# Cumberland
## Online Registration Guide

CUMBERLAND VALLEY
SCHOOL DISTRICT

## Select the Program Button


Summer School & Semester III
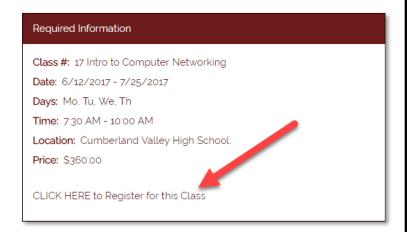
♦ Click on the "Summer School & Semester III" Button located on the Home Page.

♦ 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 <u>exact participant</u>* 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.*

### Required Information

**Class #:** 17 Intro to Computer Networking
**Date:** 6/12/2017 - 7/25/2017
**Days:** Mo, Tu, We, Th
**Time:** 7:30 AM - 10:00 AM
**Location:** Cumberland Valley High School
**Price:** $360.00

CLICK HERE to Register for this Class

### 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

♦ Answer <u>ALL</u> 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.