

Maywood Public Schools

Online Registration Guide

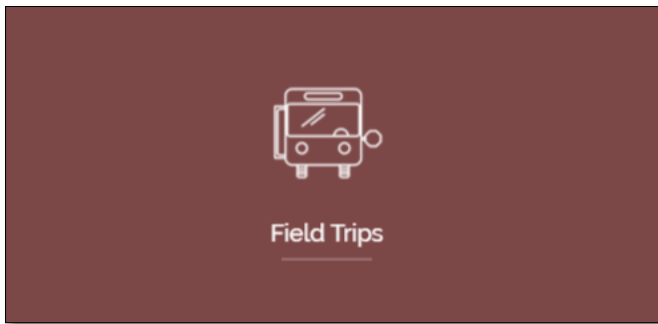


Maywood Public Schools
Excellence in Education

Visit the Maywood Public Schools Web Store to REGISTER ONLINE!

<https://MaywoodSchools.RevTrak.net>

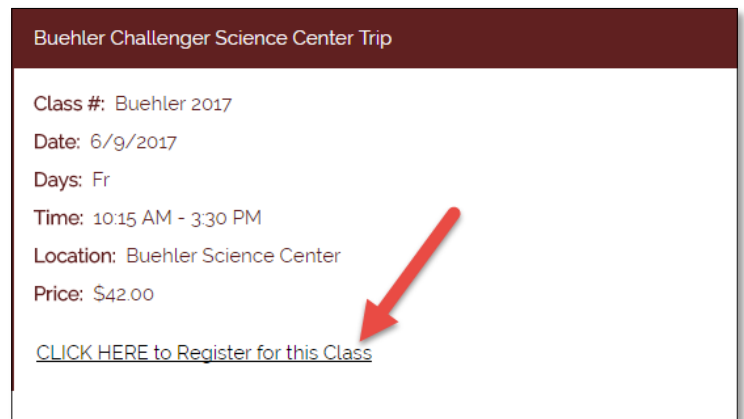
Select the Field Trips Button



- ◆ Click on the Field Trips Button located on the Home Page.
- ◆ Select the specific field trip 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.

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