## **Waukee Community School District**

Little Learners Club Online Registration Guide



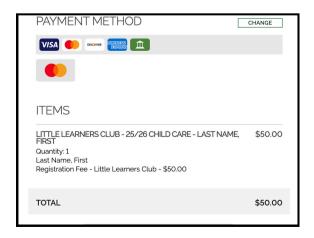
Visit the Waukee Web Store to REGISTER ONLINE! https://Waukee.RevTrak.net

## **Select the Little Learners Club Button**



- If you have not already logged into or created a RevTrak account, you will be prompted to do so now using your Email Address and Password.
- Select the <u>exact participant</u> you wish to register for the selected class. You may also select "A New Person" if they are not currently listed in your account.

\*NOTE: The selected participant MUST be the name of the person attending the class.



- Click on the "Little Learners Club" Button located on the Home Page. Then, select the "Little Learners Club 25-26" button on the left side of the page.
- Select the class for which you wish to register.
- Select "Click Here to Register for this Class" to proceed with the registration process.



- Answer ALL required questions before clicking the Add to Shopping Cart or Continue
  Shopping buttons at the bottom of the page.
- Within the Checkout screen, you can verify your billing address and Select a Payment Option, prior to hitting "Place Order."
- When you click "Place Order," your payment will be processed and a Receipt will appear.
  Your receipt will also be emailed to the address on file.

