

Summer Adventures Instructions

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Billing Schedule

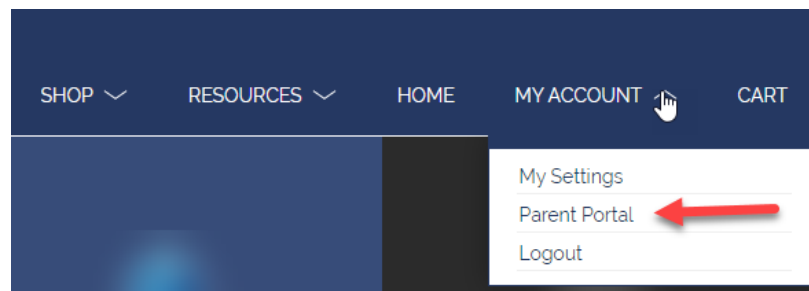
	Invoice Date	Attendance Period	Payment Due
Invoice 1	Monday, June 12	June 20 - 30	Wednesday, June 14
Invoice 2	Monday, June 26	July 5 - 14	Wednesday, June 28
Invoice 3	Monday, July 10	July 17 - 28	Wednesday, July 12
Invoice 4	Monday, July 24	July 31 - August 11	Wednesday, July 26
Invoice 5	Monday, August 7	August 14 - 17	Wednesday, August 9

How to Login

- [Click Here](#) and **LOGIN** using the top navigation menu.
 - <https://wlcscd.revtrak.net/>



- Select **“My Account”** from the top navigation bar on your screen.
- Within the **“My Account”** drop down menu, select **Parent Portal**.
- This brings you to the **Registrations with Balance** screen where you can view your existing registrations.



Add/Drop/View Summer Adventures Days

- Select the **Calendar** icon

Registrations with Balance				
Student	Class	Balance Due	Card On File	
Sovel, Alex	Summer Adventures 2023 Summer Adventures 2023	\$0.00	NA	

- A calendar will appear where you can select the checkbox next to each day your student will attend.
- You can add or drop days at any time before the invoice date.
- Once you have selected all necessary days, close out of the window. (All selections are saved in real-time.)



Summer Adventures 2023 - Summer Adventures 2023 - Alex Sovel 6				
Mon Check All / Uncheck All	Tue Check All / Uncheck All	Wed Check All / Uncheck All	Thu Check All / Uncheck All	Fri Check All / Uncheck All
Jun 19	Jun 20 <input type="checkbox"/> Day	Jun 21 <input type="checkbox"/> Day	Jun 22 <input type="checkbox"/> Day	Jun 23 <input type="checkbox"/> Day
Jun 26	Jun 27	Jun 28	Jun 29	Jun 30

Pay Your Bill

- On the invoice dates you will receive your bill via email. Follow the directions below to complete payment.
- Select the **Cart** icon.

Registrations with Balance				
Student	Class	Balance Due	Card On File	
Sovel, Alex	Summer Adventures 2023 Summer Adventures 2023	\$0.00	NA	

- The payment window will appear.
- Select **Pay Total Due** to add your invoiced payment to your cart.
 - If you wish to pay early or over the amount due select Pay Other and input an amount.



Your balance due for Summer Adventures 2023 - Summer Adventures 2023 is \$0.00.

Pay Total Due Amount \$0.00 Pay Total Due

Pay Other Amount Pay Other

- To complete payment follow the **CHECKOUT** prompts.
- You will receive a receipt via email following payment.

Setup Automatic Payments

- If you would like to participate in automatic payments [Click Here](#) and complete the Google Form. This form is only to opt into automatic payments.
 - Google Form Link: <https://forms.gle/yDzgXtEctWdk2B5b8>
- To update your automatic payment method, see the Update Payment Method section of this packet.
- Automatic payment will be processed the day after the invoice date.

This Google form does NOT collect any payment information and is only used to opt into AutoPay.

Cash or Check

- Cash or Check must be delivered to the Walled Lake Community Education offices on or before the payment due date. A drop box is located directly next to our office entrance door.

Address: 850 Ladd Road, Building D., Walled Lake MI 48390

- Checks can be made out to WLCSD.
- Please write your students name and Summer Adventures on the envelope.

Payment will NOT be accepted at Summer Adventures/Walled Lake Central.

Calculate Your Bill

- To calculate your bill prior to the invoice date, please follow the directions below.

$(\$42.00 \times \text{number of Mon, Tue, Thu, \& Fri}) + (\$48.00 \times \text{number of Wed}) = \text{Total Cost}$

There is a 3.49% NON-REFUNDABLE service fee applied to all online registrations.

$\text{Total Cost} \times 1.0349 = \text{Total ONLINE Cost}$

Update Payment Method

- Select the **Card** icon

Registrations with Balance			
Student	Class	Balance Due	Card On File
Sovel, Alex	Summer Adventures 2023 Summer Adventures 2023	\$0.00	NA 

- The payment information window will appear.
- Input your card information and select **Authorize**. Updated card will show under **Card on File**.
- Select **SWITCH TO ECHECK** to use a routing number.

Please note the 3.49% NON-REFUNDABLE service fee applied to all online registration methods.

SWITCH TO ECHECK

Card Number*	Name on Card
<input type="text" value="1234 1234 1234 1234"/>	<input type="text"/>
Expiration Date*	Card Nickname
<input type="text" value="MM / YY"/>	<input type="text"/>
<input type="button" value="AUTHORIZE"/>	

Fee Policy

- \$50.00 one-time registration fee (one fee per family)
- \$42.00 Per Day Fee (Mon, Tue, Thu, Fri)
- \$48.00 Per Day Fee on Wednesdays (In-House Field Trip Day)

You may select the dates you would like your child to attend for the entire summer once registered. You can make changes at any time up until the invoice date for the attendance period. Please see the Billing Schedule for invoice dates, attendance period, and payment due dates.

- **Change Fee:** Any changes made after the invoice date for the attendance period invoiced will be issued a \$15.00 change fee per child.
- **Cancellation Fee:** No refund will be processed for cancellations within 48 hours of the day your child is attending.
- **Late Fee:** Payments not made by 12pm on the Payment Due Date will be applied a \$25.00 late fee. If payment is not made by Friday of that week, your child will be unenrolled from attendance period.
- [Summer Adventures Handbook](#)

Community Education Contact Information

Summer Adventures Address

Walled Lake Central High School: 1600 Oakley Park Rd, Commerce Charter Twp, MI 48390

Walled Lake Community Education Offices Address

Educational Service Center: 850 Ladd Road, Building D., Walled Lake MI 48390

Lizzi McNamara

Dir. of Comm. Edu. & Recreation
elizabethmcnamara@wlcsd.org
(248) 956-5007

Alex Sovel

Recreation Coordinator
alexsovel@wlcsd.org
(248) 956-5003

Carol Fredin

League Coordinator
CarolFredin@wlcsd.org
(248) 956-5008