, please go to the *School Cash Online* home page <https://sd35.schoolcashionline.com/> and select the **“Register”** option.
- Complete each of the three Registration Steps  
\*For Security Reasons your password, requires **8 characters**, **one uppercase** letter, **one lowercase** letter, and a **number**.



## Step 2: Confirmation Email

A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account.

The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just created with your account.



## Step 3: Add Student

*This step will connect your children to your account.*

- Enter the School Board Name (Pre-filled with SD#35)
- Enter the School Name
- Enter Your Child's Student #, Name, and Birth Date
- Select **Continue**
- On the next page confirm that you are related to the child, check in the Agree box and select **Continue**
- Your child has been added to your account

### Add Student

1. Type in the School Board name and select one from the list

School District #35 - Langley

☐ Type in the School Board name and select one from the list

2. Select School Name from the list 

Blacklock Fine Arts 

3. Enter student information

Student Number   \*

Last Name  \*

Birth Date   \*

Date format: mm/dd/yyyy

## Step 4: View Items or Add Another Student

If you have more children, select **“Add Another Student”** option and repeat the steps above. 5 children can be added to one parent account.