

## How to:

## **Register Online for Summer School**

- 1. Visit our Web Store at https://spooner.revtrak.net.
- Click the Summer School button. 2.
- 3. Select the program you want to register.







Select the requested date beneath the class you want to register. 4.

Science/Engineering/Environmental Enrichment				
AM8. NATURE DETECTI	VES			
GRADE: K-2ND. FROM BL	IGS TO BIRDS AND WOODS ORLD AROUND YOU! THIS (			
Number: SS14-AM8 (WEEK 1) SS14-AM8 (WEEK 2)	Date: 6/16/14-6/19/14 6/23/14-6/26/14	<b>Day(s):</b> Mo, Tu, We, Th Mo, Tu, We, Th		Price: \$10.00 \$10.00
AM9. SIMPLE MACHINES WITH K'NEX				
	Y AND BUILD FULLY FUNCTI RIENCES AND ADVENTURE.			
Number:	Date:	Dav(s):	Time:	Price:

Click the Click Here to Register for this Class link. 5.



- 6. A login window opens. You can create a new account or use an email address and password to login to a current account. The Participant window opens.
- 7. Select the participant's name and complete other required fields.
- If your child's name does not appear in the participants list, click Add Participant, enter the required information, and click Add Participant. Then complete step 7.
- 8. Click **Checkout** at the bottom of the Participant window to add your class to the shopping cart and make payment. Your Shopping Cart window opens.

Please select the p	articipant for AM8. NATURE DETECTIVES
	O Melissa Will
	ADD PARTICIPANT
Event Informatio	on
	following questions to complete adding your registration to the shopping ca
***	
* Required field	
STUDENT PROF	ILE INFORMATION
* Student First Nam	ne (legal):
*	
* Student Last Nam	ne (legal):
* Middle Name:	

- 9. Verify information for accuracy and click Go to Checkout.
- 10. Enter payment information and click Continue. Payment will be processed and your receipt can be viewed and printed.