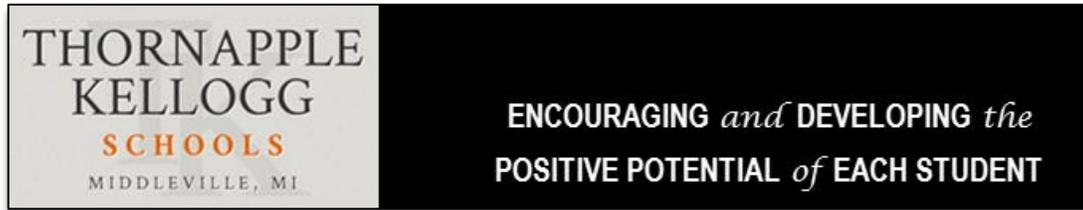


NOW AVAILABLE: Online Registration and Payments



To make an online payment follow these simple steps:

- Visit our Web Store at <http://tkschools.revtrak.net>
- Click on the **Childcare Payments** Button
- Make payment using a **Discover, VISA, or MasterCard** debit or credit card

Continue reading for detailed registration instructions



Please visit the Thornapple Kellogg Schools website for future updates!

Thornapple Kellogg Schools

<http://www.tkschools.org>

10051 Green Lake Rd

Middleville, MI 49333

(269) 795-3313

Instructions for Enrolling in Thornapple Kellogg Schools Childcare

- Go to the Thornapple Kellogg Public Schools Web Store at <https://tkschools.revtrak.net>
- Click on the Child Care Payments button on the home page



- Select the school you wish to register for
- Then, select the class number from the course list

SCHOOL YEAR			
Number: Summer 2016	Date: 6/13/16-8/26/16	Day(s): Mo, Tu, We, Th, Fr	Time: 6:15a-6:00p

- After clicking into the class you will need to select the **Click Here to Register** link

Class #: Summer 2016 Group: childcare Date: 6/13/2016 - 8/26/2016 Days: Mon, Tues, Wed, Thur, Fri Time: 6:15 AM - 6:00 PM Location: Lee Elementary CLICK HERE to Register for this Class
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- 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 the last verification will be you selecting **“Complete Order”**
- Payment will be processed and a **Receipt** can be viewed and printed
- At the bottom of your receipt select **Logout**