(This will not work on the Skyward app)

Select Fee Management from the menu on the left

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This will take you to another system called RevTrak and you will sign in using your Skyward login information. <u>NOTE: Sometimes it has you login when you first go to the site and sometimes it doesn't have you login until</u> <u>you go to check out. It just depends on if you've logged into RevTrak before or not. Regardless of when it asks</u> <u>you to login though your login information will still be your Skyward login information.</u>

On the left hand side you will see a tab for Optional Fees, click there You will then see the option for Robin Hood, click Add to Cart

American Preparato	PRY SCHOOLS
Skyward	Log Out Of Skyward
A ALL	OPTIONAL FEES
\$ REQUIRED FEES	
OPTIONAL FEES	Robin Hood Book - 4th graders 2021-22 \$10.00 ADD TO CART Robin Hood Book - 4th graders 2021-22

It will open up a cart screen where you can select Checkout



It will then have you add or select your payment option, once you have done that you'll select Place Order and you're all done!

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