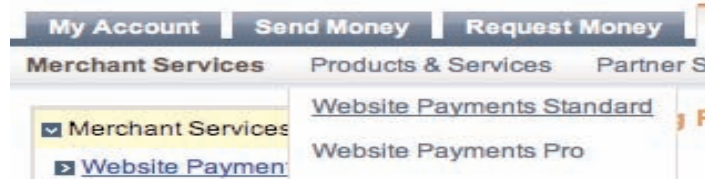


## Step 1.

Once you have logged into paypal goto **Merchant Services** under **Products & Services** click the link **Website Payments Standards** link.

## Step 2.

Scroll down the page to you see **Sell Products** click the **Sell Multiple Items (Add to Cart)** button.



Step 1: Choose a button type and enter your payment details

Choose a button type  
Shopping cart

Item name: Starches & Soups  
Item ID (optional):  
[What's this?](#)

**Customize button**

Add drop-down menu with price/option [Example](#)

Name of drop-down menu (ex.: "Colors," "Sizes")  
Class Dates

Menu option name	Price	Currency
13 December 2010	65.00	USD
15 December 2010	65.00	USD

[Add another option](#) [Remove option](#)  
**Done** **Cancel**

Add drop-down menu [Example](#)  
 Add text field [Example](#)  
[Customize text or appearance \(optional\)](#)

**Your customer's view**

Class Dates  
13 December 2010 - \$ 65.00  
**Add to Cart**

**Shipping**  
Use specific amount: USD [Help](#)

**Tax**  
Use tax rate: %

**Merchant account IDs** [Learn more](#)  
 Use my secure merchant account ID  
 Use my primary email address reg@sharedspoon.com

Step 2: Track inventory, profit & loss (optional)  
Step 3: Customize advanced features (optional)

**Create Button**

## Step 3.

Paypal step1.  
**Choose Button Type:**  
Shopping Cart

**Item Name** - Starches & Soups  
(fill in the class name you desire)

### Customize Button.

Click Add drop-down menu if you havemore than one date. Name the dropdown **Class Dates. Menu options** use the date of classes as the options and add price.

**Empty boxes not used.**

### Tax:

Add Tax % if you need to for Suisun

### Merchant account IDs

Use my primary email account.

Click **Create Button**

## You've created your button

1. Click **Select Code** to select all the button code.
2. **Copy** the code (CTRL+C for Windows, CMD+C for Mac – or right-click and choose Copy).
3. **Paste** the code into your own code (CTRL+V for Windows, CMD+V for Mac – or right-click and choose Paste).

### Integration tips

### Step 4:

Paypal has now configured the code for you and all we need to do now is put this into the Website/Calendar.

Click **Select Code** to select all the button code.

**Copy the code** (CTRL+C for Windows, CMD+C for Mac -- or right-click and choose Copy).

**Paste the code** into your own code (CTRL+V for Windows, CMD+V for Mac -- or right-click and choose Paste).

*Once you have copied the code just open up notepad or text editor and paste the code into either one so it is eady to use and you dont copy something else and lose it.*

If you need to make more buttons you ca click on the link underneath the code to

**Create Similar Button or Create New Button**

## Inserting Code into WebCalendar

### Step 1:

Log into the WebCalendar as **Admin** you will see all the dates on the month your viewing, Click on the date as you have logged in as Admin you will have the option to **Edit Entry**.

In the edit entry page under the class description text add this line

```
<br><br><br><br>
```

the hit enter twice and add the line again

```
<br><br><br><br>
```

These commands will space out the text (line space) so when you add the button text its not all squashed.

Copy your paypal button code and paste inbetween the 2 lines of <br><br><br><br>

Once code has been pasted click **Save**

## Starches & Soups ( Admin mode )

**Description:** There is no better way to celebrate the winter will put together some accompanying muffins, least 2 quarts of soup to take home. Tasting

**Location:** Shared Spoon 301 Main Street, Suite c, Suis

**Date:** Monday, December 13, 2010

**Time:** 1:00pm-4:00pm EST

**Duration:** 3 hours

**Priority:** 5-Medium

**Access:** Public

**Created by:** Jody anselmo

**Updated:** Sunday, November 21, 2010 11:27pm GMT

**Participants:** Public Access  
Jody anselmo

**Comments:** None

- Add Comment
- Edit entry
- Delete entry from calendar of Public Access
- Copy entry
- Email all participants
- Show activity log

Export this entry to:

## Edit Entry ( event )

**Details** | Participants | Repeat | Reminders

**Brief Description:** Starches & Soups

**Full Description:**  
There is no better way to cele with home made soups and b bases and build them up from the brewing stage you will pu muffins and bisquits that are the hot bowl of liquid goodne stock pot because you will be soup to take home. Tasting a

```
<br><br><br><br>
```

```
<br><br><br><br>
```

**Location:** Shared Spoon 301 Main Street

**URL:**

```
<br><br><br><br>
<form target="paypal"
action="https://www.paypal.com/
method="post">
<input type="hidden" name="cm"
<table>
<tr><td><input type="hidden" n
Dates">Class Dates</td></tr><t
name="os0">
<option value="13 Decembe
2010 $65.00</option>
```

Example after code has been pasted

## Step 2:

Goto the date on the calendar you just added the code to and check if all looks ok and is working properly.

When you click **Add to Cart** you will be redirected to paypal and have 2 options of payment

### 1. Check Out


Pay by Credit Card through Paypal

### 2. Check Out with Paypal

Log into your Paypal account and pay by Paypal



## Choose a way to pay Credit Card Payment





[Log in to my PayPal account](#) 

[Create a PayPal account](#)  
And pay with your debit or credit card

[Learn more about PayPal](#) - the faster, safer way to pay.

Country:

Credit card number:

Payment Types:    

Expiration date: mm / yy  /

CSC:   
[What is this?](#)

First name:

Last name:

Address line 1:

Address line 2 (optional):

City/State:

ZIP code:

Telephone:

## Choose a way to pay Paypal Payment

[Log in to my PayPal account](#)

Email:

PayPal password:

[Forgot your email address or password?](#)

[Create a PayPal account](#)  
And pay with your debit or credit card

reg@sharedspoon.com

### Your order summary

Descriptions	Amount
Starches & Soups	\$65.00
Item price: \$65.00	
Options: Class Dates: 13 Decembe...	
Quantity: <input type="text" value="1"/>	
<a href="#">Update</a>   <a href="#">Remove</a>	
<b>Item total</b>	<b>\$65.00</b>
<b>Total \$65.00 USD</b>	

### Choose a way to pay

[Log in to my PayPal account](#)



**Create a PayPal account**

And pay with your debit or credit card

[Learn more about PayPal](#) - the faster, safer way to pay.

Country

Credit card number

Payment Types    

Expiration date mm / yy  /

CSC

[What is this?](#)

First name

Last name

Address line 1

Address line 2 (optional)

City/State

ZIP code

Telephone 555-555-1234

Email

Choose a PayPal password 8 characters minimum

Re-enter password

By clicking the button below, I agree to the PayPal [User Agreement](#) and [Privacy Policy](#).

[Agree and Create Account](#)

Secure payments by 

## Customer View (Paypal Account)

Page 06 of 11

reg@sharedspoon.com

**Your order summary**

Descriptions	Amount
<b>Starches &amp; Soups</b> Item price: \$65.00 Options: <u>Class Dates: 13 Decembe...</u> Quantity: <input type="text" value="1"/> <a href="#">Update</a>   <a href="#">Remove</a>	\$65.00
<b>Item total</b>	<b>\$65.00</b>
<b>Total \$65.00 USD</b>	

### Choose a way to pay

#### Log in to my PayPal account



Email

PayPal password

[Log In](#)

[Forgot your email address or password?](#)

#### Create a PayPal account

And pay with your debit or credit card

[Site Feedback \(-\)](#)

PayPal. The safer, easier way to pay. For more information, read our [User Agreement](#) and [Privacy Policy](#).