

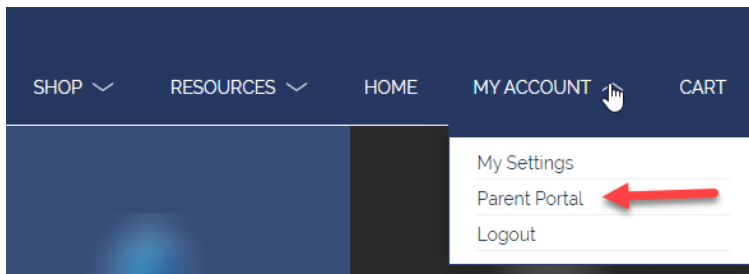
STEP 2: Select Days of Attendance

Now that the registration has been submitted on the Web Store, complete the registration process by selecting the days of expected attendance for your child in the Parent Portal.

Login to Existing RevTrak Account




Select Parent Portal



- ◆ Using your Revtrak account **Email Address** and **Password**, login to your RevTrak account.
- ◆ Select **“Parent Portal”** from the top navigation bar on your screen.
- ◆ This button will bring you to a screen where you can view all registrations with balance that exist within your account.

Open Calendar

Registrations with Balance			
Student	Class	Balance Due	Card On File
Jimmy Doe	-K Flyers' Club Summer Camp 2018 Grades K-5 Flyers' Club Summer Camps	\$100.00	Visa: 1111 01/22   

Select Days of Expected Attendance

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

Mon	Tue	Wed	Thu	Fri
Check All / Uncheck All	Check All / Uncheck All	Check All / Uncheck All	Check All / Uncheck All	Check All / Uncheck All
Jun 4	Jun 5	Jun 6	Jun 7	Jun 8
<input type="checkbox"/> Attend	<input checked="" type="checkbox"/> Attend	<input type="checkbox"/> Attend	<input type="checkbox"/> Attend	<input type="checkbox"/> Attend