

Cherry Creek Schools Inside Out

Online Registration Guide

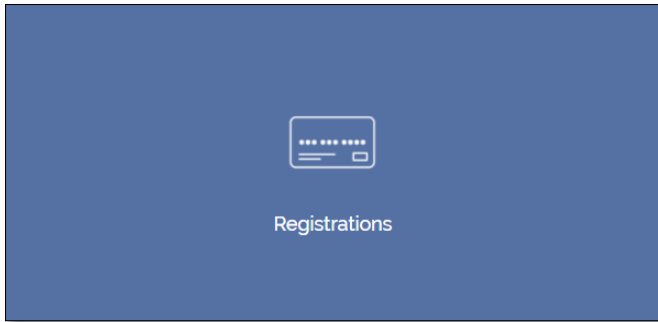


INSIDE OUT
where creativity and
innovation live!

Visit the Inside Out Web Store to REGISTER ONLINE!

<https://CherryCreekInsideOut.RevTrak.net>

Select the Registrations Button



- ◆ Click on the Registrations 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.

Minecraft: Redstone Basics

Class #: WK2-AM-101

Date: 6/10/2019 - 6/14/2019

Days: Mo, Tu, We, Th, Fr

Time: 8:15 AM - 11:15 AM

Location: Falcon Creek Middle School:

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

Cherry Creek Schools Inside Out

Parent Portal Payment Guide

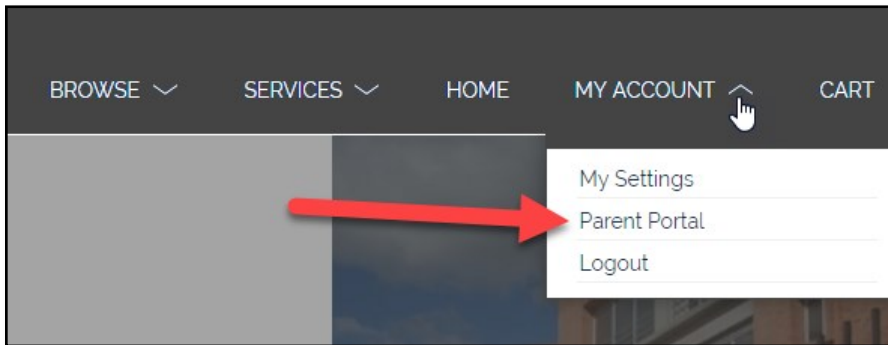


INSIDE OUT
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Visit the Inside Out Web Store to make payments ONLINE!

<https://CherryCreekInsideOut.RevTrak.net>

Login to Existing RevTrak Account




- ◆ **Login** using your Email Address and Password
- ◆ Select **My Account*** from the top navigation bar.
- ◆ Select the **Parent Portal**.

*NOTE: When using a mobile device, select the  icon to access the **Parent Portal** link in the drop-down.

Parent Portal

Registrations with Balance

Student	Class	Balance Due	Card On File	
Jimmy Doe	Pick-a-Day Child Care	\$66.00	Visa: 1111 01/22	
Jimmy Doe	Flat Fee Child Care	\$100.00	Visa: 1111 01/22	
John Doe	Flat Fee Child Care	\$0.00	Visa: 1111 01/22	
Jimmy Doe	Pick-a-Day Child Care	\$237.00	Visa: 1111 01/22	
Jimmy Doe	Weekly Child Care 2017/18 Weekly Child Care	\$14.00	Visa: 1111 01/22	

- ◆ Select the  icon to add the balance to your **Shopping Cart**.
- ◆ Select payment option.
- ◆ Once you are ready to process the payment select **Checkout**.
- ◆ Verify your billing address and payment information.
- ◆ When you hit **Complete Order**, your payment will be processed and a **Receipt** will appear.

Your balance due for Child Care is \$66.00.

Pay Total Due Amount \$66.00

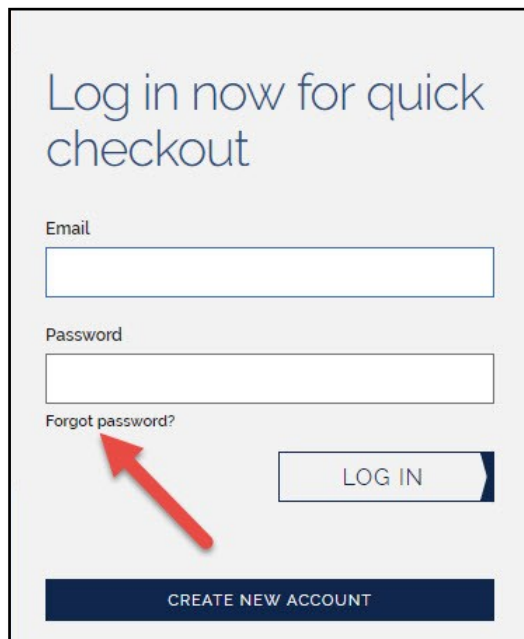
Pay Other Amount

Cherry Creek Schools Inside Out

Create-Reset Password Guide

Create or Reset your Password by visiting:
<https://CherryCreekInsideOut.RevTrak.net>

If you do not have an account password with your school's Web Store, or if you forgot your password, follow these steps to create or reset your RevTrak account password:



Log in now for quick checkout

Email

Password

Forgot password?

LOG IN

CREATE NEW ACCOUNT

- ◆ After opening your school's Web Store, you will see a login box in the upper right of the screen
 - *NOTE: If the login box does not appear, click "LOGIN" from the top menu bar.
- ◆ Click the "**Forgot password?**" link.
- ◆ You will be required to enter the email address that was used when your account was created, and click "Send".
- ◆ An email will be sent to you with a link.
- ◆ Click on the link in the email, and follow the prompts to create/reset your password.