

# West Platte School District

## Online Registration Guide



Visit the West Platte School District Web Store to REGISTER ONLINE!

<https://wpsd.RevTrak.net>

### Select the Little Jays Preschool Button



- ◆ Click on the Little Jays Preschool Button located on the Home Page.
- ◆ Select the class for which you wish to register.
- ◆ Select “**Click Here to Register**” to proceed with the registration process.

- ◆ If you have not already logged into or created a RevTrak account, you will be prompted to do so now using your **Email Address** and **Password**.
- ◆ Select the exact participant you wish to register for the selected class. You may also select “**A New Person**” if they are not currently listed in your account.

*\*NOTE: The selected participant MUST be the name of the person attending the class.*

#### 4 year old full day program

Class #: Full Day 2018/2019

Date: 8/22/2018 - 5/23/2019

Days: Mo, Tu, We, Th, Fr

Time: 8:00 AM - 3:00 PM

Price: Contract. Add to cart to see price.

[CLICK HERE to Register for this Class](#)



CHECKOUT

VERIFY

Review & Submit

BILLING EDIT

BILL TO:  
John Smith  
1234 Main Street  
Bloomington, NC 55113

PAYMENT METHOD EDIT

Please select a payment option

ITEMS

ACADEMIC SUMMER SCHOOL - JANE SMITH	\$100.00
Quantity: 1	
Smith, Jane 05/31/2017 - 07/29/2020 7:30 AM	

SUB TOTAL \$100.00

TOTAL \$100.00

- ◆ Answer ALL required questions before clicking the **Add to Shopping Cart** or **Continue Shopping** buttons at the bottom of the page.
- ◆ Within the **Checkout** screen, you can verify your billing address and **Select a Payment Option**, prior to hitting “**Place Order**”.
- ◆ When you click “**Place Order**”, your payment will be processed and a **Receipt** will appear. Your receipt will also be emailed to the address on file.