

## Explorers Registration Instructions

Minnetonka Community Education uses Eleyo for registering for Community Education Classes, including Explorers. All Explorers registrations are done on the Eleyo website. Eleyo allows you to manage your Explorers schedule online, register for all non-school days at once, pay with your credit/debit card or checking/savings account, view and print invoices, print tax and dependent care receipts throughout the year and sign up for text message notifications.


Using the steps below, you will create an account for yourself and a profile for all of your family members. Then you can register for Explorers or Junior Explorers. This process should take approximately 25 minutes to complete.

First create an account for yourself and then create a profile for your child(ren). Click this link: <https://minnetonka.ce.eleyo.com> and use the steps below.

### Login and Set-up

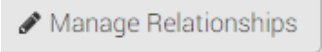
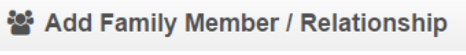
1. Access the site by going to: <http://minnetonka.ce.eleyo.com> . NOTE: Eleyo works best when using the Google Chrome browser.
2. **If you already have an Eleyo Account, enter your email and password to log in and skip to Register for Explorers and/or Junior Explorers below.** If you do not have an account you will need to create one. Select

 in the upper, right corner of the screen.


3. Complete the Register a New Account Form and select   
*Please note: The account should be created in the parent's name.*
4. Next, log in using your email address and password.

**NOTE:** An email will be sent from Eleyo with a link to verify your account. Use

 on that email to verify your account.

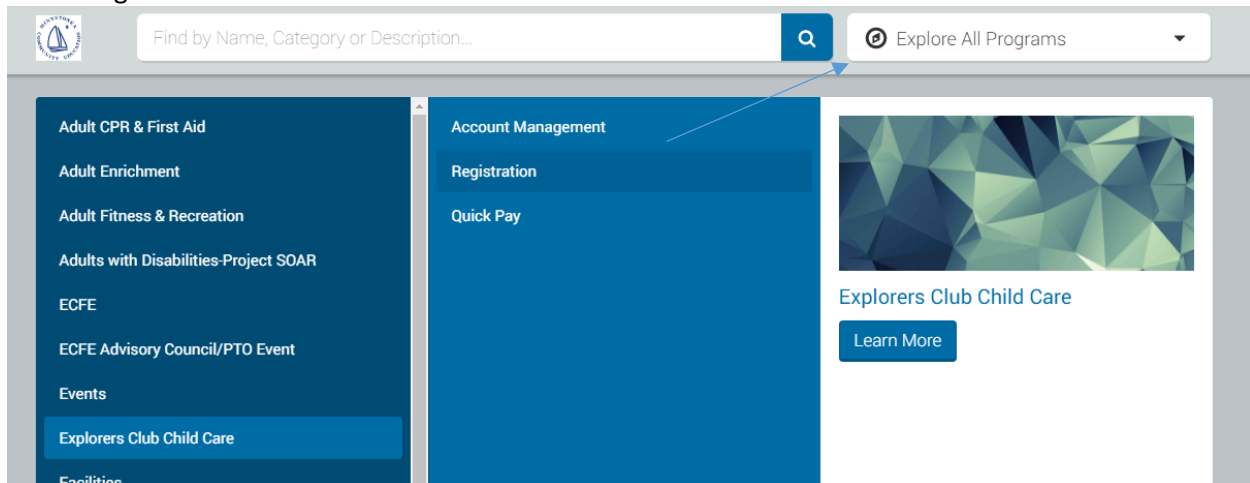
5. Once logged in, select  on the dashboard to add a family member.
6. Select  to add family members.
  - A. If you have an elementary-aged child, select your child's grade from the drop down menu then select the current (or upcoming school year depending on when you are registering) from the School Year drop down to indicate your child's grade. If your child is preschool aged, you will select Kindergarten and the year they will start Kindergarten. Sample below.

| Grade                                     | School Year                               |
|---|---|
| <input type="text" value="Kindergarten"/> | <input type="text" value="Fall of 2016"/> |

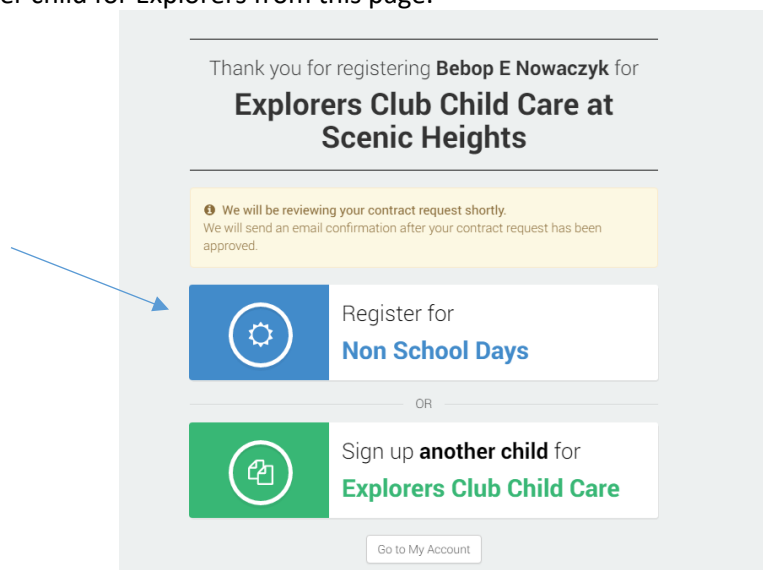
- B. Select  to complete the profile. Add all family members.
7. After you have finished setting up your account and created a Profile for your child, you have completed the Account set-up process and are ready to register in our system.

## Register for Explorers and/or Junior Explorers

1. From your dashboard, select Explore All Programs in the right hand corner, then choose Explorers Child Care and select Registration



2. Select your child from the list on the left, choose to update any dietary issues, allergies, or special instructions if needed. After verifying your child's information, select [→ Looks Good. Start Registering.](#)
3. Add at least 3 Emergency contacts for your child's account and select Continue.
4. Choose the location your child will attend Explorers and select Continue.
5. Please read the Terms and Conditions as outlined in the Parent Handbook and select Continue.
6. Select your child's start date and what days of the week they will be attending and select Continue.
7. Next, answer all questions and select Complete Questions and Continue at the bottom of the page.
8. Add saved Payment Method and enter your payment information. Please note: You will not be charged the registration fee until your contract is approved, usually in 2-3 days. Then, select Complete Registration.
9. You will be led to a confirmation page. If you wish to register for non-school days at this time, select the Register for Non School Days. Non-school days will be approved closer to the non-school day dates. You may also register another child for Explorers from this page.



10. You will receive an email confirming your schedule and notifying you that your contract is waiting for review. Once our staff has approved the schedule, you will receive another email with a confirmation. Please note: During the school year, you may change your schedule at any time; however, changes must be made at least 10 business days before the effected change date and are accepted on a space available basis.