Steps to the new YEAH Academy On-Line Registration system. Please read the entire document first before starting. Then use this as your handy walk through guide as you register your students.

Step One: Visit www.yeahacademy.net to view all of the available classes and schedules. Use the tools on that site to determine the best class schedule for your family.

Log In with your user name and password.

Note: your YEAH Academy Family Membership fee is paid in full as a requirement for using this system. You should renew on-line next year for the school year before Open House in July, with this on-line site, so you can register immediately when registration opens up after the Open House.

This is the screen you will see AFTER you Log In. The classes available for registration will be listed on the Left Hand Side. To Sign Up, click on the icon next to the class you want to start with now.

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Acting:Acting Level 2, 100/102/200-PE Acting:Acting Level 2, sect. 2 (8-12) W3 FULL	00/102/200-PE 11-12) M2	 0	Acting:Acting Level 2, sect. 2 (8-12) W3	FULL 🎐							

That brings you to this page. All of the available and Open PSEO classes are to the left, all of the Open and Available Academy Class are in the middle, YEAH classes and events on the right. Click on either the Name of the class to read full details or the People Icon (under the Heading of Sign Up) which will load into the Registration section. Recap information on the class is displayed. Please review.

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CTOnline 1.0 👦	wered by FaciliTrax			classes	classes my schedule	classes my schedule calendar	classes my schedule calendar admin	classes my schedule calendar admin help
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You are Registering for Computer Sk	ills:Computer Skills 1, sect 2 ((8-12) W3		Registra	Registration Details	Registration Details	Registration Details	Registration Details
Description:www.yeahacademy.ne for some levels Additional Information:No PQ: O are to bring their own laptop. Con Total Cost = \$195.00 Session Schedule	t link to COURSES for deta ne semester course; Suppl puter 2 class follows in the	ils. Tutor Pre-Requisites may y list posted on website. Sti spring.	y ap ude	ply re	ply register	ply register	ply register	ply register
D. t.	T I							
Date	Times	Location						
Wednesday September 04, 2013	12:00 PM - 01:29 PM	Main Building:Room 204						
Wednesday September 11, 2013 Wednesday September 19, 2013	12:00 PM - 01:29 PM	Main Building:Room 204						
Wednesday September 25, 2013	12:00 PM - 01:29 PM	Main Building:Room 204						
Wednesday October 02, 2013	12:00 PM - 01:29 PM	Main Building:Room 204						
Wednesday October 09, 2013	12:00 PM - 01:29 PM	Main Building:Room 204						
Wednesday October 16, 2013	12:00 PM - 01:29 PM	Main Building:Room 204						
Wednesday October 23, 2013	12:00 PM - 01:29 PM	Main Building:Room 204						
Wednesday October 30, 2013	12:00 PM - 01:29 PM	Main Building:Room 204						
Wednesday November 06, 2013	12:00 PM - 01:29 PM	Main Building:Room 204						
Wednesday November 13, 2013	12:00 PM - 01:29 PM	Main Building:Room 204						
Wednesday November 20, 2013	12:00 PM - 01:29 PM	Main Building:Room 204						
Wednesday November 27, 2013	12:00 PM - 01:29 PM	Main Building:Room 204						
Wednesday December 04, 2012	10.00 PM 01.00 PM	Main Duilding Dama and						

When you click on People Icon you move to this Screen. If you have more than one student, there will be a drop down listing each student. You are to select the student you are registering, then click Register. This is your next screen:

12:00 PM - 01:29 PM Main Building:Room 204

Wednesday December 11, 2013

сто	nline 1.0 powered by FaciliTrax		classes my schedule o	calendar	admi	in he	elp first time
🕑 You I	have been signed up for the class 🚔						CTOnline
You are cur	rently a member of the following dass sessions						User Links
Term	Class Session	Participant		Status			Class Search
Fall 2012	*PSEO-Gateway:PSEO Gateway Fall 2012		Paid	Approved	0		Home
Fall 2012	Languages:ASL: Amer Sign Language 1 (8-12) W2		Paid	Approved	0		Active Classes
Fall 2012	*PSEO-North Central U:PSYC 125.Y01-Psychology, General (11-12) M1		Paid	Approved	0		<u>Upcoming</u> <u>Classes</u>
Fall 2012	**PSEO-North Central U:COMM 152.Y02 Interpersonal Communications (11-12) W4		Paid	Approved	0		Instructors
Fall 2012	Science:Chemistry w/LAB, section 2 (10-12) T2		Paid	Approved	0		My Classes
Fall 2012	**YEAH EVENTS :COMM 152 Parental Course		Paid	Approved			<u>Check Out</u>
Fall 2012	*PSEO-AP Study Center:PSEO-AP Student Center Fall/Spring		Paid	Approved	0		My Schedule
Spring 2013	*PSEO-North Central U:MAT 115.Y01: Practical Math (11-12) T3, TH3		Paid	Approved	0		Locations
Spring 2013	*PSEO-Gateway:PSEO Gateway Spring 2013	1	Paid	Approved	0		
Spring 2013	*PSEO-North Central U:ENG 124.Y01: Rhetoric & Research (11-12) W4	200	Paid	Approved	0		
Spring 2013	Science:Chemistry w/LAB, section 2 (10-12) T2		Paid	Approved	0		
Spring 2013	Languages:ASL: Amer Sign Language 1 (8-12) W2		Paid	Approved	0		
Fall 2013	*PSEO-AP Study Center:PSEO-AP Student Center Fall/Sprint		Paid	Pending		×	
Fall 2013	*PSEO-Concordia U:COMM 212:Public Speaking (11-12) T1	un ser	Paid	Pending	0	×	
Fall 2013	*PSEO-North Central U:BUS161.Y01 Intro to Business (11- 12) W1		Paid	Pending	0	×	
Fall 2013	Computer Skills:Computer Skills 1, sect 2 (8-12) W3		\$195.00 Payment Due 08/02/2013 06:10 PM Pay	Pending	0	×	
Check Out	Print Registration Confirmations Register for Another Class						
						😜 Inter	net 😌

This screen recaps the class and Student Name and notes that payment is due. The next item is the red PAY button. The Status is Pending because until the registration is Approved after payment it will remain pending and registration is not complete. The red X is in case this is the wrong class and you want to remove it.

Your next step is to click on the PAY button. This will take you to the Payment Cart. We recommend that you pay for each class as your register. You are paying each Tutor directly and therefore you will not pay for all of them at once. If you have a total of 6 classes, you will go to PayPal six separate times.

This is the screen that appears when you click on PAY.

Transactions Pendi	ng Payment								CTOnline User Links
Click on the PayP other fees, if any, DO NOT USE THE CLASS UNTIL IT CL	al button for ea are paid directly OPTION OF AN E EARS	ch class to ma to Yeah using -CHECK with I	ike a payment for that class the button at below the for PAYPAL. YOUR MEMBERSHIP	. Each clas m. REGISTRA	s is a unique (FION WILL NO	payment to the spec	ific instructor. AYS AND YOU C	Membership fees and	Class Search <u>Home</u> <u>Active Classes</u>
			Class Pur	chases					Upcoming Classes
Class Session	Participant	Price	Payment Due Date						Instructors
Computer Skills:Computer Skills 1, sect 2 (8-12) W3		\$195.00	08/02/2013 06:10 PM	×	expr	ess checkout using a	a paypal account		<u>My Classes</u> Check Out
							Tot	al: \$0.00	My Schedule
									<u>Locations</u>
		co	pyright © 2013 <u>recreational</u>	<u>solutions</u> , a	division of <u>cfn</u>	<u>n enterprises</u> . all righ	ts reserved.		

This page repeats the class information, the Student, the amount due the Tutor, that the payment is due today, the red X to cancel, the Express Checkout link to go to the individual Tutor PayPal account. This will complete your payment cycle for that class.

To continue Registering for more classes, click on the link on the top, Classes. That brings you to your home screen where you can Register for another class. Repeat as above.

Some helpful hints:

Pencil Icon -Click to Edit Contents of your file – generally to the right of your student's name. You can edit your Account and My Profile from the tabs shown at the top. You can change your username and reset your password under My Account. You can log in any time to view your student(s) classes anytime as they are shown when you click on My Classes link. To see your classes as a matrix click on My Schedule on the top menu bar. You will receive various receipts and payment notices from PayPal and our FaciliTrax system. You will not receive any additional receipts from the Tutors for expenses or tax purposes. All the information you need will be included on those receipts.

HEADS UP Alert your credit card company if you will be charging more than two transactions with PayPal or it could be flagged for FRAUD and the charge will be held up.

PayPal accepts VISA and MC Credit or Debit cards can be used. DO NOT USE the E-Check as it will delay your registration by five business days and converts our system to manual, time consuming process. Thank you.