

Neenah Joint School District

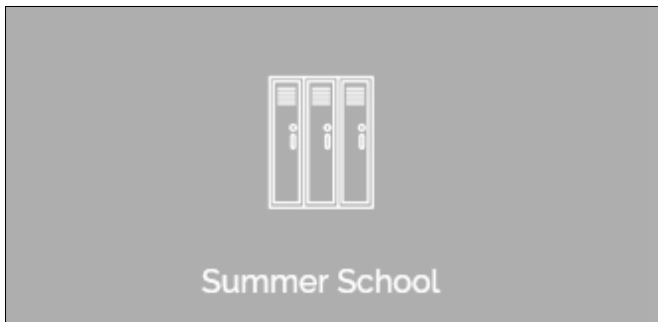
Online Registration Guide



Visit the Neenah Schools Web Store to REGISTER ONLINE!

<https://neenah.RevTrak.net>

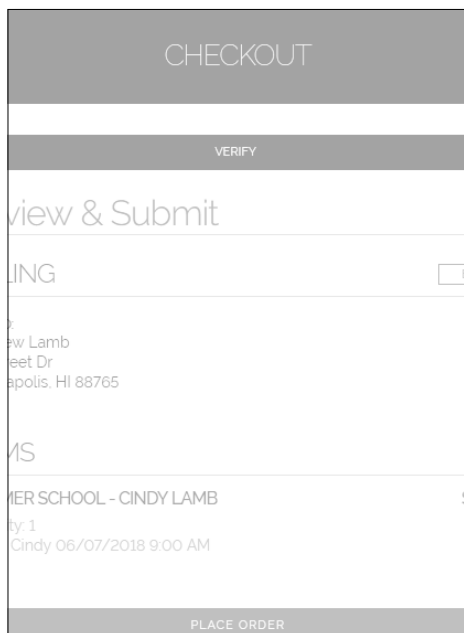
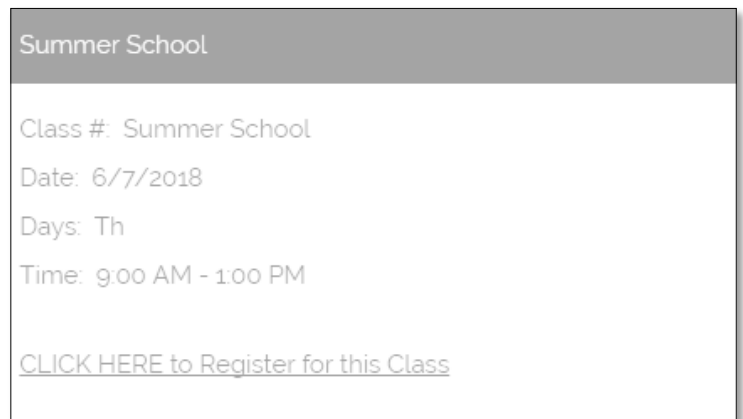
Select the Summer School Button



- ◆ Click on the [Program Name] 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.*



- ◆ 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 prior to clicking "**Place Order**".
- ◆ When you click "**Place Order**", your registration will be processed and a **Receipt** will appear. Your receipt will also be emailed to the address on file. Keep your receipt for class information."