



## Eleyo Guide 2018 Preschool Registration

Legacy Traditional Schools is proud to announce we are transitioning to a new online registration system for the 2018-2019 school year. **We are confident you will find that Eleyo is very user friendly and super easy to navigate!**

This step-by-step guide will help you register your child in the 2018 Preschool program.

### **Creating Account Profile – For new users**

1. Access the new site by browsing to: <https://legacy.ce.eleyo.com/>
2. In the top right corner, select the **Sign In** button
  - On the signin page, select the **Create Account** button in the login window.
3. Complete the *Register a New Account Form* by adding your own name and contact information and select **Create Account** at the bottom of the screen.
4. An email will be sent with a link to verify your profile. Use the **Verify Your Email Address** button on that email to verify your account.

**TIP:** Use the Forgot Password link to initiate a set-password email if you cannot remember your password.

### **Register Students for Legacy Preschool**

1. Once you have logged into Eleyo , click the “HOME” icon in the top left corner
2. Select your desired program
3. Click the **Enroll Now** button
4. Click on your child’s name (or add new child)  
**Grade**-select Kindergarten  
**School Year**- select the year your child will start Kindergarten
5. Click the **Looks Good. Start Registering** button
6. Click **Verify Contacts/Pickups and Continue** button

| General Information                       |   |                                    |
|---|---|------------------------------------|
| First Name *                              | Middle Name                                   | Last Name *                        |
| <input type="text" value="Example"/>      | <input type="text"/>                          | <input type="text" value="Child"/> |
| Birth Date (mm/dd/yyyy)                   | Gender  |                                    |
| <input type="text" value="10/25/2014"/>   | <input type="text" value="Select an Option"/> |                                    |
| Grade                                     | School Year                                   |                                    |
| <input type="text" value="Kindergarten"/> | <input type="text" value="Fall of 2020"/>     |                                    |

7. Select the **Legacy Preschool Parent Handbook** to print and review
8. Choose a Season from the drop down (3 Year-olds or 4/5 Year olds)
9. Choose a location and click the blue “Use Location and Continue” button
10. Accept Terms and Conditions
11. Choose the desired schedule and click **Complete Schedule Setup and Continue** button

Select “All” days of the week Monday-Friday

- AM Only 8:15-11:30
- Full Day 8:15-3:10pm
- PM Only 11:55am-3:10pm
- Extended Day 3:10 pm-6:00 pm (available for PM and Full day schedules)

12. Continue through the Registration Questions

Note: Once you click the complete registration button, your contract will be submitted and in a **pending status to Legacy Preschool Staff for approval**. First, an automatic email notification will be sent to the email address on your profile referencing your pending contract. You will receive a second email notice once the contract has been approved. **\*\* Please allow 2 weeks for Preschool staff to review and approve your contract.**

## Managing your Account

To manage your child care account access the Dashboard:

1. Log into Eleyo
2. Select "Explore All Programs"
3. Select your Program

**Under the Dashboard you can:**

- Register a New Contract to register for Preschool Break (after 7/1/18)
- Manage Authorized Pick-ups
- Manage Auto Payments
- Select your Current Schedule to make changes and view details

**Legacy Preschool**  
Account #1005

Account Management

- + Register a New Contract
- Manage Authorized Pickups

Latest Invoice

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

\$ Pay

Auto Payments

Visa \*\*\*\*1111  
Expires: 08/20

Choose a Different Payment Method

Current and Upcoming Contracts

Sarah Mattaini

East Mesa Campus (3...)

Mon-Fri Full Day  
Mon-Fri Extended Day

Start: Aug 2, 2018

Select a current schedule to request a schedule change.

Payments and invoices will appear here.  
Select a past payment or invoice to print or view details.

Manage your Auto Pay

**Select your Contract to:**

- Request a schedule change (You will be notified via email if your schedule change has been approved, please allow 2-3 business days for approval. Program change request approval is based on availability.) **\*First date of attendance for a new schedule must be on a Monday**
- Request to withdraw your Contract

**Contract for Sarah Mattaini**  
at East Mesa Campus (3 year old)

← Back to Account

Contract Management

- Change Schedule
- Managed Authorized Pickups
- Withdraw Contract

Full Day

Full Day - Legacy Traditional School - East Mesa Campus

Mon-Fri, Aug 2 - May 22  
8:15 AM - 3:10 PM

No School: Aug 31, Sep 3, Sep 28, Oct 1 - Oct 5, Oct 8 - Oct 12, Nov 12, Nov 22 - Nov 23, Dec 24 - Dec 28, Dec 31 - Jan 4, Jan 21, Feb 18, Mar 8, Mar 11 - Mar 15, Mar 18 - Mar 22 & Apr 19

August 2018

September 2018

October 2018

Thursday, August 2nd 2018 through Wednesday, May 22nd 2019

Full Day

Extended Day

Drop-in Days

Sarah Mattaini is not registered for any drop-in days.

Please contact the Community Education Coordinator at your campus if you have additional questions.