## NOW AVAILABLE: Online Registration and Payments



## To register online, follow these simple steps:

- Visit our Web Store at <a href="https://eastelem.revtrak.net/">https://eastelem.revtrak.net/</a>
- Click on the Childcare Button
- Make payment using a Discover, VISA, or MasterCard debit or credit card
- Go to the Parent Portal and pick the days you wish to attend

## Continue reading for detailed registration instructions



Please visit the East Elementary School website for future updates!

**East Elementary School** 

http://www.edline.net 27050 Fairway Drive Punta Gorda, FL 33982 (941) 575-5475

## **Instructions for Enrolling in Childcare**

- Go to the East Elementary School Web Store at <a href="https://eastelem.revtrak.net/">https://eastelem.revtrak.net/</a>
- Click on the **Childcare** button on the home page



- Click the **Childcare** program link
- Then, select the class number from the course list



• After clicking into the class, you will need to select the Click Here to Register link



- You will now be taken to a page that allows you to **create an account** or use an **email address and password to login** to a *current account* 
  - After creating an account, you will need to select the participant from the following page. You may also add
     a new person if they are not currently set up in your account
    - Note: The name of the selected participant MUST be the name of the Person attending the course
- In order to continue registration, you must answer all required fields before either clicking **Check Out** or **Continue Shopping** at the bottom of the Registration page
  - If you chose continue shopping to add additional registrations to your shopping cart, simply select the Go To
     Check Out Button when you have finished all necessary registrations
    - Note: Your Shopping Cart can always be found on the left side of your screen in the Navigation Bar
- At the Shopping cart you will need to verify all billing information for accuracy and select "Complete Order"
- Payment will be processed and a **Receipt** can be viewed and printed
- NOTE: You are now registered for the Childcare program. However, you still need to select the days your child will be attending in the Parent Portal.