# Instructions for Picking Days for Childcare

- Go to the East Elementary School Web Store at https://eastelem.revtrak.net

- Select the **MY ACCOUNT** button.
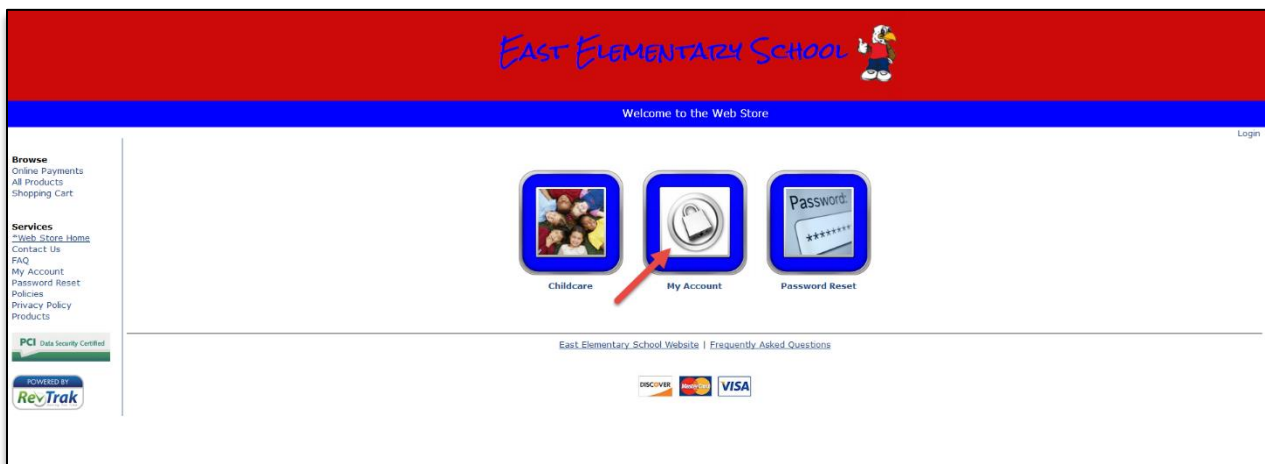


- Here you will be required to login



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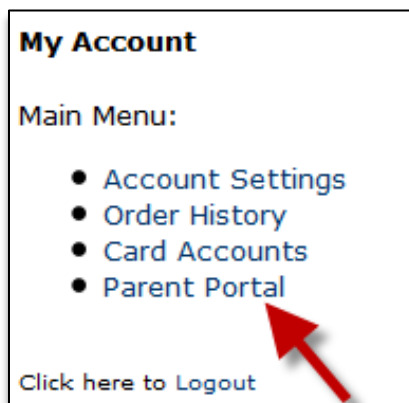
- Wait a moment for a new popup screen to appear; on this screen you will be able to view all of your current Registrations. To Select the days you wish to attend, select the Calendar Icon  next to the corresponding Registration



- 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)



- 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