

Warren Consolidated Schools

Latchkey Online Registration Guide



Visit the Warren Web Store to REGISTER ONLINE!

<https://Warren.RevTrak.net>

Select the WCS Latchkey Button



1. Click on the **WCS Latchkey Button** located on the Home Page.
2. Select the proper Site/Location your student is to attend.
3. Select the class for which you wish to register.
4. Select **“Click Here to Register”** to proceed with the registration process.

5. 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**.
6. 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.

Green Acres - WCS Latchkey

Class #: Green Acres - WCS Latchkey 2019-2020

Date: 9/3/2019 - 6/12/2020

Days: Mo, Tu, We, Th, Fr

Location: Green Acres Elementary:

Price: Contract, Add to cart to see price.

[CLICK HERE to Register for this Class](#)



7. Answer ALL required questions before clicking the **Add to Shopping Cart** or **Continue Shopping** buttons at the bottom of the page.
8. Within the **Checkout** screen, you can verify your billing address and **Select a Payment Option**, prior to hitting **“Place Order”**.
9. When you click **“Place 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