

## 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 On-Line Class Track registration system you will need to follow a few Getting Started Steps.

1. You need to create a user name (use your e-mail address) and create your password. You will begin by clicking on Sign Up at the top of this page.



2. When you begin, a Family Profile sheet will display which you will create for becoming a Member of YEAH and The Academy. You will later return after your membership has been approved, to complete Profile pages for your Students under the My Family tab. Do not fill it out at this time. Only register and complete the membership process at this time.

CTOnline - signup - Windows Internet Explorer

http://yeahacademy.dasstrackonline.com/account/signup

File Edit View Favorites Tools Help

CTOnline - signup

### Sign Up

**Create Login Information**

User Name:

Password:

Confirm Password:

**Enter Personal Information**

Last Name

First Name

Middle Initial

Email Address

Confirm Email

Address Line 1

City

State

Zip Code

Phone Number

Category

Date of Birth

Current Grade

Please Accept Terms and Conditions: By checking YES you accept and agree to abide by the YEAH Academy Home Website Code of Ethics and Conduct as well as all Payment and Refund Terms - website: <http://www.yeahacademy.net/registration.htm>.

Do you Accept Terms and Conditions

Please Accept Class Registration Terms and Conditions: The master terms and conditions: By answering YES, you are accepting the Terms and Conditions for YEAH and The Academy Code of Ethics and all Registration guidelines and rules as outlined on the YEAH and YEAH/Academy websites.

Do you Accept Terms and Conditions

Category remains as Parent, date of birth is not used at this point but will be an important factor for the Student Profile later. Current Grade for Parent – enter 0 (numeral zero). Read and accept the terms for the two drop down selections. Then click on Sign Up.

You will now be at the Payment for Membership page.

The screenshot shows a web browser window titled "CTOnline - pending\_items - Windows Internet Explorer". The address bar shows the URL "http://yeahacademy.classstrackonline.com/shopping\_cart/pending\_items". The page header includes a welcome message "Welcome sammy johnnson." and navigation links: "My Account", "My Profile", "My Family", "Shopping Cart", and "Sign Out". The main header features "CTOnline 1.0 powered by Facilitrac" and buttons for "classes" and "help".

The main content area is titled "Transactions Pending Payment" and contains the following text: "Click on the google checkout button to make a payment. Each class is a unique payment to the specific instructor. When done, please enter your receipt number to clear the item from the list and unlock your account, if appropriate. You will receive a notification when your Google Payment is approved." A yellow banner states "You must pay your membership fees".

Comment	Amount	Payment Due Date
Yearly membership fee	\$45.00	11/25/2008 05:01 PM

Below the table is a "Google Checkout" button with the text "Fast checkout through Google". To the right of the button is a text input field and a "submit receipt number" button. At the bottom of the page, there is a copyright notice: "copyright © 2008 recreational solutions, a division of cfm enterprises. all rights reserved."

Click on Google Checkout to pay for the annual membership fee of \$45. Membership runs August to August regardless of when within that time frame you enroll. If you have a Google Checkout account the next step is quick. If you do not have a Quick Checkout set up, they require that you create an account. This is not a new credit card, merely setting you up for Quick Checkout. Pay the membership fee and click on process. You will see on your Google screen your receipt/order number that you should copy and then paste back into the Registration Page where you see the open space to enter Submit Receipt/Order Number. When you click on Submit, you can then click on Sign Out as you are done with Part One.

Part Two is when The Academy accepts your membership and receives your payment. Typically this takes about one day or often less. You will receive notice from our system, Facilitrac that your membership has been processed and accepted.

Your next step is to read, print out and keep handy all the information under the tab of Help. These are the step by step directions for filling in your Student Profiles and then registering for Academy Classes. PLEASE read the entire document before you begin. This is time tested and works when followed exactly.