

Katy ISD Pay N Go Livestock Show Instructions

1. Log into Katy ISD Pay N Go.
2. Click High Schools.
3. Click on Paetow High School.
4. Click on PHS-Katy ISD Livestock Show.
5. Click Katy Livestock Show Entries.
6. Fill out the Students First and Last Name.
7. Fill out the students ID Number and Address.
8. Pick Paetow HS for FFA Chapter
9. Pick the students Grade Level and their T-Shirt Size.
10. Put an E-Mail Address (Can be the parent/guardian if so wish)
11. Add an Entry Fee (You must do this) \$25
12. Select your species that you will show. (if you are doing an animal and a Floral/Hort project you will select one now and start at step 1 and enter for the other project.)
13. Scroll Down to the Katy ISD Livestock Show and Young Agricultural Sciences center Exhibitor Handbook Acknowledgement.
14. You will enter the student's name and have the student E-Sign the form.
15. The Parent/Legal Guardian will now input their information and E-Sign the acknowledgement form.
16. Click "CLICK HERE". (I would Right click to keep the Pay N Go screen open and open another tab, if you don't it will Erase the information on Pay N Go you have already entered.
17. Fill out the information about the STUDENT's W9.
18. Enter an E-Mail.
19. Enter the Students First and Last Name and Select Paetow.
20. You will have to scan in a copy of their W9 and upload it to the google doc.
21. Click Submit.
22. Go Back to the Pay N Go website, click add to cart and fill out payment information.
23. Hold on to your receipt, if there is any issues with the system, the receipt is the only evidence that we have.