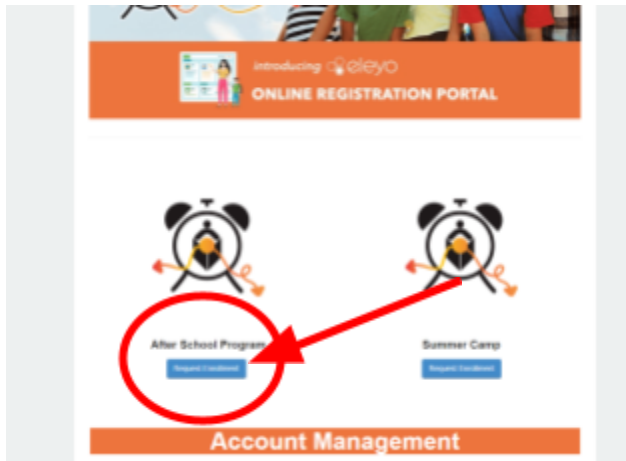


Creating a FY26 Registration Contract Request for in Eleyo

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



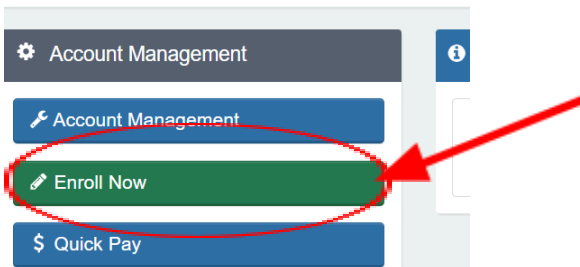
2. Under Afterschool Program, choose Request Enrollment.



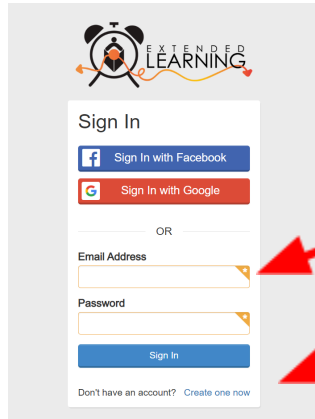
3. Scroll Down, and under Account Management, click on the Enroll Now button

For more information on elementary afterschool programs, visit [Afterschool Programs website](#).

The enrollment process may take up to 20 minutes. Once an account dashboard at any time to make changes. To begin, S



- a. If you have an existing Eleyo Account, please sign in using your email and password.
- b. 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. If you were able to click on the Enroll Now button, skip to step 5. If you do not see the button at or after 6:00PM 4/15/2025 there is an alternative link above Account Management.

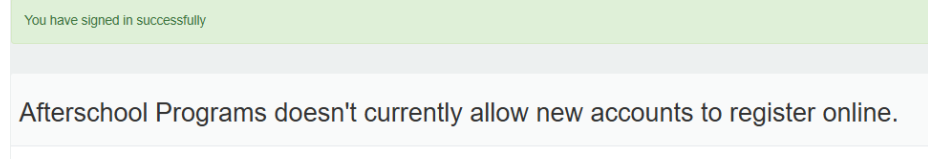
you do not see the Enroll Now button at 6pm on 4/15/2025 [CLICK HERE](#)



- a. Clicking on this link on or after 6:00PM on 4/15/2025 will begin the enrollment process
- b. **Note: Clicking on this link ahead of time will route you to a different page and will not work until 6:00PM on 4/15/2025**
 - i. **Current Eleyo account owners** who click on this link before 6:00PM on 4/15/2025 will be routed to log in. It will then route you to your account dashboard. You will need to go back to the [afterschool page](#) and click on the link at or after 6:00PM on 4/15/2025

Registration for Afterschool Programs is not available at this time.

- ii. **New Families** who click on this link before 6:00PM on 4/15/2025 will be routed to create an account. It will then route you to a page stating “You have signed in successfully. Afterschool Programs doesn’t currently allow new accounts to register online”. You will need to go back to the [afterschool page](#) and click the link on or after 6:00PM on 4/15/2025.



5. You will then be brought to the Afterschool Program registration process. If the child you are enrolling is listed under Choose an Existing Child, select the child. If your child is not listed, click *Add New Child* (see image on the following page).

The screenshot shows a navigation bar with tabs: Child, Contacts, Location, Terms, Schedule, Questions, and Financial Info. Below the navigation bar, there is a section titled 'Attending Child'. On the left, under 'Choose an Existing Child', there are three radio button options: 'Sample Child 1', 'Sample Child 2', and 'Sample Child'. Below these options is an 'OR' separator and a green button labeled '+ Add New Child'. This entire section is circled in red. On the right, there is a logo for 'EXTENDED LEARNING' featuring a stylized figure inside a clock-like shape. Below the logo, it says 'Welcome to the registration process for Afterschool Programs.' and a left-pointing arrow. At the bottom, it says 'To get started choose a participant from the left.'

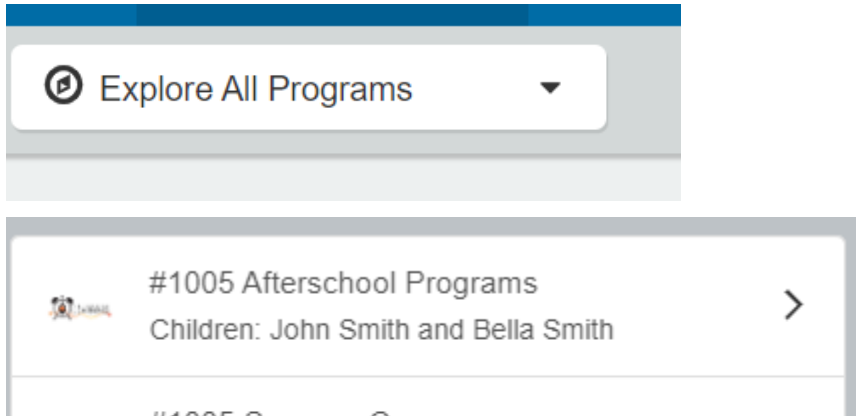
6. Once you have selected your child, click on *Looks Good. Start Registering.*

The screenshot shows the 'Verify Child Info' screen. On the left, there is a sidebar with the 'Attending Child' section, which is identical to the previous screenshot, with 'Sample Child 1' selected. The main content area is titled 'Verify Child Info' and shows details for 'Sample Child 1'. It includes a profile picture, the text 'Your Child', a date '07/23/2017', and a status 'Lives with You'. Below this, it lists 'Grade Not Provided (for fall of 2022)', 'Attending School: Not Provided', and 'Teacher: Not Provided'. There is also a 'Special Needs: None' section. At the bottom right, there is a green button labeled 'Edit Child Info'. At the bottom center, there is a blue button labeled 'Looks Good. Start Registering.', which is circled in red.

7. You will need to complete the Child Information, Emergency Contacts/Authorized Pickups, Location (i.e. where your child will be attending for afterschool), Terms, Schedule, Questions and Financial Info.
8. 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.
9. 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 FY26 afterschool have not been invoiced yet.

 Latest Invoice

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

 Pay

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.