

Galloway Township Public Schools

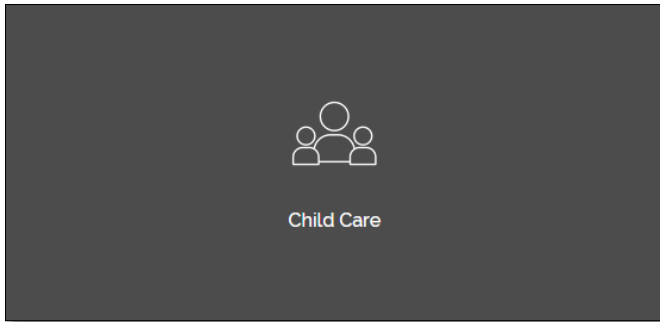
Online Registration Guide

Visit the Galloway Township Web Store to REGISTER ONLINE!

<https://GTPS.RevTrak.net>



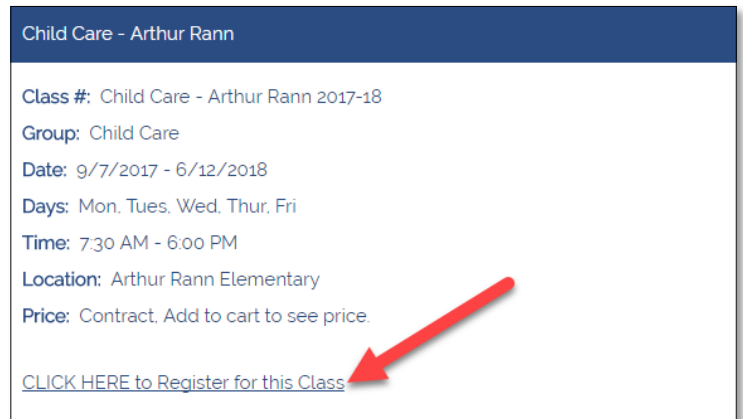
Select the Child Care Button



- ◆ Click on the Child Care Button located on the Home Page.
- ◆ Select the specific program and class for which you wish to register.
- ◆ Select “**Click Here to Register**” to proceed with the registration process.

- ◆ 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**.
- ◆ 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.*



- ◆ Answer ALL required questions before clicking the **Check Out** or **Continue Shopping*** buttons at the bottom of the page.

NOTE: If you choose **Continue Shopping to add additional registrations to your shopping cart, simply select the **Checkout** button when you have finished all necessary registrations.*

- ◆ Within the **Checkout** screen, you can verify your billing address and **Select a Payment Option**, prior to hitting “**Complete Order**”.
- ◆ When you hit “**Complete Order**”, your payment will be processed and a **Receipt** will appear. Your receipt will also be emailed to the address on file.

