

# How to send us money in PayPal

Log in to PayPal at <https://www.paypal.com/us/home>

Here's how to send the Sycamore Pumpkin Festival Committee money:

1. Click **SEND** at the top of the page.
2. Log in or Sign up for an account
3. Enter the email address [spfest@yahoo.com](mailto:spfest@yahoo.com) you are sending money to.  
Enter the amount you want to send. **Add a comment on what the money is for, i.e. the name of the parade entry group**

The screenshot shows the PayPal 'SEND' interface. At the top, there is a profile icon for 'spfest@yahoo.com' and a large display of '\$ 30.00' with a 'USD' dropdown menu. Below this, the transaction type is set to 'Sending to a friend'. A 'Change' button is circled in red, with a red arrow pointing to it from the text 'Click the change button and change it from goods and services to sending to a friend'. Below the 'Change' button, there is a comment field containing the text 'This is for the #### parade entry' and a gift icon. A red arrow points from the comment field to the text 'Make sure to note what the money is for!'.

**Make sure to note what the money is for!**

4. Change Paying for goods and services to sending to a friend, and click Continue.
5. Review and confirm the information on the screen and click Send Money Now.

\* We will receive an email that you sent us money. Once you send money, you are not able to cancel or reverse the transaction. Please check the details of this transaction carefully.

Please make sure the group entry the money is for is noted! It saves us time trying to track down the name to the group the payment is for.