

How to Order & Pay for Items

Contents

How to Order	1
How to Pay	6
Pay on E-Funds	6
Pay with Cash, Check or Money Order.....	7

How to Order

IMPORTANT NOTES:

- You do not have to be logged into BoosterHub to place an order, but it is **VITAL** that you use the same email address on your order that is on your BoosterHub account. This is how we will connect the order to your student and have it show on your account.
- **For new students:** If you plan to order Concert Items on your own, please select the item “Required: Concert Items - Ordering Elsewhere (NEW STUDENTS ONLY)” and add it to your cart so we know you plan to order outside of BoosterHub.
- **Please measure your student before you order concert items.** [Use THIS INFO](#) for help on how to measure.

TO ORDER:

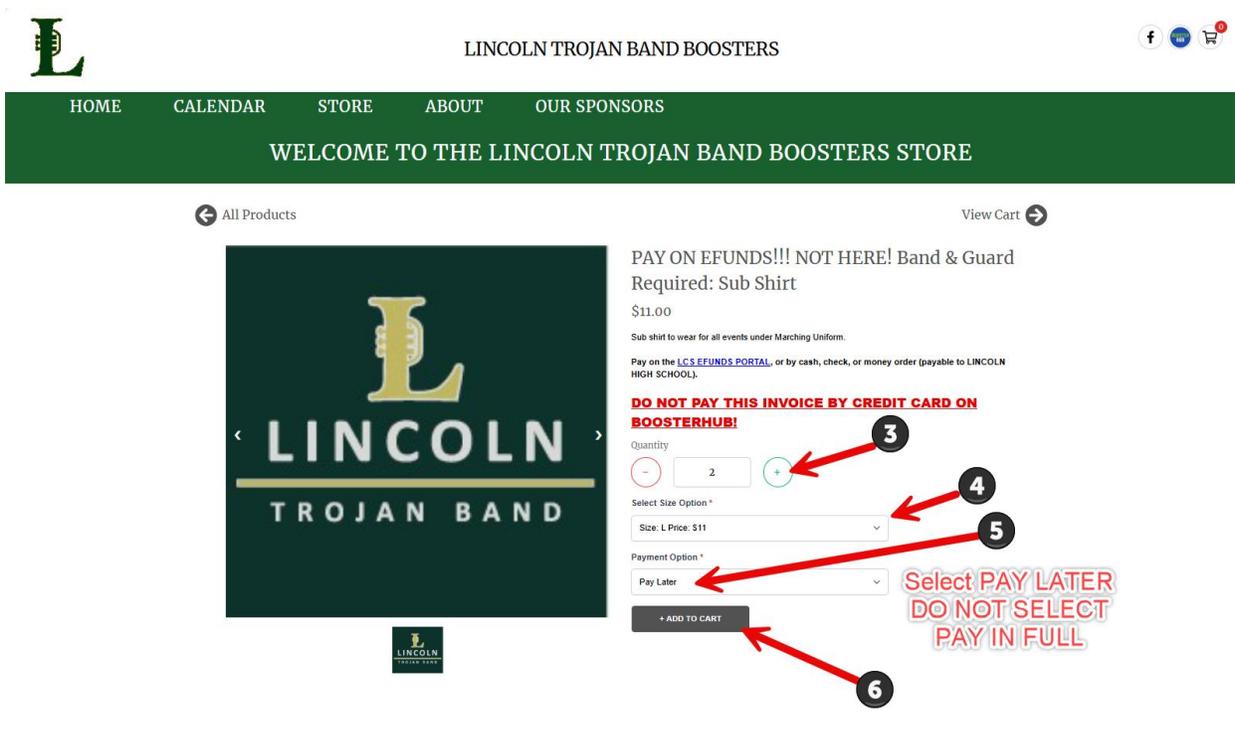
1. Navigate to the BoosterHub [Store](#)



2. Select an Item

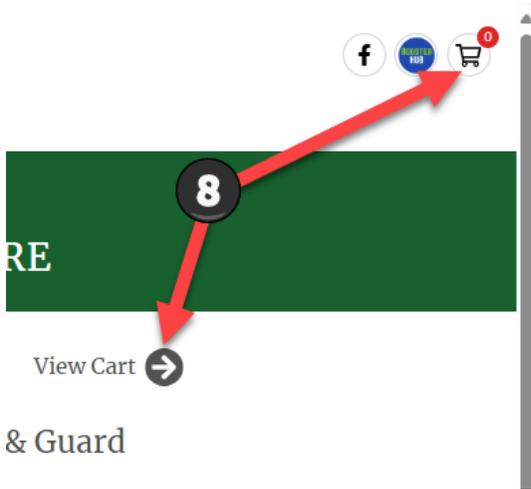


3. Select a quantity
4. Select a Size (if applicable – only for shirts, pants, shoes, etc.)
5. **Select PAY LATER as the payment option. DO NOT SELECT PAY IN FULL.**
 - a. *Pay in Full will require you to enter a credit card to pay for the items. DO NOT ENTER A CREDIT CARD INTO BOOSTERHUB. You must pay for these items on E-Funds, or by cash, check or money order payable to Lincoln High School.*
6. Select ADD TO CART



7. REPEAT STEPS 2-6 until all items are added to your cart.
 - a. Review the [list of REQUIRED ITEMS](#) to be sure you add all of the needed items to your cart.

8. Select the Cart Icon in the top-right of the screen or select View Cart



9. Enter your information on the screen.

IMPORTANT: In the Email Address field, enter the SAME Email Address that is on your BoosterHub account. This will ensure your invoice shows up on your account and ensures that we can connect your order to your student!

← All Products Empty Cart

9

First Name Last Name

Address

Apt, Suite, Unit

City State Zip

Email Address

Phone Number

Use the same email address as your BH Account!

Billing Information

Billing Address is same as above

Address

Apt, Suite, Unit

City State Billing Zip

Your Items

Product	Price	Booster Credits	Quantity	SubTotal
PAY ON EFUNDS!!! NOT HERE! Band & Guard Required: Sub Shirt	\$11.00	\$0.00	2	\$22.00
L: \$11.00 Payment Option: Pay Later				

Cart totals

SubTotal	\$ 22.00
Sales Tax	\$ 0.00
Total	\$ 22.00
Total Amount Charged 07/07/2025	\$ 0.00

Receive updates from our club

Apply Booster Credits

I'm not a robot

PLACE YOUR ORDER

10. Verify all needed items are in your cart

Empty Cart 

Your Items **10**

Product	Price	Booster Credits	Quantity	SubTotal
  PAY ON EFUNDS!!! NOT HERE! Band & Guard Required: Sub Shirt L: \$11.00 Payment Option: Pay Later	\$11.00	\$0.00	2	\$22.00

Cart totals

SubTotal	\$ 22.00
Sales Tax	\$ 0.00
Total	\$ 22.00
Total Amount Charged 07/07/2025	\$ 0.00

Receive updates from our club

Apply Booster Credits

I'm not a robot 

PLACE YOUR ORDER

11. Select 'I'm not a robot' and follow the prompts

Billing Zip

SubTotal	\$ 22.00
Sales Tax	\$ 0.00
Total	\$ 22.00
Total Amount Charged 07/07/2025	\$ 0.00

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Apply Booster Credits

I'm not a robot 

PLACE YOUR ORDER

12. Select Place Your Order

Billing Zip

SubTotal	\$ 22.00
Sales Tax	\$ 0.00
Total	\$ 22.00
Total Amount Charged 07/07/2025	\$ 0.00

Receive updates from our club

Apply Booster Credits

I'm not a robot 

PLACE YOUR ORDER

13. Once you place your order you will see a summary screen showing your entire order and balance due. Use the arrow icon to download a copy of your invoice, if needed

LINCOLN TROJAN BAND BOOSTERS

CALENDAR STORE ABOUT OUR SPONSORS

WELCOME TO THE LINCOLN TROJAN BAND BOOSTERS STORE

Continue Shopping



Lincoln Trojan Band Boosters

Donor	Transaction Details
Tricia Atchley 3579 Frontier Rd Tallahassee Florida 32309 (850)443-7387 paatchley@outlook.com	Date: 07-07-25 13:45 PM Order #: 1043 Payment Type: Pay Later Payment Method: Pay Later

Item	Quantity	Price	Total
PAY ON EFUNDS!!! NOT HERE! Band & Guard Required: Sub Shirt L	3	\$11.00	\$33.00
Payment Option : Pay Later			
			Subtotal \$ 33.00
			Sales Tax \$ 0.00
			Total \$ 33.00
			Balance Due: \$ 33.00

Lincoln Trojan Band Boosters is recognized by the Internal Revenue Service as a 501(c)3 non-profit organization. The amount of your donation less the value of any goods or services received may be tax deductible. We appreciate your support of Lincoln Trojan Band Boosters

ltbboosters@gmail.com
EIN:
Lincoln Trojan Band Boosters
3838 Trojan Trail
Tallahassee Florida 32311

14. You will also receive an email of your order. **DO NOT SELECT THE PAY INVOICE BUTTON! INSTEAD – NAVIGATE TO [EFUNDS](#) TO PAY YOUR INVOICE**

Lincoln Trojan Band Boosters <team@boosterhub.com> Mon 7/7/2025 6:45 PM

To: You

Lincoln Trojan Band Boosters

Donor

Tricia Atchley
3579 Frontier Rd
Tallahassee FL 32309
(850)443-7387
paatchley@outlook.com

Transaction Details

Purchase Date: 07-07-25
Order #: 1043
Payment Type: Pay Later
Payment Method: Pay Later

Balance Due :\$33.00



Order Details

Item	Quantity	Price	Total
PAY ON EFUNDS!!! NOT HERE! Band & Guard Required: Sub Shirt L	3	\$11.00	\$33
Payment Option : Pay Later		\$0.00	
			Subtotal \$33
			Total \$33

- a. The Pay Invoice button will take you to BoosterHub and ask for a credit card to pay the invoice. **DO NOT PUT CREDIT CARD INFO INTO BOOSTERHUB TO PAY FOR UNIFORM ITEMS. Uniform items must be paid to Lincoln High School through E-Funds, or via cash, check or money order.**
- b. If you want to pay by cash, check or money order, put your payment in an envelope with your student's name and the payment purpose (e.g., Mason Atchley – Uniform Items), then
 - i. Bring the payment on July 26th to the Uniform Fitting
 - ii. OR - Drop the payment in the Black Box in the Band Room anytime during band camp (the black box is on the wall next to Ms. Haugen's office in the band room)

How to Pay

Pay on E-Funds

Paying on E-Funds is the easiest way to pay for uniform items and band fees.

Create an account:

1. Visit the [Lincoln High School e-Funds Portal](#).
2. Click on Create and Account.
3. Provide requested information.
4. Click Create Account.

Add Payment Information:

1. Log into your E-Funds account.
2. Select Payment Methods under Payment Settings.
3. Select New Credit Card or New Direct Debit to add new payment information.
4. After entering all required information, read Consent and select Add to save information.

Add a Student:

1. Log into your E-Funds account.
2. Select Manage Students under Manage Account.
3. Enter student Last Name and Family or Student ID#.
4. Select Add Students(s).
5. Repeat steps 2-4 to add additional students.

Make a Payment:

1. Log into your E-Funds account.
2. Select student.
3. Select type of payment you would like to make.
 - a. Select 25-26 Band Fee or 25-26 Uniform Fee
4. Enter amount of payment.
 - a. If you don't want to pay the full fee, you can change the amount in the field
5. Select Add to Cart.
6. Add additional fees if needed.
7. Select Begin Checkout.
8. Choose payment method and enter new method.
9. Review items and total.
10. Select Pay Now*.

(*Note: there is a \$1.00 transaction fee for each checking account transaction, regardless of amount and \$2.65 per \$100.00 payment increments for each credit or debit card transaction. When you set up your account, please review you options carefully.)

11. The Booster Student Account Coordinator will receive notification of your payment and will add your payment to your BoosterHub account.

Please allow up to 2 weeks for your payment to be reflected in BoosterHub.

Pay with Cash, Check or Money Order

1. Write your Student's Full Name and Payment Purpose on an envelope
 - a. Example: *Mason Atchley – Uniform Items*
2. Put the Payment in the Envelope
 - a. For Checks, write the student's name and payment purpose (e.g., Mason Atchley – Uniform Items) on the Memo line, and add a phone number at the top of the check. For band fees and uniform items, make the check payable to LINCOLN HIGH SCHOOL.
3. Turn in the payment
 - a. Payments can be turned in at uniform fittings on July 26
 - b. Payments can be turned in at any time to the black box. The black box is a secured box (only Ms. Haugen and the band assistant have access to the box) that hangs outside of Ms. Haugen's office in the band room. It is checked at least weekly – more often during busy times.
4. **Allow up to two weeks for your payment to be processed and added to your BoosterHub account.**