eleyo

Setting up your Account Profile

Hello from Watertown-Mayer Community Education! Last Spring, we transitioned to a new online registration system called Eleyo. This quick reference will walk you through the process for setting up your new Account Profile. If you have an account, please ensure all information is updated. We encourage you to add all members of your household and add emergency contacts for your children (if applicable) in anticipation of future registrations within the Eleyo system.

Create your Account Profile
Browse to the website: https://wm.ce.eleyo.com

✓ Select Sign Up (top, right corner). *If your email address is recognized as a previously registered user, please use the* Forgot Password *link to receive an emailed link to create a password.*

✓ Complete the Register a New Account Form then select **Create Account**.

✓ After you have finished setting up your profile, select the Community Education link in the upper left area of the screen then select *Explore All Programs* then *Your Dashboard*. This will populate your contact information within the Community Education system -or- continue to the steps below to **Add Family Members and Emergency Contacts.**

An email will be sent from Eleyo with a link to verify your account. Use the Verify Your Email Address *button on that email to verify your account.*

Add Family Members and Emergency Contacts to Your Account Profile

✓ If you are not already on the website, browse to https://wm.ce.eleyo.com and login with your email address and password by selecting the *Log In* button.

✓ Select your name in the top right, corner of the screen then **Your Account/Relationships.**

✓ Use the **Add** button to add all family members to facilitate upcoming registrations in the system. When adding a grade for a Pre-K student, select Kindergarten and the year your child will be entering Kindergarten (you may edit this at a later date if needed).

✓ Select the **Create Person** button. *Use the* Emergency Contacts *button to add emergency contacts for children in your profile. In order to prevent creating duplicate users in the system, when adding an Emergency Contact already attached to your profile, select from the list of already existing users as you type. Use the Copy Emergency Contacts to copy contacts from child to child.*

✓ After you have finished setting up your profile, select the **Community Education** link in the top, left area of the screen then select *Explore All Programs* then *Your Dashboard.* This will populate your contact information within the Community Education system.

Turn over for additional details registering for Young Royals Preschool

To Register for a Young Royals Preschool Class for 2019-2020

✓ Once your account has been set up thoroughly including emergency contacts and pick up information, Go to your account/dashboard

✓ To search for classes- go to explore all programs and put key words in such as Preschool, Young Royals or school or you may go to the category Young Royals Preschool

✓ A list of Young Royals Preschool classes will come up. Select the class you would like to register for, this would be your first choice. Please follow the complete online process filling out online forms thoroughly.

✓ **DO NOT Register for your second and third choices.** Indicate your second and third choice when registering for your first choice class. There will be a question during registration to indicate your preferences**.**

✓ We will review all information to ensure it is complete. Your child will be placed in the class which has openings based on options provided. A confirmation email will be sent to verify your child's class. This confirmation will not be immediate. Please allow 10-14 days to receive your confirmation email.

✓ To ensure your registration process is complete a credit/debit card, or checking information is required to be entered. A $55 Young Royals Registration fee will be charged once you are confirmed in a class.

✓ If you have any questions on registration, please email Janine @ jknutson@wm.k12.mn.us

Thank you