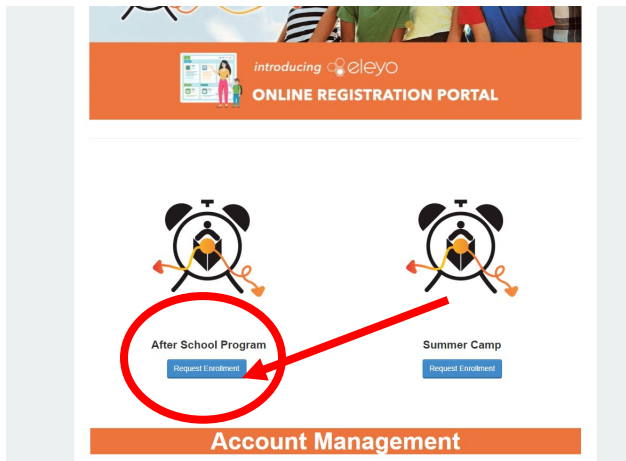


Creating a FY25 Registration Contract Request for in Eleyo

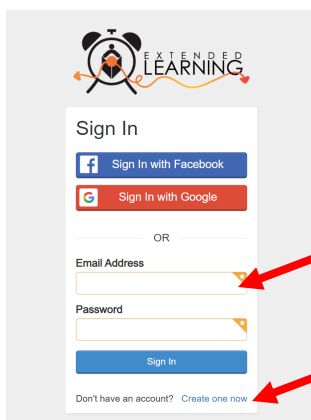
1. Scan the QR Code or click the link below.
 - a. <https://palmbeachcountyschools.reg.eleyo.com/afterschool>



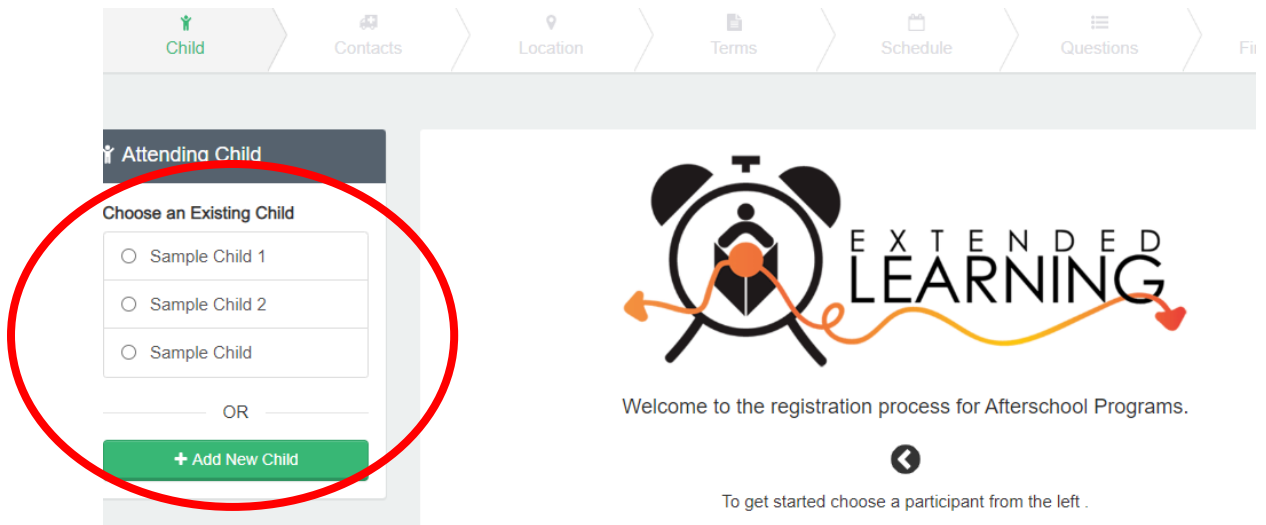
2. Under Afterschool Program, choose Request Enrollment.



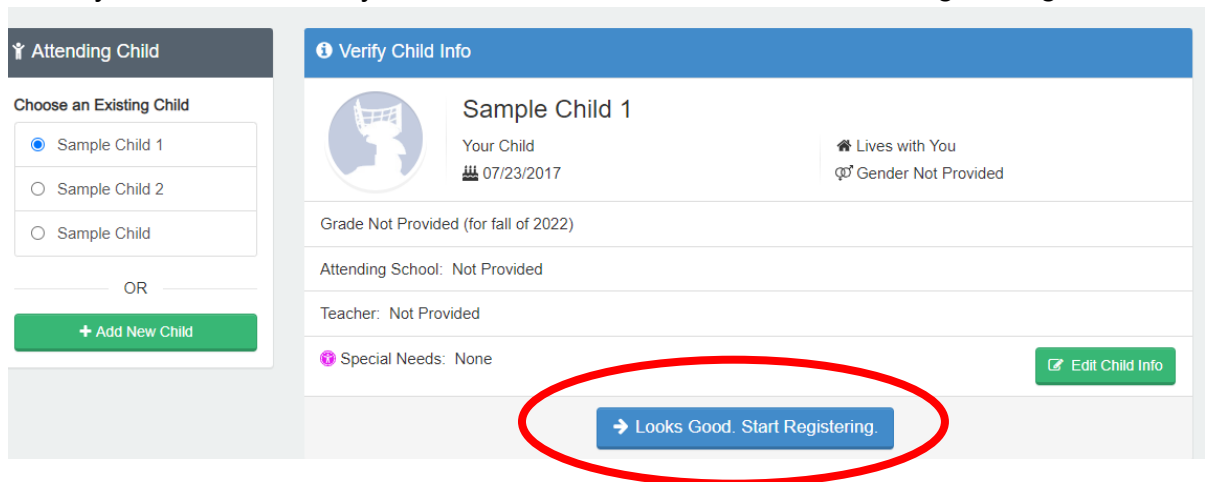
3. If you have an existing Eleyo Account, please sign in using your email and password. If you are new to Eleyo, please choose *Create an Account* to create your profile. You will be asked to add your child's information later in the process.



4. You will then be brought to the Afterschool Program registration process. If you have an existing Contract in Eleyo, select the child. If your child is not listed, click *Add New Child* (see image on the following page).



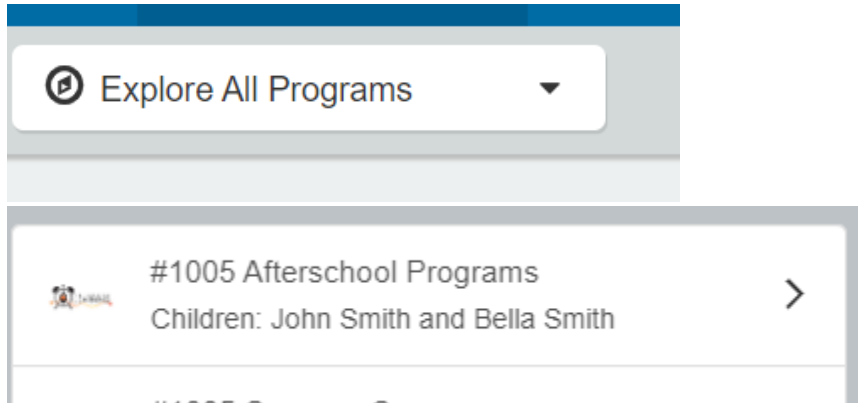
5. Once you have selected your child, click on *Looks Good. Start Registering.*



6. You will need to complete the Child Information, Emergency Contacts/Authorized Pickups, Location (where your child will be attending for afterschool), Terms, Schedule, Questions and Financial Info.
7. You will receive an email that your Contract Request was submitted and is waiting for staff approval and will be reviewed in the order that they were received. Once your contract has been approved, you will receive an email confirming your contract request.
8. Once you have completed the registration process through Eleyo and have paid the registration fee, there may be additional forms or documents requested from you by the afterschool director at your site. You will be provided with a copy of the parent handbook. When the registration fee is paid, the contract is approved and all applicable forms/documents are received, you have completed the registration process.

Pre-payments for Afterschool

Once you have an approved afterschool contract and would like to start making payments you will need to go back to the Eleyo login <https://palmbeachcountyschools.reg.eleyo.com/afterschool> then click on Explore All Programs. Your Contract for Afterschool will appear.

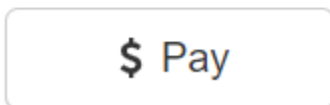


If you would like to start making payments for afterschool click on your account #, Afterschool Programs, and your child's name.

You are able to make payments for afterschool ahead of time. Although the Latest Invoice may show your account is current, the reason for this is because your invoices for FY24 afterschool have not been invoiced yet.

Latest Invoice

Your account is current.
Your next due date has not been scheduled yet.



To make a payment simply click *\$ Pay*. Type in the amount you want to pay. If there are any comments needed, please indicate so in the Payment Notes then click Add to Cart. To complete your transaction, click the shopping cart button at the top right then click check out. Follow the instructions to complete the transaction.