

# Warren Consolidated Schools

## Online Registration Guide



Visit the My School Web Store to REGISTER ONLINE!

<https://Warren.RevTrak.net>

### STEP 1: Registration & Payment:



- ◆ Click on the **WCS Latchkey** Button located on the Home Page.
- ◆ Select the course and 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.*

Siersma - WCS Latchkey

Class #: Siersma - WCS Latchkey 2021-2022

Group: WCS Latchkey

Date: 8/31/2021 - 6/16/2022

Days: Mon, Tues, Wed, Thur, Fri

Time: 6:45 AM - 6:00 PM

Location: Siersma Elementary

Price: Contract, Add to cart to see price.

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

- ◆ 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.

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

**PLEASE NOTE: YOUR REGISTRATION IS NOT COMPLETE!**

Please follow the instructions on the following page to complete the registration process by selecting the days your child is expected to attend!