

## Football Ticket Purchases

**Parents** - login using TouchBase login credentials

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

**Students and Staff** – login using parent/staff TouchBase login credentials

- Click on student/staff name
- Enter ACHS and then Search

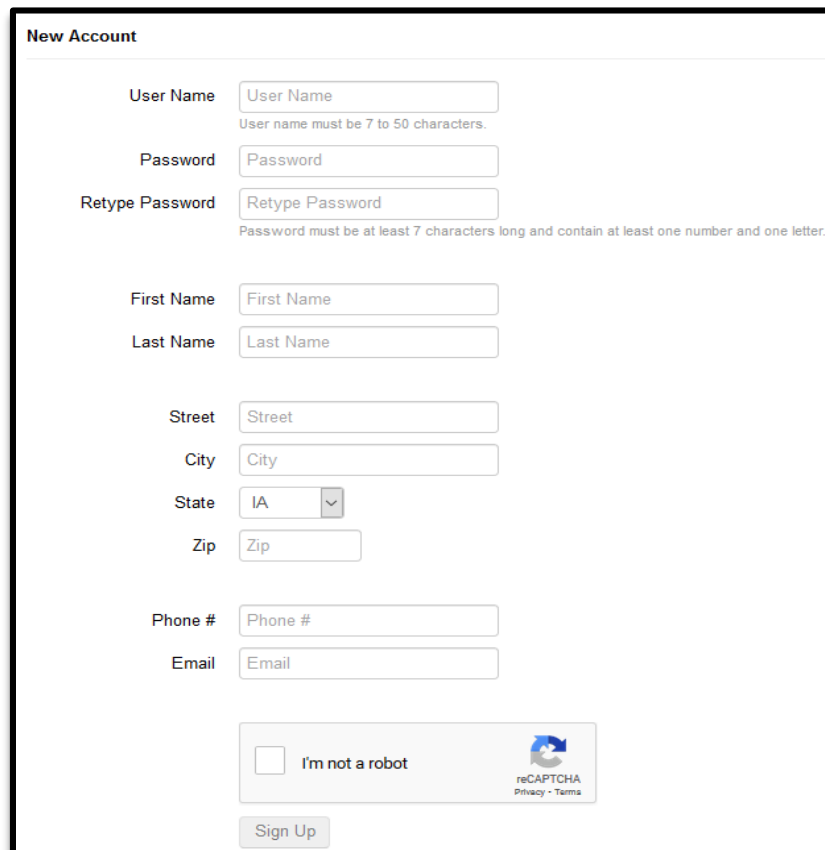


The screenshot shows a search interface titled "Your Family". There is a search bar containing the text "ACHS" and a "Search" button to its right. The "Search" button is circled in red.

- Follow Steps 3-7 below

**Guests** - Login Instructions:

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

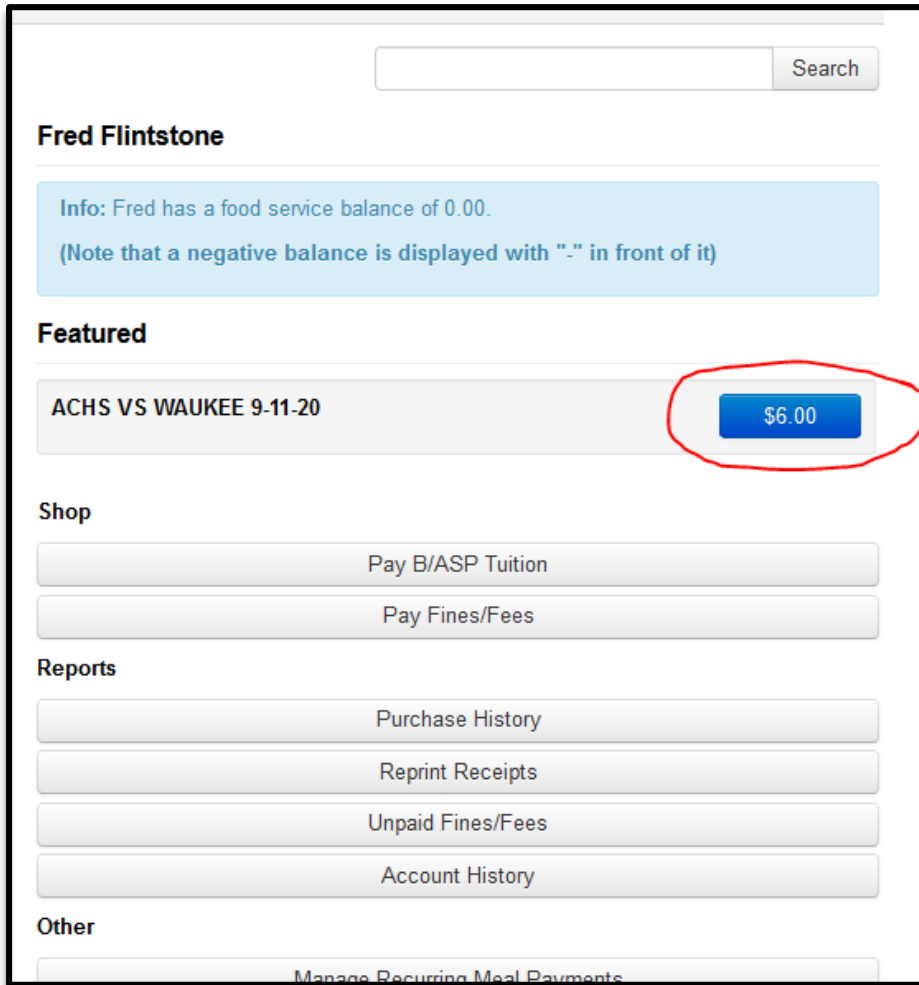


The screenshot shows a "New Account" registration form. The form includes the following fields and elements:

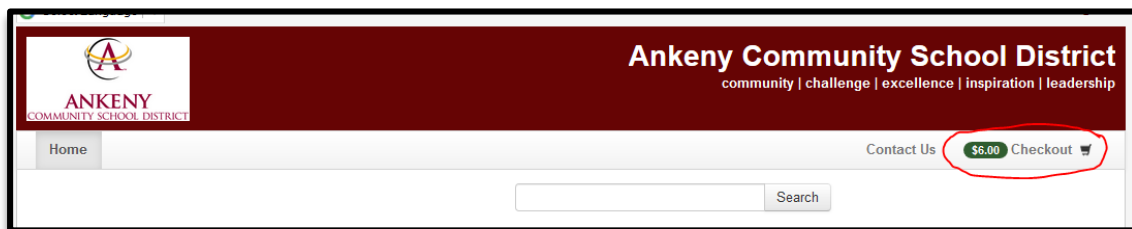
- User Name:  User Name (User name must be 7 to 50 characters.)
- Password:  Password
- Retype Password:  Retype Password (Password must be at least 7 characters long and contain at least one number and one letter.)
- First Name:  First Name
- Last Name:  Last Name
- Street:  Street
- City:  City
- State:  IA (dropdown menu)
- Zip:  Zip
- Phone #:  Phone #
- Email:  Email
- reCAPTCHA:  I'm not a robot (with reCAPTCHA logo and Privacy - Terms link)
- Sign Up:

3. Select the Featured Item towards the top of the screen: ACHS VS WAUKEE 9-11-20

Repeat this step for the desired number of tickets



4. Click the Checkout Button next to the cart



5. Click the blue Checkout button

Home Contact Us \$6.00 Checkout

### Your Cart

Customer	Item	Price	
Fred Flintstone	ACHS VS WAUKEE 9-11-20	\$6.00	<a href="#">Remove</a>
		Subtotal	\$6.00
		Tax (0.00%)	\$0.00
		Processing Fee	\$0.00
		<b>Total</b>	<b>\$6.00</b>

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

6. Enter payment information and Pay Now

### Payment

First Name

Last Name

Credit Card #

Expiration

Card Security Code

Street Address

Zip Code

I'm not a robot

[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
		<b>Total</b>	<b>\$6.00</b>

7. Print or download you receipt and bring with you to the game

1 of 1 | Export to the selected form | Export

## 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      Clerk: MASTER MASTER  
Date: 8/31/2020 4:34 PM      Manual Receipt:      Terminal: 1

Qty	Item	Price
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