

Egg Harbor Township School District

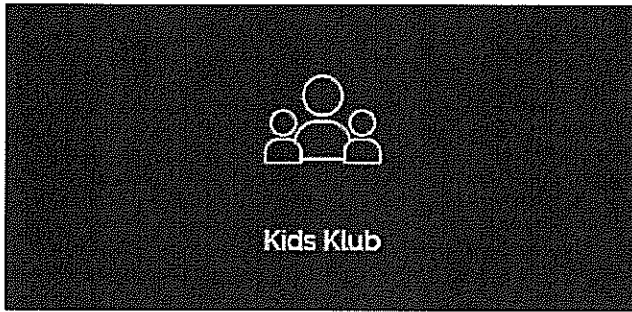
Online Registration Guide



Visit the Egg Harbor Web Store to REGISTER ONLINE!

<https://eht.RevTrak.net>

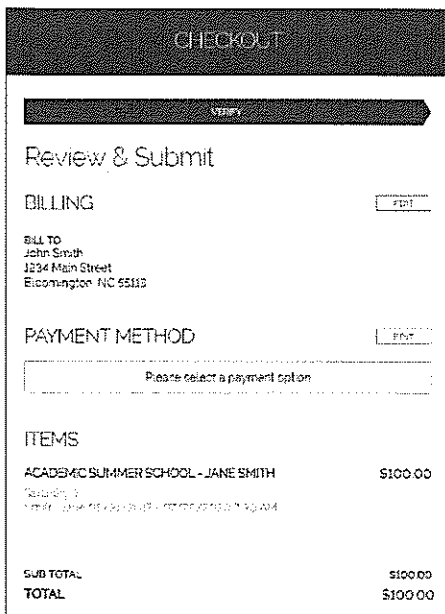
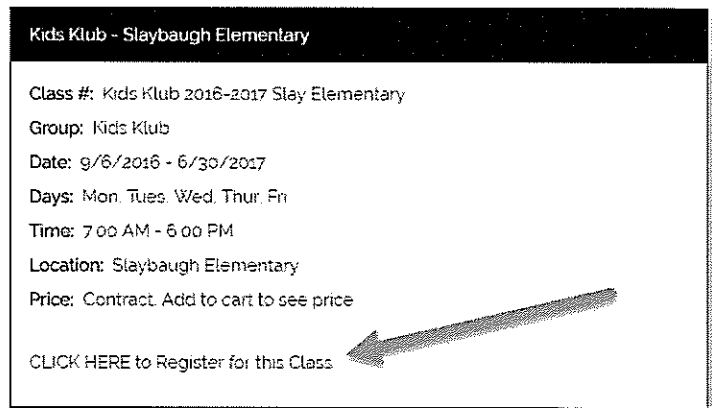
Select the Kids Klub Button



- ◆ Click on the Kids Klub Button located on the Home Page.
- ◆ Select the specific program 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.*



- ◆ Answer ALL required questions before clicking the **Check Out** or **Continue Shopping*** buttons at the bottom of the page.

NOTE: If you choose **Continue Shopping to add additional registrations to your shopping cart, simply select the **Checkout** button when you have finished all necessary registrations.*

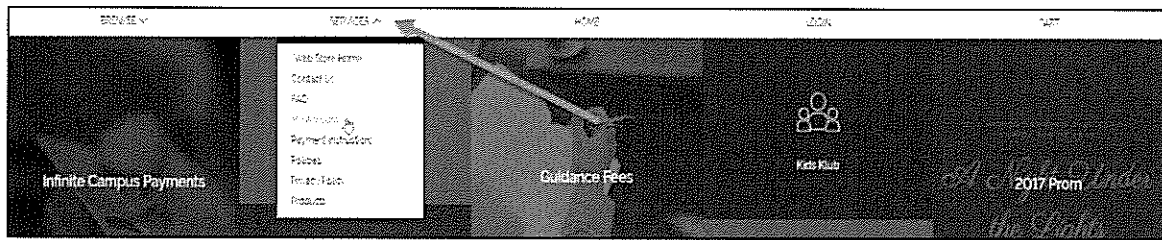
- ◆ Within the **Checkout** screen, you can verify your billing address and **Select a Payment Option**, prior to hitting **"Complete Order"**.
- ◆ When you hit **"Complete Order"**, your payment will be processed and a **Receipt** will appear. Your receipt will also be emailed to the address on file.



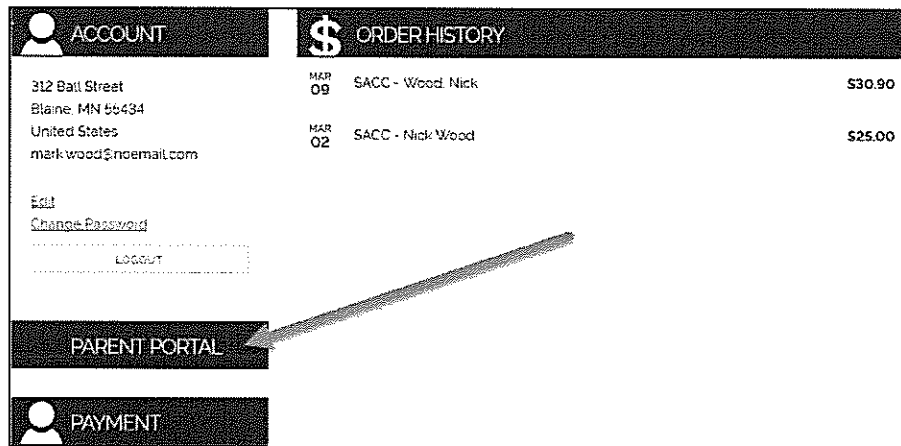
Egg Harbor Township School District


Instructions for Picking Days for Childcare




- Go to the Egg Harbor Township School District's Web Store at <https://eht.revtrak.net>
- Select **MY ACCOUNT** from the "Settings" menu in the navigation bar.



- Here you will be required to login
- Once logged in, select Parent Portal from the Main Menu



- Wait a moment for a new popup screen to appear; on this screen, you will be able to view all your current Registrations. To Select the days you wish to attend, select the Calendar Icon ().

Registrations with Balance			
Student	Class	Balance Due	Card On File
Nick Wood	17-18 Pick-a-Day SACC	\$0.00	Visa 1111 03/19   

- A new pop up page with a calendar will appear. Begin selecting the days (and times if applicable) that you would like your child to attend. These selections will be saved in real time, and when you have completed choosing the days/times simply close out of the page by selecting the "X" in your browser page
 - Note: to close out of the page there is usually an "X" in either the top left or right corner of the calendar page

Mon	Tue	Wed	Thu	Fri
Check All / Uncheck All	Check All / Uncheck All	Check All / Uncheck All	Check All / Uncheck All	Check All / Uncheck All
Mar 13	Mar 14	Mar 15	Mar 16	Mar 17
<input type="checkbox"/> AM	<input checked="" type="checkbox"/> AM	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<input type="checkbox"/> AM

- This Process can be repeated for any additional participants in your account registered in an eligible Program
- After choosing the days you wish to attend, you have completed the process and will be invoiced for your balance due at the school's discretion

Egg Harbor Township School District

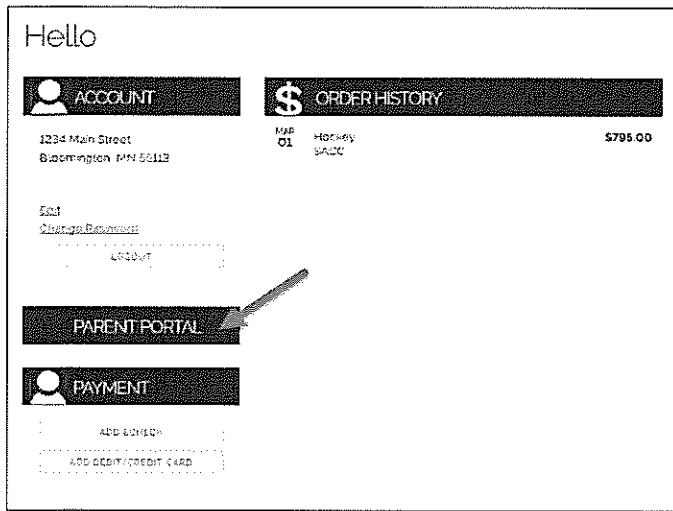
Parent Portal Payment Guide



Visit the Egg Harbor Web Store to make payments ONLINE!

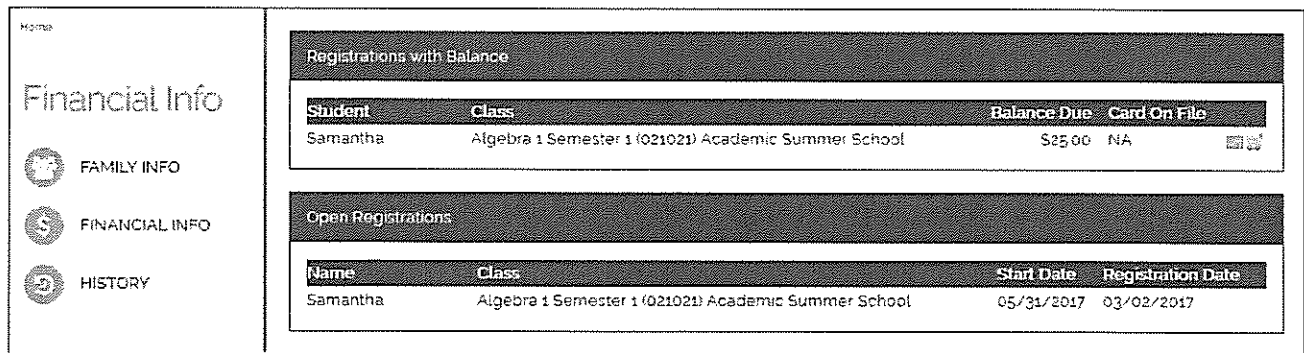
<https://eht.RevTrak.net>



Login to Existing RevTrak Account



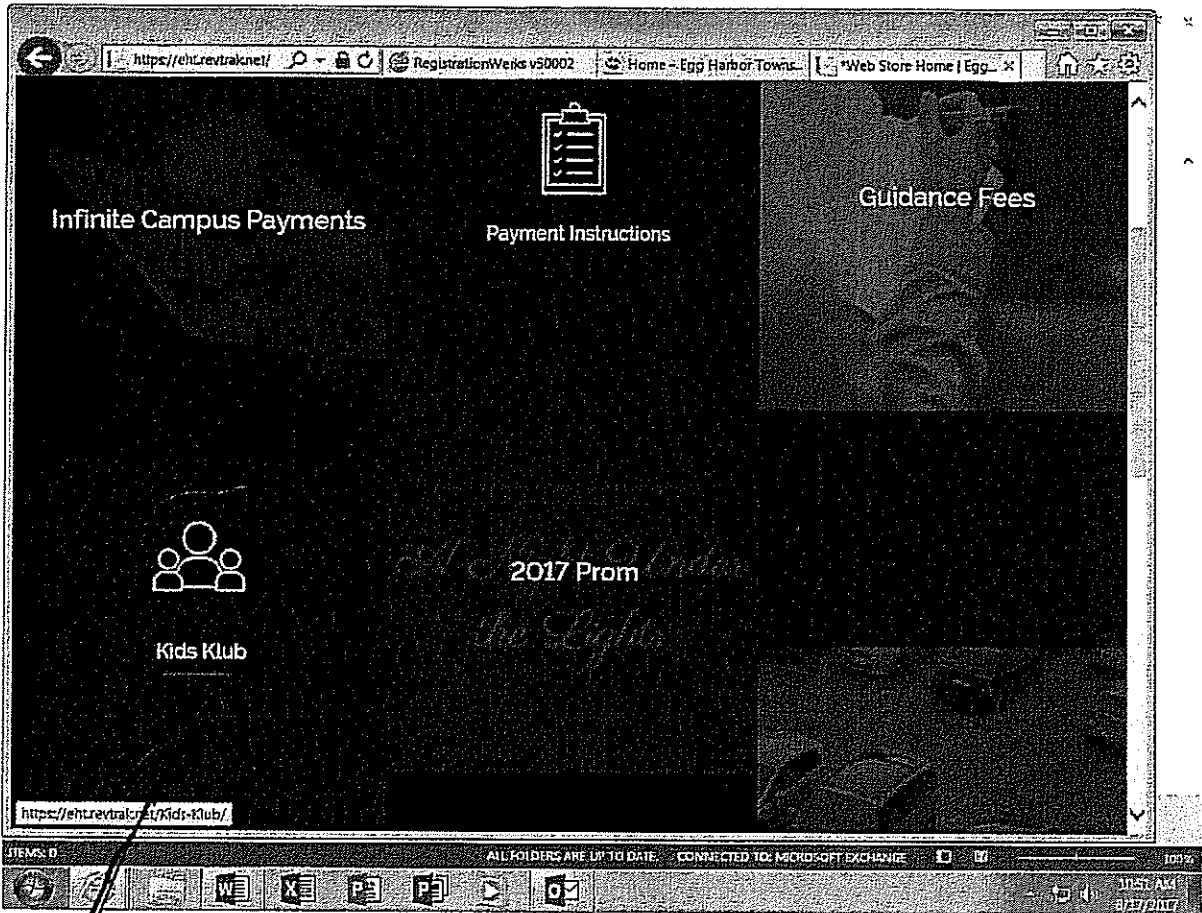
- ◆ Using your Revtrak account **Email Address** and **Password**, login to your RevTrak account.
- ◆ Select **"My Account"** from the top navigation bar on your screen.
- ◆ Within the **"My Account"** page, select the **"Parent Portal"** button that should appear just between the **"Account"** and **"Payment"** sections of your account.
- ◆ This button will bring you to a screen where you can view all registrations with balance that exist within your account.

Parent Portal



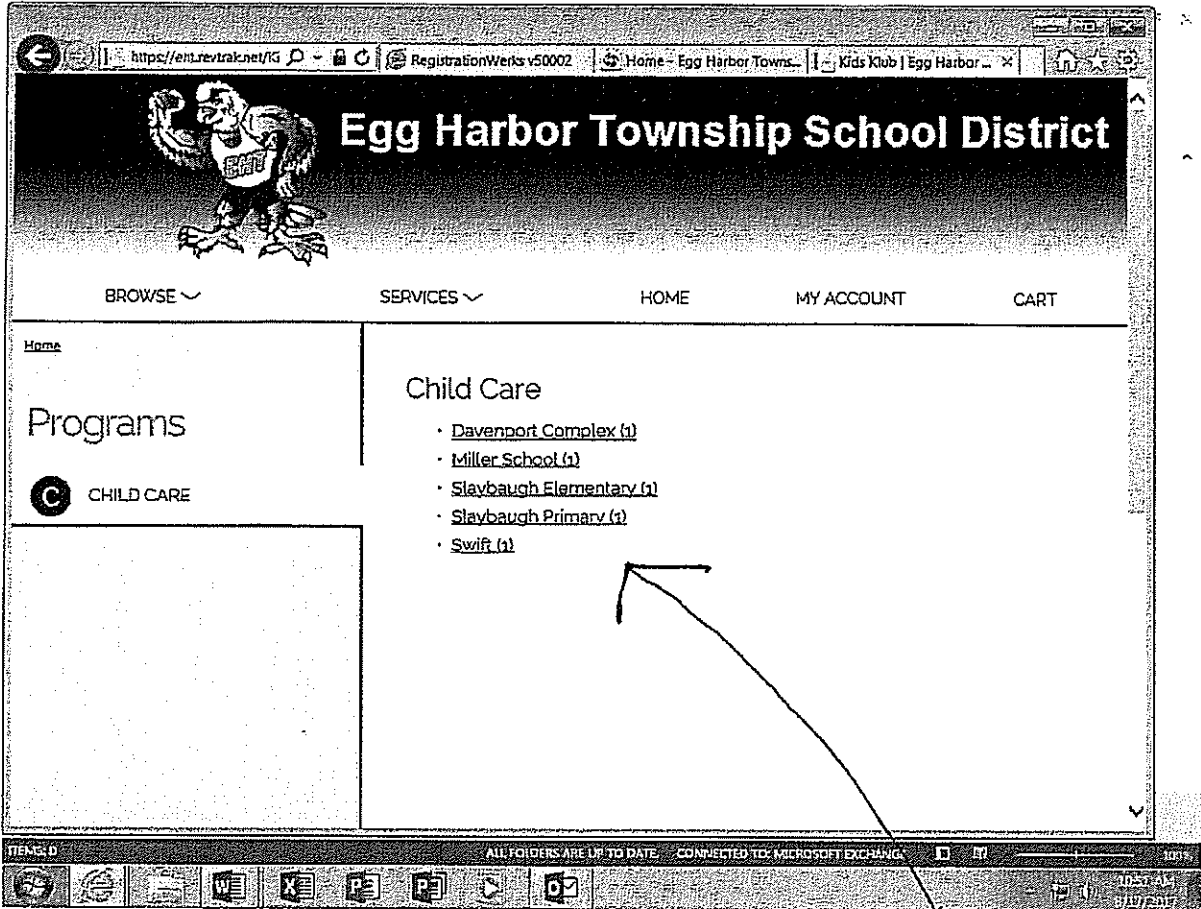
- ◆ To add an unpaid balance to your cart, select the **Shopping Cart** icon () next to a registration.
***NOTE: Do not select the () icon as this will simply update card information, not process a payment.**
- ◆ If given the option, select or enter the exact amount you would like to pay at this time.
***NOTE: If your account balance is past due be required to pay the past due balance in full.**
- ◆ Your **Shopping Cart** will appear on your screen, showing all items that have been added to your shopping cart. When you are ready to process the payment select **Checkout**, within your **Shopping Cart**.
- ◆ Within the Checkout screen, you can verify your billing address and **Select a Payment Option**, prior to hitting **"Complete Order"**.
- ◆ When you hit **"Complete Order"**, your payment will be processed and a **Receipt** will appear. Your receipt will also be emailed to the address on file.

If you have previously used the online portal for Kids Klub and already have an account, please use the following directions:



LOG INTO YOUR ACCOUNT.

CLICK ON KIDS KLUB ICON.




SELECT SCHOOL YOUR CHILD WILL ATTEND.

https://ehs.revtrak.net/6 RegistrationWorks v50002 Home - Egg Harbor Town... Kids Klub | Egg Harbor ...

Egg Harbor Township School District


BROWSE SERVICES HOME MY ACCOUNT CART

Name	Number:	Date:	Time:	Price:
 KIDS KLUB - SWIFT	<u>Swift Kids Klub 2017-2018</u>	<u>9/7/17-5/22/18</u>	7:00a	Contract

PAGE 1 OF 1 0 WORDS 11:57 AM 04/17/2017

CLICK ON THE CLASS.

https://ehtrvtraknet/ RegistrationWorks v50002 Home - Egg Harbor Towns... Kids Klub | Egg Harbor ...



Egg Harbor Township School District

BROWSE ▾ SERVICES ▾ HOME MY ACCOUNT CART

Kids Klub - Swift

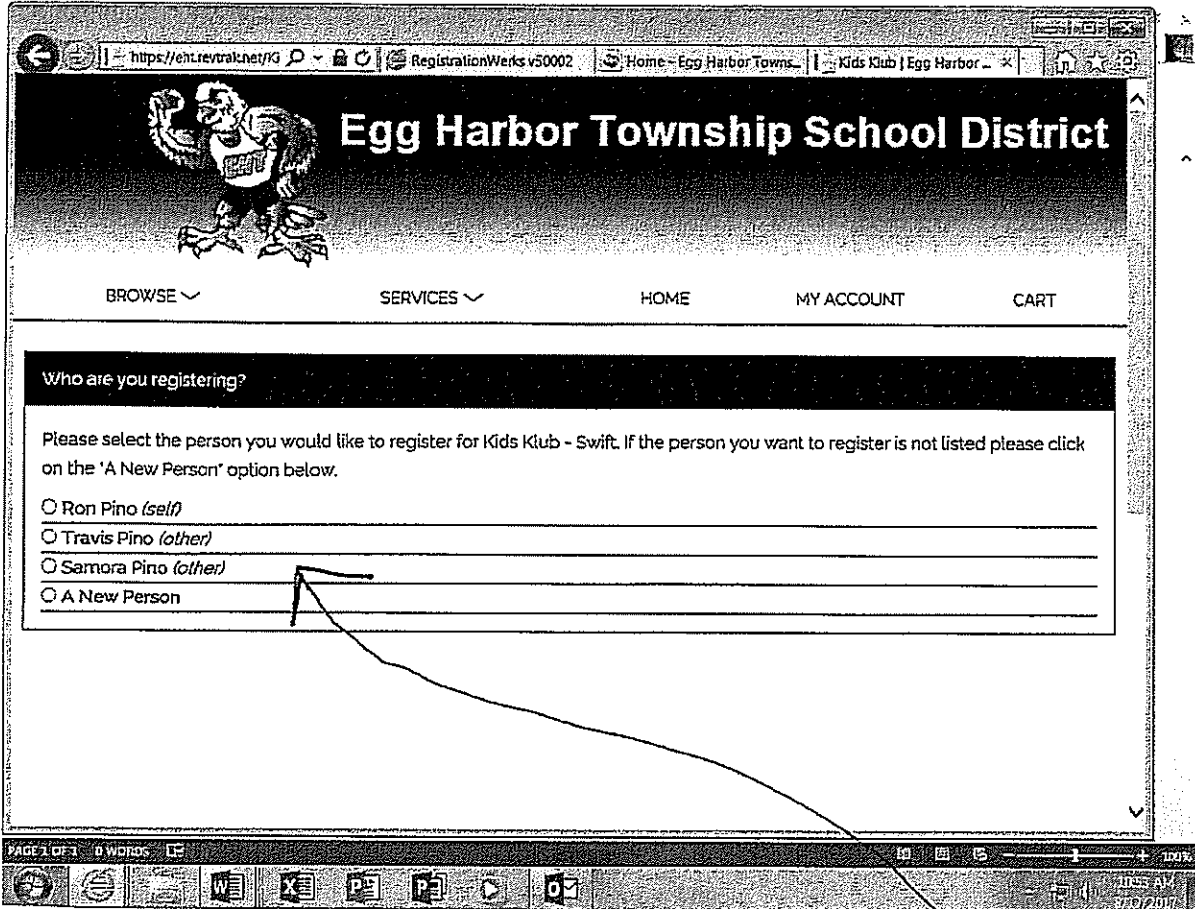
Class #: Swift Kids Klub 2017-2018
Group: Kids Klub
Date: 9/7/2017 - 5/22/2018
Days: Mon. Tues. Wed. Thur. Fri
Location: Swift
Price: Contract. Add to cart to see price.

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

Event Actions

PAGE 1 OF 1 0 WORLD

10:57 AM 8/17/2017



SELECT YOUR CHILD.

CONTINUE WITH THE REGISTRATION PROCESS.