

Waukee Beyond the Bell Summer Program

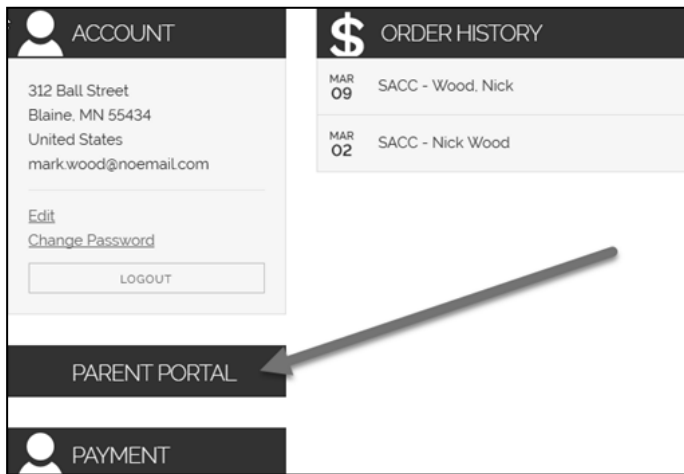
How to Pick Weeks of Care in Parent Portal

Select the weeks of care your student is expected to attend by visiting: <https://waukee.RevTrak.net>

Login to Existing RevTrak Account



Select Parent Portal



- ◆ Using your Revtrak account **Email Address** and **Password**, login to your RevTrak account.
- ◆ Select **“My Account”** from the top navigation bar on your screen.
- ◆ Within the **“My Account”** page, select the **“Parent Portal”** button that should appear just between the **“Account”** and **“Payment”** sections of your account.
- ◆ This button will bring you to a screen where you can view all registrations with balance that exist within your account.

Select Calendar Icon



Select Weeks of Future Attendance

- ◆ A calendar will appear where you can select the **“Attend Other”** checkbox next to the each week your student is expected to attend. (All selections are saved in real-time)
- ◆ Once you have selected all necessary weeks, close out of the window.

<input checked="" type="checkbox"/> Attend Other	Jun 4	Jun 5	Jun 6	Jun 7	Jun 8
<input checked="" type="checkbox"/> Attend Other	Jun 11	Jun 12	Jun 13	Jun 14	Jun 15