

If you don't have students at NNS, but wish to place an order for fundraising items:

Please sign into Rycor as a guest as follows:

- enter www.studentquickpay.com/brsd into your browser
- choose *Create Account*, fill in your information, then choose *Next*
- choose *Guest of Battle River School Division* then *Add Guest*
- your name will be listed on the next screen, then choose *Done*
- you will then see your account screen with icons for current fundraisers near the bottom - click the icon for the appropriate fundraiser & complete the order form.
- click on *Add to Cart* near the bottom of the form and you will be taken back to your account screen to see your order. If you wish to order more than the maximum amounts assigned to each product you will need to complete the form a 2nd time (or as many times as it takes to get the amount you wish to order)
- click on the shopping cart in the top right hand corner and proceed with payment to register your order
- a receipt will automatically be sent to the email you provided when you created your account.

Please contact the school office if you have any questions about this process. We are happy to help!