



## Instructions for picking Drop In days

- Go to the St.Vrain Web Store at <http://stvrain.revtrak.net>
- From the left navigation panel select MY ACCOUNT located under the services menu

The screenshot shows the homepage of the St. Vrain Valley Schools Web Store. At the top is the school's logo and banner image. Below the banner is a welcome message: "Welcome to the St. Vrain Valley School District Web Store!". The main content area features four large buttons for "Payments Elementary School", "Payments Middle School", "Payments High School", and "Register for Selected Programs". Below these is a "Food Service Payments" button. On the left is a navigation menu with categories like "Browse" (Elementary Schools, Middle Schools, High Schools) and "Services" (Home, District Website, Contact Us, FAQ, My Account, Password Reset, Policies, Privacy Policy, Products). A red arrow points to the "My Account" link in the Services menu. At the bottom, there are logos for PCI Data Security Certified, RevTrak, and payment methods (Discover, MasterCard, Visa). Links for "St. Vrain District Website" and "Frequently Asked Questions" are also present.

- Here you will be required login


The login form is titled "Please Login" and includes a link for "Forgot your password?". It contains two input fields: "Enter your e-mail address:" with the placeholder text "stvrain@example.com" and "Enter your password:" with a masked password field (dots) and a submit button.



- Once logged in Select Parent Portal from the Main Menu

The "My Account" menu is displayed with the following items:

- Account Settings
- Order History
- Card Accounts
- Parent Portal

A red arrow points to the "Parent Portal" option. Below the menu items is a link that says "Click here to Logout".

- Wait a moment for a new popup screen to appear; on this screen you will be able to view all of your current Registrations. To Select the days you wish to attend select the Calendar Icon  next to the corresponding Registration

Family Info		Financial Info		Goto Shopping Cart	
REGISTRATIONS WITH BALANCE					
Student	Class	Balance Due	Card On File		
Johnson	2015 Summer Summer Program	\$180.00	NA		

- A new pop up page with a calendar will appear, begin selecting the days (and times if applicable) that you would like your child to attend. These selections will be saved real time and when you have completed choosing the days/times simply close out of the page by selecting the " X" in your browser page
  - Note: to close out of the page there is usually an "X" in either the top left or right corner of the calendar page (see blue arrow)

Family Info		Financial Info		Goto Shopping Cart	
Mon	Tue	Wed	Thu	Fri	
2 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	3 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	4 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	5 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	6 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	
9 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	10 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	11 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	12 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	13 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	
16	17	18	19	20	
23 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	24 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	25 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	26 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	27 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	

- This Process can be repeated for any additional participants in your account registered in an eligible Program
- After choosing the days you wish to attend you have completed the process and will be invoiced for your balance due at the schools discretion