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

- 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 Parent Portal

- 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.

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.