Eleyo instructions

Brooklyn Center Community Schools is utilizing Eleyo as its registration management system. Before-and after-school programs, including STEP 21, Bright Start and LEAP 21, are utilizing the system for summer 2019 programming.

Here are the steps to getting started with Eleyo:

Create your account profile

1. Go to https://brooklyncenter.ce.eleyo.com/
2. Click the “Sign In” button in the upper right corner
3. You will be brought to this page to sign in for future visits. To create an account, click the “Create one now” link.
4. Complete the Register New Account page

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<table>
<thead>
<tr>
<th>Account Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address (used for logging in)</td>
</tr>
<tr>
<td>New Password</td>
</tr>
<tr>
<td>New Password Confirmation</td>
</tr>
</tbody>
</table>
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a. Please note: this will be the information for the primary account holder for your household.
Register Household Relationships
After your account is created, you will need to create “relationships” for each child in your household.

1. Go to your account by clicking on your name in the upper right corner and then select “Your Account / Relationships”

2. Click the “Add Family Member / Relationship” button

3. After you’ve added the information for that family member, click “Create Person”
   a. NOTE: The screen will return you to your dashboard after each person you enter. Continue this same process for each member of your household. Please confirm all of the information is correct, including your student’s grade.
   b. After you’ve added all family members, they should display on the “Your Account / Relationships” page.
Register for Summer Programming
After you’ve added relationships for each child in your household, you will be able to register for summer programs.

1. Go to https://brooklyncenter.ce.eleyo.com/ and you will be brought to the homepage with all of our available programs, including Bright Start, STEP 21 summer and LEAP 21 summer. Select the program you want to register for.

2. After clicking on a program, you will be brought to that program’s landing page. Select the grade your child will be in fall 2019. For example: STEP 21 is shown in the below screenshot and I’m registering for a child in the fifth grade program.

3. After clicking on the 5th Grade button, you will be brought to the following screen. Click the “Enroll Now” button to enroll your child in the program.
4. You will be brought to a page to select which child you would like enrolled in the fifth grade summer program. In this example, Jamie Williams will be in fifth grade in fall 2019 so he is eligible to enroll in the program.

   a. If you receive an error message when enrolling your child, you either have incorrect information in the student's profile or you have selected a program that requires a different grade.
5. After clicking the “Enroll Selected People” button, you will be asked to agree to the programs Terms & Conditions.

**Terms and Conditions**

**STEP 21 Terms & Conditions**

Terms and Conditions are also expressed in our Family Handbook as listed below.

I understand and agree to the following:
6. After agreeing to the Terms & Conditions, you will be asked to fill out information required for enrollment in the program.

a. Please note: you will need to know your child’s Student ID number.

b. You will also be asked about your child’s transportation plans. Our transportation will follow-up with families before summer programming begins to ensure your child’s eligibility to receive transportation.

7. Click the “Answer and Enroll People” button to complete registration for this child.

8. Repeat these steps for all other children who will be registered in summer programming.

If you have any questions about using Eleyo, please contact Renee Starr, rstarr@bccs286.org or 763-561-4480 x2124.