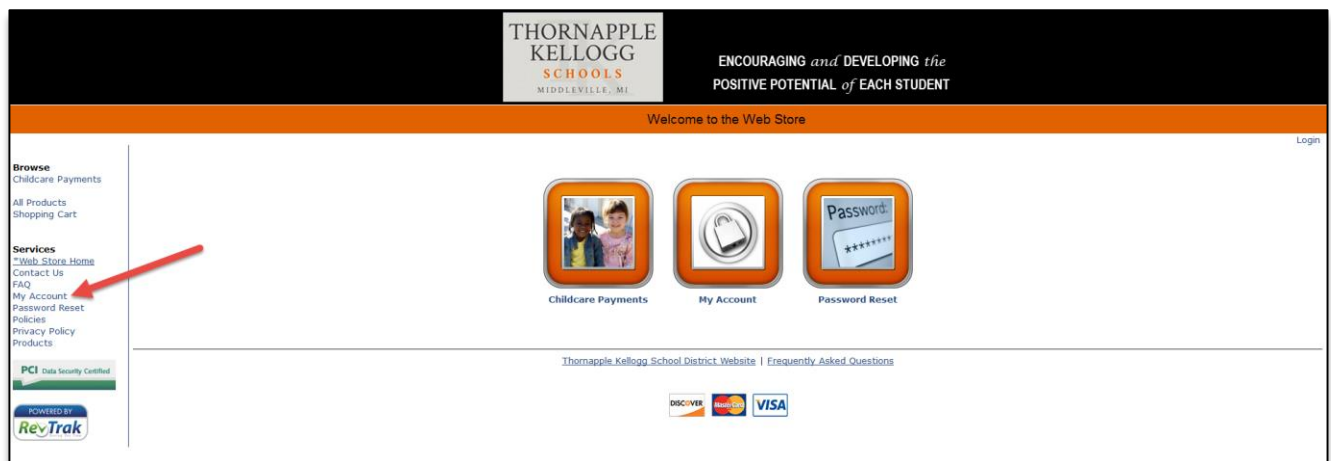


Instructions for Picking Days for Childcare

- Go to the Thornapple Kellogg Schools Web Store at <https://tkschools.revtrak.net>
- From the left navigation panel select **MY ACCOUNT** located under the services menu



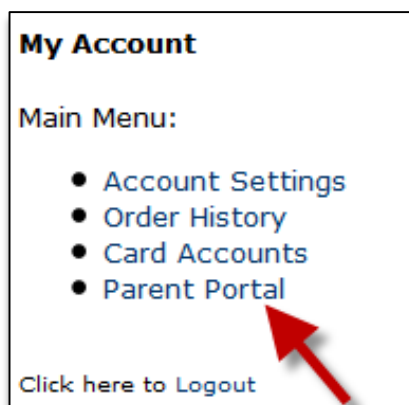
- Here you will be required to login


Please Login
Forgot your password?



Enter your e-mail address:

Enter your password:

- Once logged in, select Parent Portal from the Main Menu



- Wait a moment for a new popup screen to appear; on this screen you will be able to view all of your current Registrations. To Select the days you wish to attend, select the Calendar Icon  next to the corresponding Registration

Family Info		Financial Info		Goto Shopping Cart	
REGISTRATIONS WITH BALANCE					
Student	Class	Balance Due	Card On File		
Johnson	2015 Summer Summer Program	\$180.00	NA		

- A new pop up page with a calendar will appear. Begin selecting the days (and times if applicable) that you would like your child to attend. These selections will be saved in real time, and when you have completed choosing the days/times simply close out of the page by selecting the "X" in your browser page
 - Note: to close out of the page there is usually an "X" in either the top left or right corner of the calendar page (see red arrow)

Family Info		Financial Info		Goto Shopping Cart	
Mon	Tue	Wed	Thu	Fri	
2 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	3 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	4 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	5 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	6 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	
9 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	10 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	11 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	12 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	13 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	
16 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	17 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	18 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	19 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	20 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	
23 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	24 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	25 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	26 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	27 <input type="checkbox"/> Attend AM <input type="checkbox"/> Attend PM	

- This Process can be repeated for any additional participants in your account registered in an eligible Program
- After choosing the days you wish to attend, you have completed the process and will be invoiced for your balance due at the school's discretion