

How to Sign Up for an Academy Class – Step by Step – Please read entire document before you begin.

As a first time user of the YEAH Academy Class Track On-line registration system you will need to follow a few Getting Started Steps.

1. You need to create a user name (most people use their e-mail address but it does not need to be that) and create your password. Don't worry once you are initially set up you can edit these items under My Account once your account is live and on-line.
2. When you begin you are initially creating the Parental Profile. Your students are a sub set of this first profile. The form below needs one explanation. FIRST NAME on this Parental form is the Head of Household and will always remain as the Head of Household. The second line is for the Student's mother's first name. This is not the name of the Head of Household's Mom. NOTE: you add your student's profile by clicking on My Family, Add Family Member. The student profile is now a subset of the Parental Profile. On this new form the First Name is the student's first name.
3. Note that the Category is pre-set to Parent. Do not change this later even if you can. See #2 above.
4. Date of Birth. See the calendar icon to the right of the fillable box. Click on that. Select the Month first using the drop down menu button, then the Year- use drop down menu button and then double click the day and it will populate into the fillable box.
5. Middle Initial for Parental Form is optional.
6. Be sure you select YES for the three points at the end of this Sign Up form.
7. Note there is a Signature box. This is the First Name from the Parental form (be sure they are exactly the same), and the Last Name.
8. Now click on Sign Up and it will take you to the Payment Screen.

The screenshot shows a web browser window titled "CTOnline - signup - Windows Internet Explorer". The address bar shows the URL "http://yeahacademy.classtrackonline.com/account/signup". The page content includes a "Sign Up" heading, a link for existing users to "login", and two main sections: "Create Login Information" and "Enter Personal Information".

Sign Up

Already have an account? Please [login](#).

Create Login Information

User Name:

Password:

Confirm Password:

Enter Personal Information

Note that all fields on this form are required to create an account except your middle initial and Address Line 2

First Name

Student's Mom's Name

Last Name

Email Address

Confirm Email

Address Line 1

City

State

Zip Code

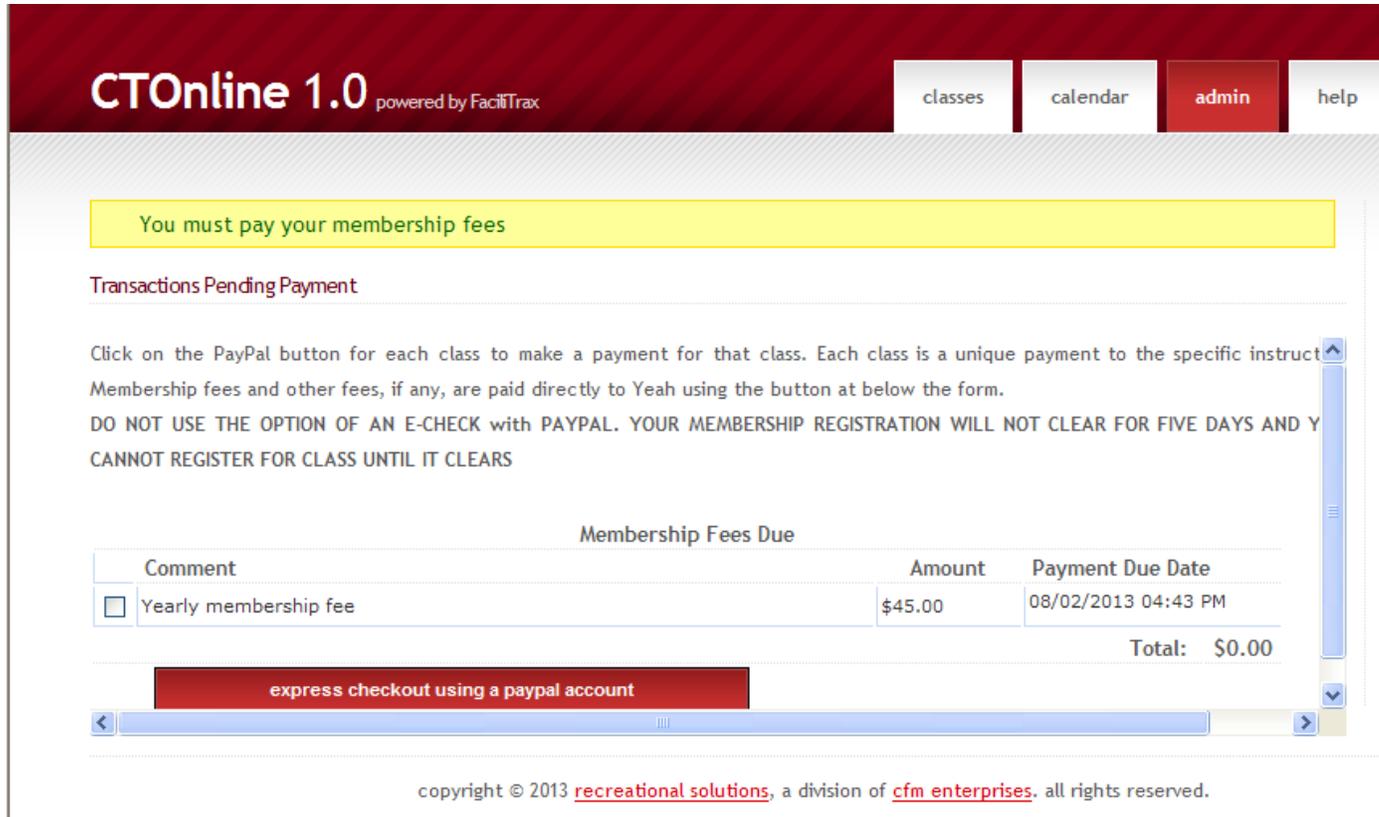
Phone Number

Category: Parent

Date of Birth 

Membership payment via PayPal Express Checkout.

Once you click on Sign Up you will be presented with this screen:



CTOnline 1.0 powered by Facilitrax

classes calendar **admin** help

You must pay your membership fees

Transactions Pending Payment

Click on the PayPal button for each class to make a payment for that class. Each class is a unique payment to the specific instructor. Membership fees and other fees, if any, are paid directly to Yeah using the button at below the form.
DO NOT USE THE OPTION OF AN E-CHECK with PAYPAL. YOUR MEMBERSHIP REGISTRATION WILL NOT CLEAR FOR FIVE DAYS AND YOU CANNOT REGISTER FOR CLASS UNTIL IT CLEARS

Membership Fees Due		
Comment	Amount	Payment Due Date
<input type="checkbox"/> Yearly membership fee	\$45.00	08/02/2013 04:43 PM
		Total: \$0.00

express checkout using a paypal account

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1. Click on the Red bar with Express Checkout (even if your cursor does not turn into a pointing finger) to make your membership payment. If you do not have a PayPal account you may want to set one up as our Tutors are all paid by you via the PayPal system. You will make an individual payment to each Tutor. They are not lumped together in the Shopping Cart as one Grand Total. YEAH does not pay the Tutor – only you do. You create a Verified Account with PayPal entering a credit card number and or your checking account information – PayPal has very tight security and may require both to validate you as the user.
2. When you click on the Express Checkout bar, we hand you off to PayPal via a new web page keeping the Class Track On-line (CTO) site open on an adjoining Tab in your Browser.
3. After you make your payment PayPal will send an e-mail to the e-mail address on their records. You will also get notices from our system as either CTO or Facilitrax. One notice should be confirming you have registered and a second confirming that your payment was posted by PayPal back to our system.
4. Your Membership Payment is manually approved by the YEAH CTO administrator so allow a few hours for it to be approved and for your account to be on line and live. We are not connected to PayPal electronically. The posting and acceptance are all manual by our YEAH volunteers.
5. You can now add your student's profiles as noted in Item #2 on page one. Now the Category is Student. State the grade as it will be as of Sept 1st entering the new semester.
6. Now you are ready to **Log Out**, do not click on the Red X in the upper right corner of your browser. When you **Log Out** the membership form loads which you are to print out, fill out and mail in.