

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 2019-2020 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.
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 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:

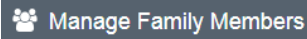


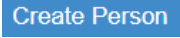
1. Go to www.isd623.ce.eleyo.com.
2. Click on  in the upper right corner.
3. Enter the email associated with your account and click .
4. Click [Forgot Password?](#) and the system will send you an email with a link to set your password.
5. Continue to page 2.

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:



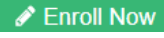

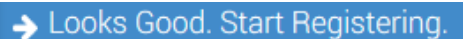
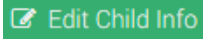



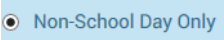


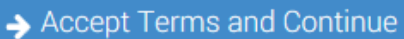

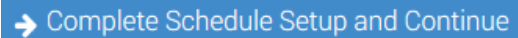
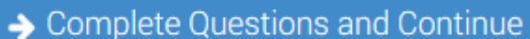
1. Go to www.isd623.ce.eleyo.com.
2. Click on  in the upper right corner.
3. Enter the email associated with your account and click .
4. Enter your password and then click .
5. Continue to page 2.


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 2019-20 FRIENDSHIP CONNECTION

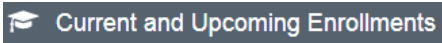
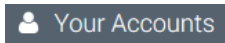




Once your account and your relationships (all children that will be registering) have been created, you may easily register for Friendship Connection.

1. On the main page, point to  Enroll in **Friendship C...** . If you don't see that, click on  in the upper left corner, click on the photo with Friendship Connection, then click on  on the left side.
2. Select the correct child under  **Attending Child** , 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 a Season *** , choose "School Year 2019-2020," "Harambee 2019-2020" or "Summer 2019"(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  if you **only** need non-school days and click .
6. Read the Friendship Connection Registration Agreement then click the check box  then .
7. Next  **Choose a Schedule Type** , 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.

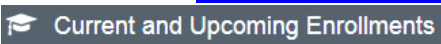
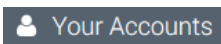
SETTING UP AUTHORIZED PICKUPS ONLINE: Friendship Connection uses an iPad at each site for student sign-in and sign-out. Parents must set up Authorized Pickups online.

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, look under  to find  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 .

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  to find  and select your Friendship Connection account.

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

Brimhall School Year Mon-Fri Brimhall before school **Ends: Jun 6, 2019**

Recent Activity

Month	Date	Activity	Amount
February 2019	02/06/19 9:57 AM	Invoice 60834: Feb 01 - Feb 28	\$277.60
January 2019	01/15/19 4:24 AM	Credit Card Visa (1234) Payment for \$240.00	(\$240.00)
January 2019	01/02/19 10:56 AM	Invoice 59177: Jan 01 - Jan 31	\$240.00
December 2018	12/15/18 4:09 AM	Credit Card Visa (1234) Payment for \$180.00	(\$180.00)

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, under **Your Accounts** 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

Brimhall before school

Brimhall before school - Brimhall - 1744 County Road B West, Roseville, MN 55113

Mon-Fri, Sep 4 - Jun 6 6:30 - 9:35 AM

No School: Oct 1, Oct 18-Oct 19, Nov 5, Nov 22-Nov 23, Nov 30, Dec 24-Dec 28, Dec 31-Jan 1, Jan 21, Jan 28, Feb 8, Feb 18, Mar 1, Mar 4-Mar 8, Apr 19, May 24 & May 27

September 2018

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Tuesday, September 4th 2018 through Thursday, June 6th 2019

Brimhall before school Su M Tu W Th F Sa

Drop-in Days

Tuesday, February 12th 2019 - Brimhall After School

Wednesday, February 13th 2019 - Brimhall After School

Non-School Days (1 pending)

Friday, February 8th 2019 - BH February - Brimhall - 1744 County Road B West, Roseville, MN 55113

Friday, March 1st 2019 - BH March - Brimhall - 1744 County Road B West, Roseville, MN 55113 **Remove**

Remove pending Non-school day request