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; 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 2020-2021 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:

2. Select Sign In 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 any 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:

2. Click on Sign In in the upper right corner.
3. Enter the email associated with your account and click Next.
4. Click Forgot Password? and the system will send you an email with a link to set your password.
5. 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:**

2. Click on Sign In in the upper right corner.
3. Enter the email associated with your account and click Next.
4. Enter your password and then click Sign In.
5. Continue to page 2.
ACCOUNT RELATIONSHIPS: Please check these in your account.

1. After signing into your account, look under `Manage Family Members` 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 `Manage All Relationships` and then `Add a Relationship`.
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 `Create Person`.

**REGISTERING FOR 2020-21 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 `Enroll in Friendship C...` If you don’t see that, click on `Community Education` in the upper left corner, click on the photo with Friendship Connection, then click on `Enroll Now` on the left side.
2. Select the correct child under `Attending Child`, and verify that child’s information is correct. If it is select `Looks Good. Start Registering`. If it is not, select `Edit Child Info` and make the necessary changes.
3. Verify or add the required 3 emergency contacts then select `Verify Contacts/Pickups and Continue`.
4. Under `Choose a Season*`, choose “School Year 2020-2021,” “Harambee 2020-2021” or “Summer 2020” (be careful because the current school year may still be a choice). Read through the season’s information.
5. Under `Choose a Location*`, select the Site/School your child will attend or choose `Non-School Day Only` if you only need non-school days and click `Use Location and Continue`.
6. Read the Friendship Connection Registration Agreement then click the check box `I have read and agree to the above terms and conditions` then `Accept Terms and Continue`.
7. Next `Choose a Schedule Type`, complete the schedule form and select `Complete Schedule Setup and Continue`.
8. Answer all required questions. These questions serve as the emergency information needed by the site. Then select `Complete Questions and Continue`.
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 Complete Registration.

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, look under Current and Upcoming Enrollments to find Your Accounts and select your Friendship Connection account.

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 Save Authorized Pickups.

**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

2. Look under Current and Upcoming Enrollments to find Your Accounts and select your Friendship Connection account.

*See example on next page*
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, under **Your Accounts**, click on your account.
2. Under **Current and Upcoming Contracts**, click on the contract you want to manage.

Remove pending Non-school day request