

How to Register and Pay Online – SPORT CAMPS for SPRING and SUMMER

1. Go to: <https://touchbase.susd.org>
2. Login using the following credentials:

User Name = *SUSD Student ID # (available through the front office at your school)*

Password = *Last Name using Capitalized First Initial (ie: Smith)*
3. “Who Are You Shopping For?” Click on Student’s name
4. “Make a Purchase” Choose: Items At All Schools
5. “School Type”: Choose High School
6. “School”: Choose High School attending in the Fall
7. “Categories” Choose: Spring or Summer Athletic Camps
8. Select the class you wish to purchase and click “Buy”
9. Item will then be placed into the “Cart/Checkout” in top right corner
10. Click on “Checkout” when finished selecting items (top right corner)
11. Enter payment information and then click “Pay Now”
12. A receipt will be generated after payment has been processed