

Cypress Creek Band and Color Guard Credit Card Payment Option

A Guide to Making Credit Card Payments Through CutTime

The Cypress Creek Band and Color Guard are now accepting credit card payments directly through CutTime. This will provide a convenient, user-friendly, and secure way to pay band and color guard fees and dues. This guide will walk you through the steps to make payments through the CutTime app.

Step 1: View Student's Profile – Magic Link

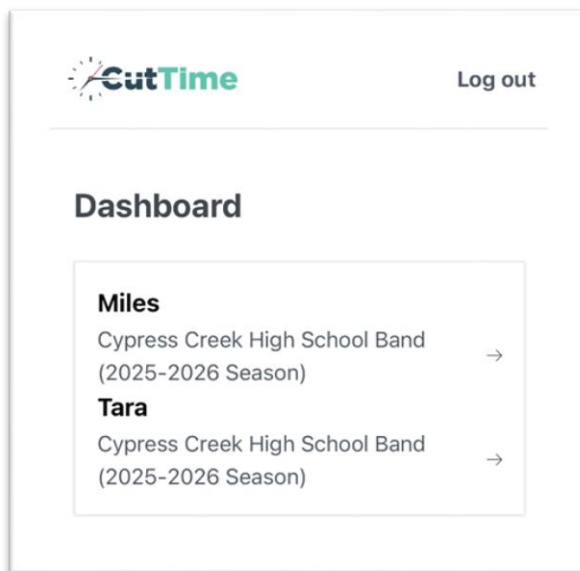
Before making payments, you'll need to access the CutTime Magic Link on your mobile device. This student-specific link is sent directly from CutTime, allowing you to view your individual student account. The Magic Link is sent to the phone number on file or your email if no phone number is available.

➤ Cut Time Log In

- Go to the Login Page of Cut Time Next Gen at <https://app.gocuttime.com/login>.
 - Scroll to the bottom and click the "Guardians" button below the traditional email/password login interface.
 - Enter the cell phone associated with your account and click "Send link."
- If you prefer to receive the Magic Link from CutTime without using the above log in process, please email ccbbctreasurer@gmail.com, and a new link will be sent to you.
- You can reuse any Magic Link previously sent to you, as it will still direct you to your student's profile.
- A verification code may be required to access your student's profile.

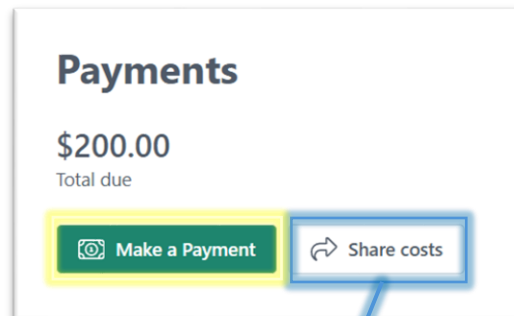
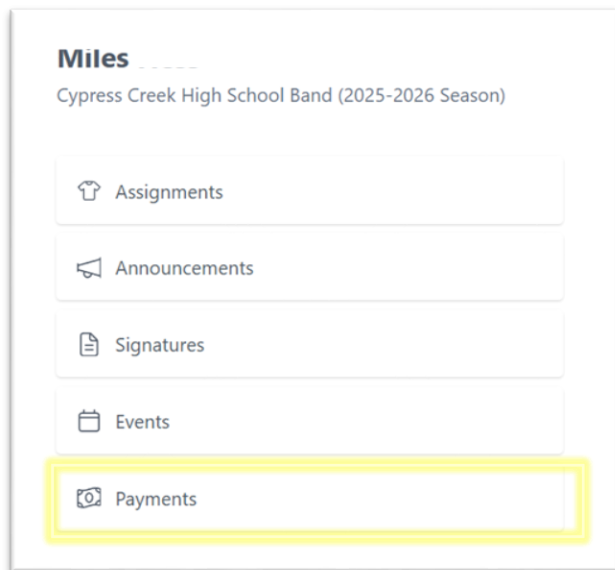
Step 2: Enter Student's Profile

After accessing the CutTime Dashboard, select your student's profile. This is where you will find the Payments page.



Step 3: Payments

Select “Payments” from your student’s account. In the Payments window, you’ll be able to view your financial account, “Make a Payment” option and “Share Costs” option.



Cost Share with Friends & Family

Ask a friend or family member to donate money to help cover this student's costs. Enter the person's name and phone number, and a text message will be sent that contains a donation link.

Example SMS Message

How does this feature work?

Donor's Name*	Donor's Cell Phone*
<input type="text" value="Aunt Karen"/>	<input type="text" value="1118675309"/>

- **Make a Payment**
 - Pay online with a credit or debit card.
- **Share Costs**
 - This allows you to ask family members and friends to donate to your students' costs by sending a text message (more information and a video are available on this page).
- **Due Costs**
 - Individual costs assigned to the student that have not been paid.
- **Paid Costs**
 - Individual costs assigned to the student that have been paid.
- **Transaction History**
 - A full record of all transactions, including both costs and payments, that have been applied to the students' account for the current school year.
 - Any unpaid balances from previous years will follow the students as a cost into the new school year.
 - If there is an overpayment, the transaction history will show a credit. Any credit carried over from a previous school year will automatically be applied to the next balance due.

Step 4: Make a Payment

When you click “Make a Payment” from the payment page, you will be given three options on how you would like to apply the payment.

- Pay the full amount due.
- Pay a partial payment, you select the amount you would like to pay.
- Select a specific cost you would like to apply the payment to.

*Please note that CutTime charges a 3.5% convenience fee on all credit card payments.

Choose your payment amount:

- 1 Full balance**
\$200.00
- 2 Partial payment**
Choose your payment amount
- 3 Select costs**
Pay for one or more specific costs

Select costs ✕

<input checked="" type="checkbox"/>	2025-26 Band Fee Plan 1 – Pmt 3 Due Oct 1, 2025	\$100.00
<input type="checkbox"/>	2025-26 Band Fee Plan 1 – Pmt 4 Due Nov 3, 2025	\$100.00

Step 5: Payment Confirmation

Once the payment is processed, a confirmation page will appear.

- If you return to the Payments page, our updated transaction will be displayed:
 - The Due Costs and Paid Costs will be updated to show the payment made.
 - A new line item in the transaction history will reflect your recent payment.

Questions

If you have any questions, please contact the Band Treasurer at ccbbctreasurer@gmail.com.

- All other forms of payment will continue to be accepted: Zelle, cash, and check.