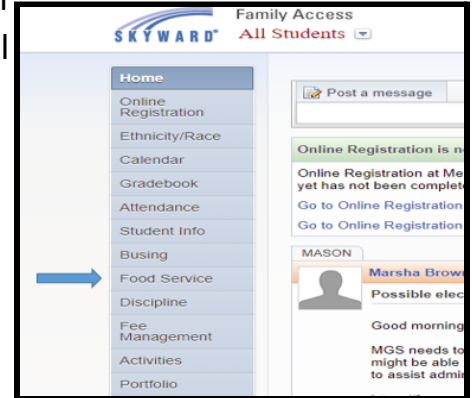


## MGS Online Registration & Payment Instructions

1. Log into your skyward account. Forgot your username or password? Contact the office at (309) 367-2361 or email [pweber@mgsredbirds.org](mailto:pweber@mgsredbirds.org).



2. Select Online Registration on the upper left hand side and complete each of the required steps.

3. Click “complete online registration.”

4. Once finished, select the “Food Service” tab on the main menu.

5. One there click on “make a payment” that is to the right of your child’s name. Now you can pay your registration fees and make a payment on your child’s lunch account.



6. To make your online registration payment, click the “add to cart” button and complete the checkout process.

7. Select “Checkout.” You will be prompted to create an account for RevTrak. If you already have an account, simply sign in and pay.

