

Proposal to the CAO Committee – CAO Usage Fee Payment Method During COVID-19 Restriction Period

RASC-TC members who have **received a confirmed booking** to visit the E.C. Carr Astronomical Observatory (CAO) and who are not current annual passport holders are requested to pre-pay for their visit on the Toronto Centre website as follows:

1. From your web browser, go to <https://toronto.rasc.ca/donate> (you must first log in with your RASC National username and ID)
 2. Click on the “**Donate**” hyperlink
 3. Enter the amount of your CAO visit fee
 4. Choose (click) either “**Donate with PayPal**” or “**Donate with a Card**”
 5. If paying by PayPal:
 - a. Log in with your PayPal credentials
 - b. Choose or link a bank or card
 - c. Click on the **pencil icon / “Add a note”**, and type in “**CAO User Fee**”
 - d. Click “**Donate Now**”
 6. If paying by credit card:
 - a. Click on the **pencil icon / “Purpose”**, and type in “**CAO User Fee**”
 - b. Fill in your personal details and payment information, then click “**Donate Now**”
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