# Cut Time Instructions

1. **Go to app.gocuttime.com.** At the bottom where it says "Need your SMS magic link re-sent?" click on Guardians and enter your cell number. You will receive a text with a link to your student's Cut Time account. If this doesn't work, contact NPMA.StudentFinancials@gmail.com to receive your link by text.

2. **Click the link in the text to open Cut Time in a web browser. Bookmark this link for future reference.** You can also email the link to yourself so you can access Cut Time on your computer.

3. **Select your student's name on the Dashboard.**

4. This will take you to your student's page. Cut Time has various features that we don't use. **Select Payments from the list.**
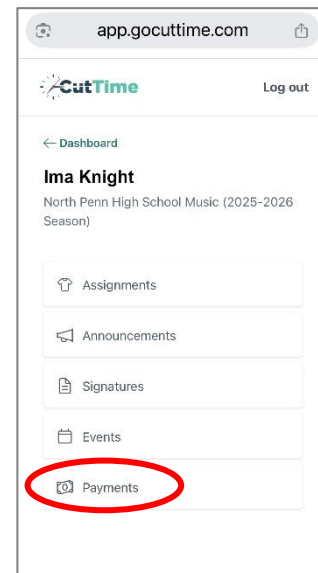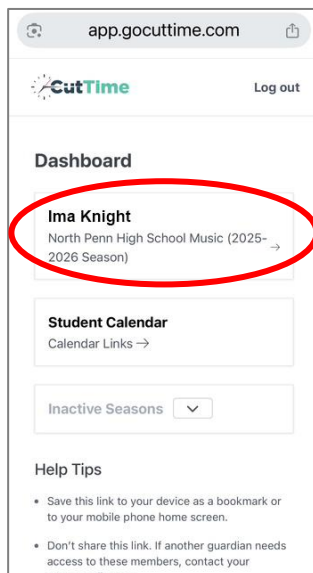
The Payments page shows:

- **Total Due:** Total cost of band fees and accessories minus any payments and fundraising credits. This is the amount you still owe.
- **Due costs:** Band fees and/or accessories that have not been paid for.
- **Paid costs:** Band fees and/or accessories that have been paid for.
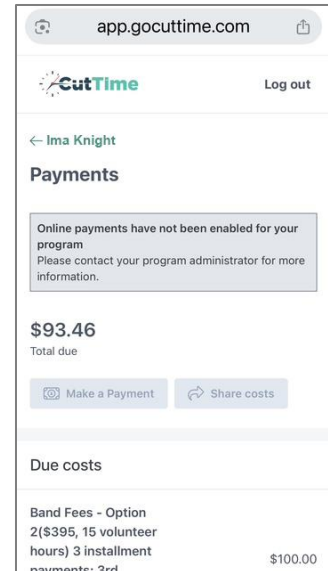
The Transaction History shows:

- All costs, payments and credits are shown in reverse chronological order starting with the most recent transaction. Scroll down to the bottom to see the beginning of the season.
- **Costs are in red.** At the bottom of the list are all of your costs for the season: Band Fees, accessories and donations you selected during registration.
- **Payments and Fundraising Credits are in green.**
    - Credit carried over from last season is recorded as Transfer In at the bottom of the list.
    - The source and date of each payment is specified in parentheses. Check #s are indicated for payments made by check.
- The dollar amount beneath each transaction shows the running balance in your account.
    - A negative balance indicates the amount you owe.
    - A positive balance indicates excess funds in your account that can be applied to future costs.