

Cherry Creek Schools

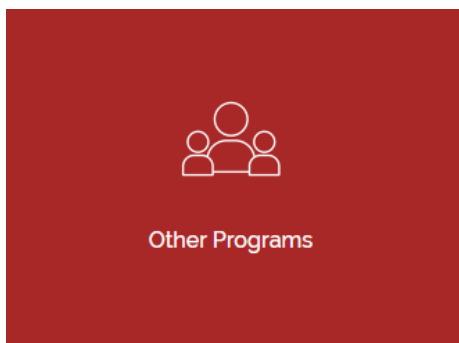
Inside Out Online Registration Guide

INSIDE OUT
where creativity and
innovation live!

Visit the Cherry Creek Web Store to REGISTER ONLINE!

<https://CherryCreek.RevTrak.net>

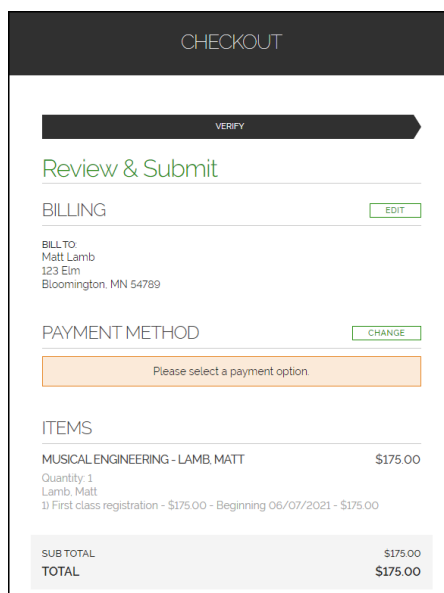
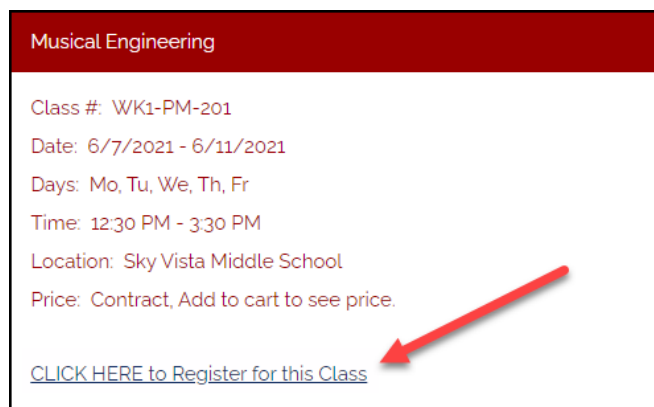
Select the Other Programs Button



- ◆ Click on the **Other Programs** Button located on the Home Page.
- ◆ Next, click on the **Inside Out Program** button.
- ◆ Select the class for which you wish to register.
- ◆ Select **“Click Here to Register for this Class”** 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.



- ◆ 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.