

## **Student Parking 2016-17**

### **(All LHS students who drive and park are required to register their car)**

Student selection of parking spots will take place on the following dates:

Wednesday, August 10th - Seniors only

Thursday, August 11th - Juniors only

Friday, August 12th - Sophomores and Freshmen

The purchase window will open at 9:00 am each day.

Students attempting to gain access early will lose the privilege of online early choice, and will have to wait until Tuesday, August 16th to participate in the conventional face-to-face selection with Mrs. Seighe or Officer Peebles.

It is helpful to know your RevTrak login information before starting the purchasing process, and here are the steps to follow if you do not remember your password:

- Go to <https://lovejoy.revtrak.net/tek9.asp>.
- Click "Login" in the upper right-hand corner and enter your email address.
- If you are a returning customer, we suggest you either enter your password to verify that you remember it correctly or reset it by clicking "Forgot your password?"
- If you are a new customer, you can create an account by completing the required information.

Under the Quick Links menu on either the district or the Lovejoy High School website, click on the link for the "Online Payment Center".

Click on "LHS Student Parking", and then click "Buy Tickets" to begin the purchasing process.

Please be aware that Section A is the lot closest to the Main Gym and Section D is closest to the Auditorium. Due to marching band practice in the back parking lot, Section E is not available until after marching season, mid November.

Based on the diagram, select the link that coordinates with your desired parking section.

Click on the individual parking spot that you would like to purchase, then click the circle that appears in the white box.

Click the "Reserve" button to confirm your parking spot, and begin the checkout process.

If you haven't set up an account with RevTrak, you will follow the steps as a new customer.

If you already have an account, type in your email address and password.

Simply follow the steps for the checkout process.

Beginning at 9 a.m. on Tuesday, Aug. 16th, students can pick up their parking hang tags from Mrs. Seighe and Officer Peebles in the Assistant Principals' office. Students must bring the following items with them:

- their purchase receipt
- a copy of their auto insurance that we can keep for our records
- complete an online parking application before picking up your hang tag:  
<https://goo.gl/forms/pn2MJU5zwSmlgna2>

If you experience trouble when purchasing your parking permit, please call 469-742-8723 or 469-742-8750 for assistance.