## **West Platte School District**

## Online Registration Guide



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

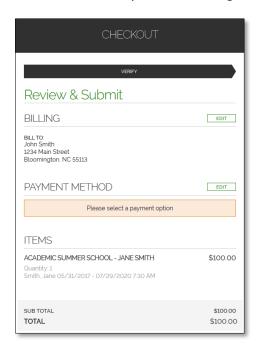
https://wpsd.RevTrak.net

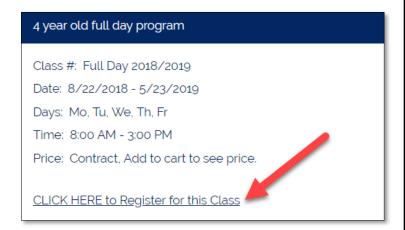
## Select the Little Jays Preschool Button



- 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 <u>exact participant</u> 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.





- Answer <u>ALL</u> 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.