

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.

Step Two: follow the link from YEAH Academy to the new site yeahacademy.classtrackonline.com Please note that there is no www in front of yeahacademy.

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 will pay on-line next year for school year 2009-2010 beginning August 1, 2009 with this new on-line site.

Welcome Skipper. | [My Account](#) | [My Profile](#) | [My Family](#) | [Shopping Cart](#) | [Sign Out](#)

CTOnline 1.0

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✓ Logged in successfully

YEAH Academy ClassTrack Online Registration

Early Bird Registrations

Class Session	Sign Up!
Educational Skills : Educational Skills 1 (9-10) T3	
English : Movies as Literature (8-12) W1	
Languages: Modern & Classical : Latin I (7-12) W1	
Acting : Acting 2-3 (8-12) T3	
Art : Acrylic Painting (7-12) T3	
Computer : Computer II (8-12) T1	

[Full List with Descriptions](#)

Online Registration for YEAH Academy programs.

Upcoming Class Registrations

Class Session	Registration Start Date	Price
Acting : Acting 1 (7-12) W1	11/20/2008 01:45 AM	\$190.00
Acting : Acting 1-2 (7-12) T4	11/20/2008 01:45 AM	\$190.00
Acting : Acting 1-2 (7-12) W4	11/20/2008 01:45 AM	\$190.00
Acting : Acting 3-4 (8-12) W3	11/20/2008 01:45 AM	\$190.00
Acting : Improvisation Acting (5-7) M1	11/20/2008 01:45 AM	\$170.00

[Full List with Descriptions](#)

CTOnline User Links

- [Home](#)
- [Active Classes](#)
- [Upcoming Classes](#)

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.

Welcome Skipper. | [My Account](#) | [My Profile](#) | [My Family](#) | [Shopping Cart](#) | [Sign Out](#)

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Other Open Registrations

Class Session	Current Price	Sign Up!
Educational Skills : Educational Skills 1 (9-10) T3	\$195.00	
English : Movies as Literature (8-12) W1	\$185.00	
Languages: Modern & Classical : Latin I (7-12) W1	\$185.00	
Acting : Acting 2-3 (8-12) T3	\$190.00	
Art : Acrylic Painting (7-12) T3	\$185.00	
Computer : Computer II (8-12) T1	\$185.00	

Computer : Computer II (8-12) T1

Registration Details:

Description: This one semester course is the continuation of Computer 1 w/tutor. Returning students from the Fall must register for the same day and section as in the Fall. Students who took Computer 1 before last fall will be admitted upon space availability.

Total Cost = \$185.00

Class Participant

Terms and Conditions: DUE: Full tuition is due with class registration. (Partial tuition payments are not accepted.) APPROVAL: All class registrations are subject to approval by that tutor. CANCELLATION: Cancellation & Refund Policy of YEAH Academy classes is posted on the website: www.yeahacademy.net; go to Registration link.

Do you Accept these Terms and Conditions

CTOnline User Links

- [Home](#)
- [Active Classes](#)
- [Upcoming Classes](#)

That brings you to this page. All of the available classes are to the left and the class icon you clicked on loaded into the Registration section. Recap information on the class is displayed. Please review. Note that your student's appears in the drop down menu. If the correct choice appears, your next step is to Accept Terms and Conditions with YES, then click on Register.

You now move to this important screen.

Welcome Skipper. | [My Account](#) | [My Profile](#) | [My Family](#) | [Shopping Cart](#) | [Sign Out](#)

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classes help

✓ You have been signed up for the class

You are currently a member of the following class sessions

Class Session	Participant	Status
Computer : Computer II (8-12) T1 Check Out Register for Another Class	AB Baum	Payment Due 11/15/2008 04:24 PM Pay Pending

CTOnline User Links

- [Home](#)
- [Active Classes](#)
- [Upcoming Classes](#)
- [My Classes](#)
- [Check Out](#)

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 Tutor accepts the registration and payment, the status remains pending. 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 Google Checkout 6 separate times.

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

CTOnline - pending_items - Windows Internet Explorer

http://yeahacademy.dasstrackonline.com/shopping_cart/pending_items/548

File Edit View Favorites Tools Help

Welcome Skipper. | [My Account](#) | [My Profile](#) | [My Family](#) | [Shopping Cart](#) | [Sign Out](#)

CTOnline 1.0

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classes help

Transactions Pending Payment

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.

Class Session	Participant	Price	Payment Due Date		Google Receipt Number
Computer:Computer II (8-12) T1 Price includes a \$0.00 early bird discount.	Baum, AB	\$185.00	11/15/2008 04:24 PM	X	Google Checkout Fast checkout through Google

submit receipt number

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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 link to go to the individual Tutor Google account, and then the Google Order number. **HEADS UP.** You will get the Order number from Google in an e-mail moments after you make your payment so you will need to check your e-mails to get the number and enter it in the Order Number Box and then you click Submit Order Number. This will complete your payment cycle for that class. The Tutor will match up the information to verify proper payment.

Secure checkout with Google - Windows Internet Explorer

https://checkout.google.com/view/buy?o=shoppingcart&shoppingcart=146829440380114

File Edit View Favorites Tools Help

Google Checkout

Change Language English (US)

Order Details - Supreme Financial Services, Inc, 612 701-3415, 5532 Saint Stephen Street, Mounds View, ...

Qty	Item	Price
1	Computer:Computer II (8-12) T1 - YEAH Academy Purchase.	\$185.00

Subtotal: \$185.00

Shipping and Tax calculated on next page

Create a Google Account to continue

Shop confidently with Google Checkout
Sign up now and get 100% protection on unauthorized purchases while shopping at stores across the web.

Your current email address:

Choose a password:
Minimum of 8 characters in length. [?]

Re-enter password:

Location: United States

Card number:

Expiration date: mm / yyyy CVC: [What's this?](#)

Or sign in

If you already have a Google Account

Email:

Password:

[Sign in and continue](#)

[I cannot access my account](#)

This is a new Window connecting to Google Checkout. If you don't have a Checkout account, you can open one at this point. This is not a new credit card, merely information that will expedite your Checkout in the future. **HEADS UP** Notice that the Google button opened up a new Window and did not close the CTOOnline registration window. Your On-line registration site is still open and after you have made your payment, you can close Google and return to ClassTrackOnLine to the Academy to continue your registration. If you lose the window, simply re-enter the Registration website at <http://yeahacademy.classtrackonline.com/> and as soon as you log in, your registration window will re-open. After you complete the Google Checkout for this Tutor, you then return to the Registration site, check your e-mail for the Order Number, enter the number in the Google Order Number box, and click on Submit Order Number.

CTOnline - pending_items - Windows Internet Explorer

http://yeahacademy.classtrackonline.com/shopping_cart/pending_items/548

File Edit View Favorites Tools Help

CTOnline - pending_items

Welcome Skipper. | [My Account](#) | [My Profile](#) | [My Family](#) | [Shopping Cart](#) | [Sign Out](#)

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[classes](#) [help](#)

Transactions Pending Payment

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.

Class Session	Participant	Price	Payment Due Date	Google Receipt Number
Computer:Computer II (8-12) T1 Price includes a \$0.00 early bird discount.	Baum, AB	\$185.00	11/15/2008 04:24 PM	<input type="text"/> <input type="button" value="Google Checkout"/> <input type="button" value="submit receipt number"/>

CTOnline User Links

[Home](#)

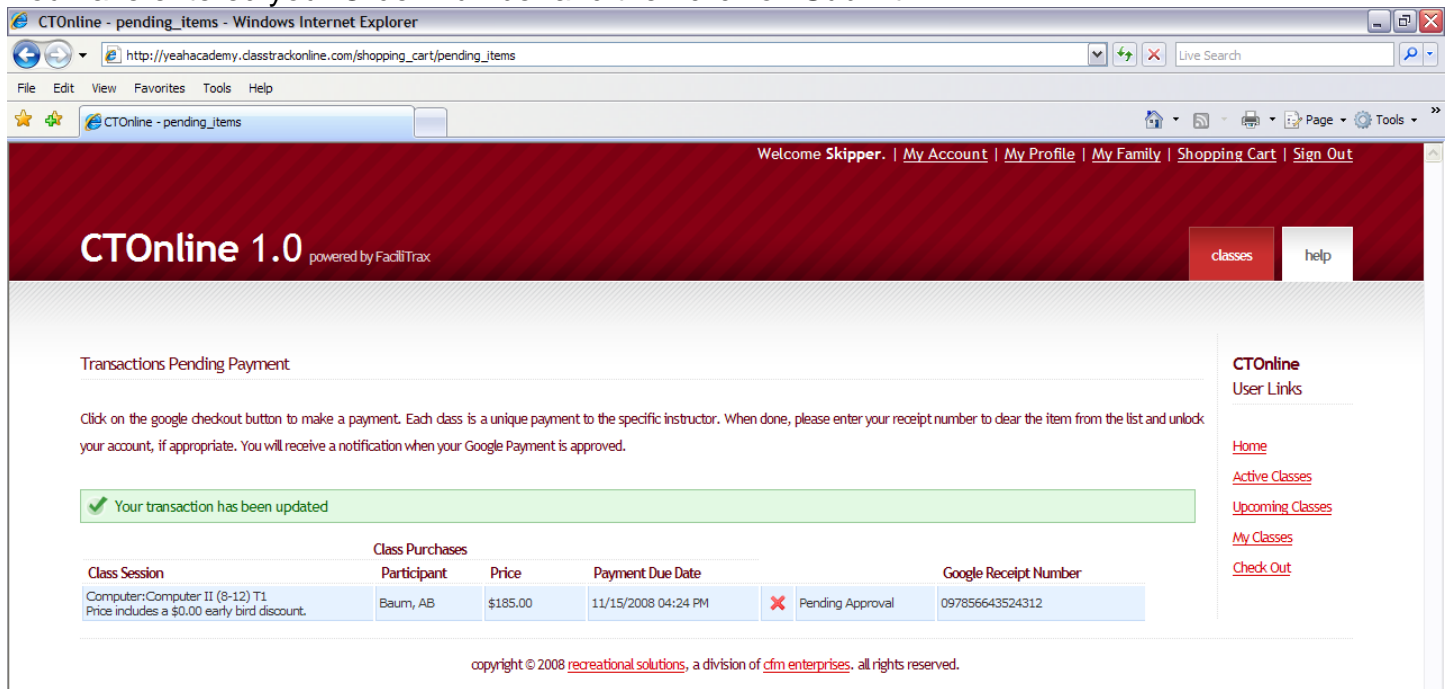
[Active Classes](#)

[Upcoming Classes](#)

[My Classes](#)

[Check Out](#)

You have entered your Order Number and then click on Submit.

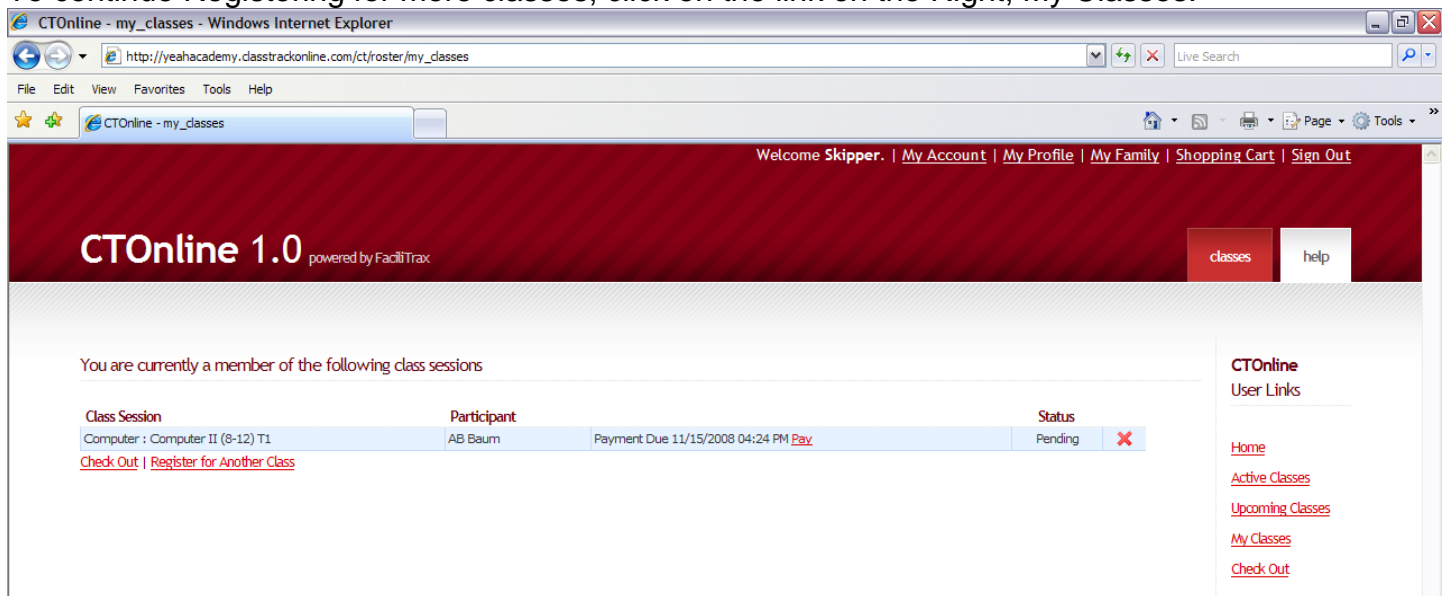


The screenshot shows the 'CTOnline - pending_items' page in a Windows Internet Explorer browser. The page has a red header with 'CTOnline 1.0 powered by Facilitrax' and navigation links like 'Welcome Skipper', 'My Account', 'My Profile', 'My Family', 'Shopping Cart', and 'Sign Out'. A green message box states 'Your transaction has been updated'. Below this is a table titled 'Class Purchases' with columns for Class Session, Participant, Price, Payment Due Date, and Google Receipt Number. The table shows a pending transaction for 'Computer: Computer II (8-12) T1' with a price of \$185.00 and a payment due date of 11/15/2008 04:24 PM. A red 'X' icon and the text 'Pending Approval' are next to the payment due date. On the right side, there is a 'CTOnline User Links' section with links for Home, Active Classes, Upcoming Classes, My Classes, and Check Out.

Class Session	Participant	Price	Payment Due Date	Google Receipt Number
Computer: Computer II (8-12) T1 Price includes a \$0.00 early bird discount.	Baum, AB	\$185.00	11/15/2008 04:24 PM	097856643524312

When you click on the Submit, you will move to this screen showing that your transaction is pending which means Pending Acceptance by the Tutor and confirmation of the payment. Our Tutors will strive to daily update their Rosters so that you can Log In as often as you want to check the status of your Students registration. Typically the class will fill in order of registration but all Tutors reserve the need to manage class size and population.

To continue Registering for more classes, click on the link on the Right, My Classes.



The screenshot shows the 'CTOnline - my_classes' page in a Windows Internet Explorer browser. The page has a red header with 'CTOnline 1.0 powered by Facilitrax' and navigation links like 'Welcome Skipper', 'My Account', 'My Profile', 'My Family', 'Shopping Cart', and 'Sign Out'. A message states 'You are currently a member of the following class sessions'. Below this is a table with columns for Class Session, Participant, and Status. The table shows a pending transaction for 'Computer : Computer II (8-12) T1' with a participant 'AB Baum' and a status of 'Pending'. A red 'X' icon is next to the status. Below the table, there are links for 'Check Out' and 'Register for Another Class'. On the right side, there is a 'CTOnline User Links' section with links for Home, Active Classes, Upcoming Classes, My Classes, and Check Out.

Class Session	Participant	Status
Computer : Computer II (8-12) T1	AB Baum	Pending

That brings you to this screen where you can Register for Another Class. Ignore the red PAY button since you already made your payment but it remains active until the Tutor accepts the payment and registration.


When you click on Register for another class, your screen becomes:







Welcome Skipper. | [My Account](#) | [My Profile](#) | [My Family](#) | [Shopping Cart](#) | [Sign Out](#)

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[classes](#) [help](#)

The following classes are open for registration. Click on the  icon under the Sign Up column to register for your desired class.

Class Session	Status	Price	Sign Up!
Computer : Computer II (8-12) T1 This one semester course is the continuation of Computer 1 w/tutor. Returning students from the Fall must register for the same day and section as in the Fall. Students who took Computer 1 before last fall will be admitted upon space availability.	Early Bird until 11/20/2008 01:45 AM	\$185.00	
Acting : Acting 2-3 (8-12) T3 This is a Full Year course. Returning students must continue in day and section that they were in the fall. Mid-year students fulfilling pre-requisites may enter if space is available.	Early Bird until 11/20/2008 01:45 AM	\$190.00	
Art : Acrylic Painting (7-12) T3 This Full Year class does not accept new students mid-year for Spring semester. Returning students must register for the same day.	Early Bird until 11/20/2008 01:45 AM	\$185.00	
Educational Skills : Educational Skills 1 (9-10) T3 Full Year course; no mid-year entry for new students. Fall students must register for the same day in the Spring.	Early Bird until 11/20/2008 01:45 AM	\$195.00	
English : Movies as Literature (8-12) W1 This NEW one semester course is OPEN to NEW students for spring 2009.	Early Bird until 11/20/2008 01:45 AM	\$185.00	
Languages: Modern & Classical : Latin I (7-12) W1 This full year course is NOT OPEN to mid-year entry of NEW students.	Early Bird until 11/20/2008 01:45 AM	\$185.00	

[List of Future Registrations](#)

CTOnline User Links
[Home](#)
[Active Classes](#)
[Upcoming Classes](#)
[My Classes](#)
[Check Out](#)

As you can see, the Sign Up Buttons are on the right. Find your next class and click on the icon.

This screen should look familiar as this is where we started. Repeat as necessary.







Welcome Skipper. | [My Account](#) | [My Profile](#) | [My Family](#) | [Shopping Cart](#) | [Sign Out](#)

CTOnline 1.0

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Other Open Registrations

Class Session	Current Price	Sign Up!
Educational Skills : Educational Skills 1 (9-10) T3	\$195.00	
English : Movies as Literature (8-12) W1	\$185.00	
Languages: Modern & Classical : Latin I (7-12) W1	\$185.00	
Acting : Acting 2-3 (8-12) T3	\$190.00	
Art : Acrylic Painting (7-12) T3	\$185.00	
Computer : Computer II (8-12) T1	\$185.00	

Acting : Acting 2-3 (8-12) T3
Registration Details:

Description: This is a Full Year course. Returning students must continue in day and section that they were in the fall. Mid-year students fulfilling pre-requisites may enter if space is available.
Total Cost = \$190.00

Class Participant

Terms and Conditions: DUE: Full tuition is due with class registration. (Partial tuition payments are not accepted.) APPROVAL: All class registrations are subject to approval by that tutor. CANCELLATION: Cancellation & Refund Policy of YEAH Academy classes is posted on the website: www.yeahacademy.net; go to Registration link.

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[My Classes](#)
[Check Out](#)

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 cannot change your username as it was entered when you first joined. You can 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.

You will receive various receipts and payment notices from Google and our FaciliTrak 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 Google or it will be flagged for FRAUD and the charge will be held up.

Google accepts VISA and MC or Prepaid VISA Bank Cards. No Debit cards can be used.