

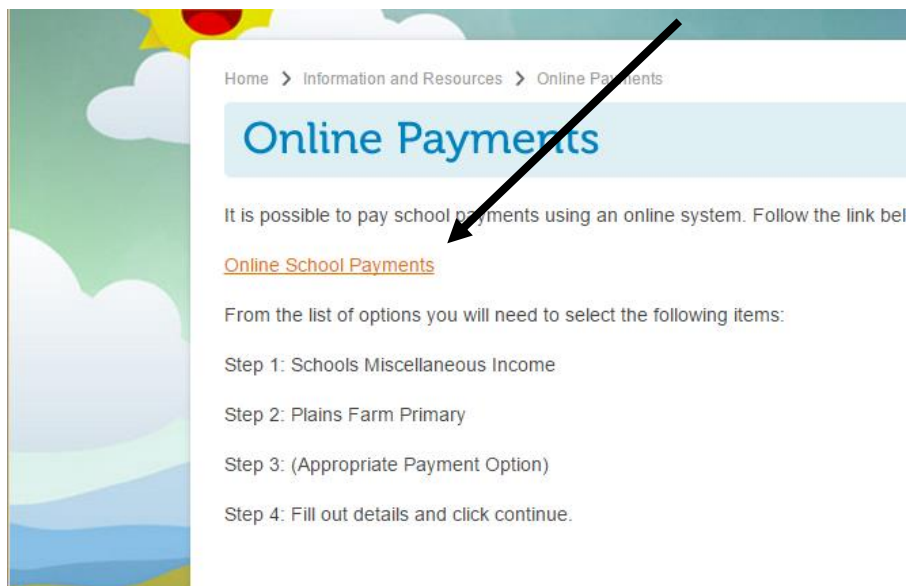


ONLINE PAYMENTS GUIDE – FOOTBALL PITCH

1. www.plainsfarmacademy.co.uk
2. Click on the link for School Payments in the Information section (see below)



3. Click on the Online payments link (see below)



4. Click on 'Schools Miscellaneous Income'
5. Scroll down to find 'Plains Farm Academy Hire of Facilities' and click.
6. Select 'Hire of Football Pitch' from the drop down box
7. Fill in all of the information on the screen and click continue
8. Enter your payment details and follow any other instructions given

Thank You