

Football Ticket Purchases

IMPORTANT TO NOTE BEFORE YOU BEGIN >> A receipt must be provided in order to enter the game. Instructions about the receipt are noted at the end.

Parents - login using TouchBase login credentials <https://ia-ankeny.intouchreceipting.com/>

- Once logged in, select the parent name to see the item
- Follow Steps 3-7 below

Students – coordinate with parent so as to login using parent's TouchBase login credentials

- Once logged in, select the student name
- Follow Steps 3-7 below

Staff – login using your 5-digit employee ID number under User Name and your last name, proper case, for your Password, and click Sign In. Please note: if you have changed your password associated with your Staff Intouch account, use your most recent password. <https://ia-ankeny.intouchreceipting.com/>

The screenshot shows a login form for staff members. At the top, it asks if the user has already created an account. Below that, it provides instructions for returning users and a link to reset the password. The main form has fields for 'User Name' and 'Password', both highlighted with yellow boxes. A 'Sign in' button is at the bottom.

- Once logged in, select your staff name
- Follow Steps 3-7 below

Guests - Login Instructions:

- Navigate your web browser to <https://ia-ankeny.intouchreceipting.com/signup.aspx>
- Enter required information and Sign Up

The screenshot shows a 'New Account' sign-up form. It includes fields for User Name, Password, Retype Password, First Name, Last Name, Street, City, State, Zip, Phone #, and Email. There is also a 'reCAPTCHA' checkbox at the bottom. The entire form is enclosed in a black border.

3. Select the Featured Item towards the top of the screen, as seen in picture 1 (or the applicable game, as this is merely an example for instructional purposes only).

Repeat this step for the desired number of tickets.

If the ticket sale does not show up as a Featured Item, use the Search box to query as seen in picture 2. Type either ACHS or AHS in the Search box and then Search. (below shows an example if ACHS is applicable and is for instructional purposes only). This method will allow you to purchase 4 tickets by changing the quantity box.

The screenshot shows a user profile for "Fred Flintstone". Below it, a "Featured" section displays an event: "ACHS VS WAUKEE 9-11-20" with a price of "\$6.00". A red circle highlights the price button. Below the featured event are sections for "Shop" (Pay B/ASP Tuition, Pay Fines/Fees) and "Reports" (Purchase History, Reprint Receipts).

OR.....

The screenshot shows a search interface with a yellow box containing the text "ACHS". To the right is a "Search" button, which is also circled in red.

The screenshot shows a ticket purchase interface. It includes a logo, a "WEBSITE" link, and event details: "AHS VS INDIANOLA 10-9-20" and "ALL SALES FINAL". Below this is a cart summary with quantities "1" and "6.00", and a "Buy" button.

4. Click the Checkout button next to the cart

The screenshot shows the Ankeny Community School District website. At the top is the district logo and name. Below the logo is a navigation bar with "Home" and "Contact Us". On the right side of the navigation bar is a "Checkout" button with a red circle around it. The page also features a search bar at the bottom.

5. Click the blue Checkout button

Your Cart		
Customer	Item	Price
Fred Flintstone	ACHS VS WAUKEE 9-11-20	\$6.00
	Subtotal	\$6.00
	Tax (0.00%)	\$0.00
	Processing Fee	\$0.00
	Total	\$6.00

[Continue Shopping](#) [Checkout](#)

6. Enter payment information and Pay Now

Summary		
Customer	Item	Price
Fred Flintstone	ACHS VS WAUKEE 9-11-20	\$6.00
	Subtotal	\$6.00
	Tax (0.00%)	\$0.00
	Processing Fee	\$0.00
	Total	\$6.00

[Pay Now](#)

7. Print or download your receipt and bring with you to the game. Be sure to watch for a "POP UP" message if your receipt does not populate the screen. From that error message, enable POP Ups. Or a receipt can also be found under Reports > Reprint Receipt.

Receipt

ANKENY COMMUNITY SCHOOL DISTRICT
306 SW SCHOOL STREET
ANKENY, IA 50021 **TAX ID 42-6021919**

ANKENY COMMUNITY SCHOOL DISTRICT
306 SW SCHOOL STREET
ANKENY, IA 50023

Customer #: 3015114 Receipt: 364113
Date: 8/31/2020 4:34 PM Manual Receipt:
Qty Item Price
[Redacted]

OR

Reports

Purchase History

Reprint Receipts