

# FRIENDSHIP CONNECTION


## ONLINE REGISTRATION SYSTEM INSTRUCTIONS

Friendship Connection uses an online registration and account management system. If you are unable to register online, we can help. Please contact your Out of School Time Site Coordinator or call the main Friendship Connection office at 651-604-3505.


All Roseville Area Schools Community Education Programs use the same online system, so if you have registered in the past for Friendship Connection, an enrichment class, ECFE, Pre K or swimming, you are already in our system.

To begin your 2018-2019 registration, please find the appropriate starting point listed below.

**BRAND NEW FAMILIES - Login Set-up:** \*\*If you have never registered for Friendship Connection or any other Roseville Area Schools Community Education programs please follow this process:



1. Go to [www.isd623.ce.eleyo.com](http://www.isd623.ce.eleyo.com).
2. Select  in the upper right hand corner.
3. Complete the Register a New Account form.
4. Continue to page 2.

**FAMILIES WHO REGISTERED PREVIOUSLY USING PAPER REGISTRATION FORMS:** If you registered for Friendship Connection or Roseville Area Schools Community Education adult, youth, swim, ECFE or Pre-K programs since 2013 by completing paper registration forms, **YOU ARE ALREADY IN OUR SYSTEM!** Please DO NOT create an account. Instead, follow this process:

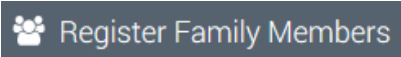

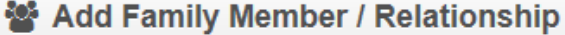

1. Go to [www.isd623.ce.eleyo.com](http://www.isd623.ce.eleyo.com).
2. Click on  in the upper right corner.
3. Enter the email associated with your account and click on [Forgot Password](#) and the system will send you an email with a link to set your password.
4. Continue to page 2.

If you do not yet have an email set up in the system, please call the main Friendship Connection office at 651-604-3505 to get set up.

**CURRENT FRIENDSHIP CONNECTION/COMMUNITY EDUCATION FAMILIES WHO ALREADY HAVE LOGINS SET UP:**

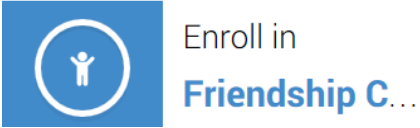
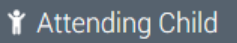
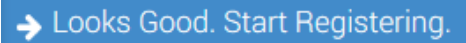


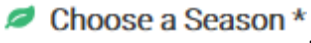
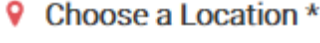
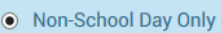
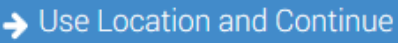

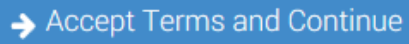
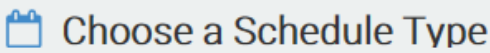
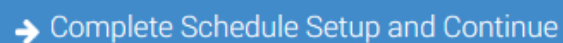
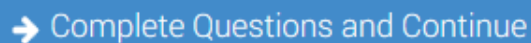
1. Go to [www.isd623.ce.eleyo.com](http://www.isd623.ce.eleyo.com).
2. Click on  in the upper right corner.
3. Enter the email associated with your account and your password and then click .
4. Continue to page 2.


## ACCOUNT RELATIONSHIPS: Please check these in your account.

1. After signing into your account , look under  to see which of your family members have been set up.
2. If you need to add a child to be registered or a spouse on your account, select  and then .
3. Complete the form (required fields are indicated with an asterisk.) For Friendship Connection: you must enter a grade and the child's home school. **Be sure to indicate any special needs your child has in the special needs field.** Select .

## REGISTERING FOR 2018-19 FRIENDSHIP CONNECTION

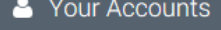

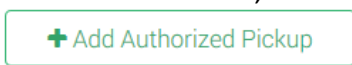


Once your account and your relationships (all children that will be registering) have been created, you may easily register for Friendship Connection.

1. On the main page, point to .
2. Select the correct child under , and verify that child's information is correct. If it is select . If it is not, select  and make the necessary changes.
3. Verify or add the required 3 emergency contacts then select .
4. Under  , choose "School Year 2018-2019," "Harambee 2018-2019" or "Summer 2018"(be careful because the current school year may still be a choice).
5. Under  , select the Site/School your child will attend or choose   if you **only** need non-school days and click .
6. Read the Friendship Connection Registration Agreement then click the check box   then .
7. Next , complete the schedule form and select .
8. Answer all required questions. These questions serve as the emergency information needed by the site. Then select .
9. Enter the payment method for your Registration Fee (credit/debit card or checking/savings account). Please refer to your registration information for specifics on registration fee amounts. Note: Your account will not be charged until your registration has been approved. If you want to enroll in AutoPay, you can do so on this screen.

10. Select  .
11. You will receive an email confirmation about your request. You will also receive a confirmation once your request has been approved and your account has been charged for the registration fees.
- 12. Repeat steps 1-10 for an additional season for the same child (summer/school year).**
13. If you are registering more than one child, repeat the above process.

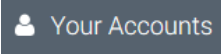
**SETTING UP AUTHORIZED PICKUPS ONLINE:** Friendship Connection uses an iPad at each site for student sign-in and sign-out. Parents must set up Authorized Pickups online.

**EVERYONE WHO YOU WOULD LIKE TO BE ABLE TO DROP OFF OR PICK UP YOUR CHILD MUST BE ENTERED AS AN AUTHORIZED PICKUP.**

1. Once logged in, select your Friendship Connection account under .
2. To add an authorized pickup to your family profile, select the  button from the left side.
3. Under child's name, near the bottom of the screen, select the  button.
4. Enter the authorized pickup name, phone number and any notes about that pickup. NOTE: *Authorized pickups should be added to each child.* To add an un-authorized contact, notify the office at 651-604-3505.
5. Use the  button to remove a pickup if necessary.
6. When finished adding or removing an authorized pickup, select .

## **MAKING THE MOST OF YOUR ONLINE ACCOUNT**

In your online account, you can view Friendship Connection invoices and make payments. **All accounts are set up as paperless accounts in the system.** You can download and print invoices in your account if needed and can access your end-of-year tax information online (no paper copy of your end-of-year statement will be sent). You can also add a credit/debit card or checking/savings account for Auto-pay.

1. Log in to your Account at : [www.isd623.ce.eleyo.com](http://www.isd623.ce.eleyo.com)
2. Select your Friendship Connection account under .

*See example on next page*

# Friendship Connection Account #3

Select a contract to manage, make changes or withdraw

**Account Management tools**

- Account Management
  - Register a New Contract
  - Register Drop-in Days
  - Register Non-School Days
  - Manage Authorized Pickups
  - Download Tax Information

**Tax info here**

**View and Pay Invoices**

**Manage your Auto Pay**

**Current and Upcoming Contracts**

Sam Test

- Falcon Hgts School Year - Mon-Thu Falcon Heights After School - Ends: Mar 15, 2018
- Falcon Hgts School Year - Pick Your Days Falcon Heights After School - Starts: Mar 19, 2018

**Recent Activity**

February 2018

- 02/01/18 8:51 AM - Invoice 48972: Feb 01 - Feb 28 - \$175.50

January 2018

- 01/15/18 4:03 AM - Credit Card Visa (1234) Payment for \$187.20 - (\$187.20)
- 01/02/18 10:41 AM - Invoice 47939: Jan 01 - Jan 31 - \$187.20

December 2017

- 12/15/17 5:08 AM - Credit Card Visa (1234) Payment for \$151.90 - (\$151.90)

Select a payment or invoice to view and print details

## CONTRACT MANAGEMENT

To change schedule, view or register for Non School Days or Drop-in Days or withdraw your contract:

1. From the main page, click on your account.
2. Under **Current and Upcoming Contracts**, click on the contract you want to manage.

**Contract Management tools**

- Contract Management
  - Change Schedule
  - Register for Drop-in Days
  - Register for Non-School Days
  - Managed Authorized Pickups
  - Withdraw Contract

**Falcon Heights After School**

- Falcon Heights After School - Falcon Heights - 1393 Garden Ave West, Falcon Heights, MN 55113
- Mon-Fri, Sep 5 - Mar 15 3:20 - 6:00 PM
- No School: Oct 2, Oct 19-Oct 20, Nov 22-Nov 24, Dec 1, Dec 22, Dec 25-Dec 29, Jan 1, Jan 15, Jan 26, Feb 9, Feb 19, Mar 2 & Mar 5-Mar 9

September 2017    October 2017    November 2017

Tuesday, September 5th 2017 through Thursday, March 15th 2018

Falcon Heights After School

Drop-in Days

- Tuesday, October 17th 2017 - Falcon Heights before school
- Friday, November 3rd 2017 - Falcon Heights before school

Non-School Days (1 pending)

- Monday, October 2nd 2017 - FH October
- Thursday, March 8th 2018 - FH March

Remove pending Non-school day request

Remove pending Non-school day request