How to Eleyo

A Parent’s Guide to Managing Your Bronco Club Account
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REGISTERING YOUR ACCOUNT

Create Your Account Profile


2. Create your profile by selecting Sign In (top, right corner).

3. Log in with Facebook, Google or select Create One Now.

4. When creating an account within Eleyo, you will be required to enter basic contact information including an email address (used for logging in) and a password. If your email address is recognized, use the “Send Forgot Password Email” to receive a reset password email.

5. Complete the profile form and select Create Account.

Please check “YES” on the profile form when asked about receiving marketing & text messages. Text messaging is used to notify parents with updates on the program. We do not use it for marketing purposes.

An email will be sent from Eleyo with a link to verify your account.

Use the Verify Your Email Address button on that email to verify your account.
Add Family Members & Emergency Contacts

1. If you are not already on the website, browse to https://mustangps.ce.eleyo.com and login with your email address and password by selecting the Sign In button.

2. Select your name in the top right corner to present the drop down menu and then select “Your Account/Relationships” to view your profile. See example below.

3. Use the “+Add a Relationship” button to add all family members.

   **NOTE:**
   If your child is in Pre-K, when selecting their grade, choose Kindergarten and the year your child will enter Kindergarten.

   Example: school year 2020 child is in Pre-K, enter grade as Kindergarten 2021.

4. Select the Create Person button.

5. After you have finished setting up the people associated with your profile, select the Explore button under Account Management, then select Explore All Programs and click into “Your Dashboard”.

6. On the left, under the Manage Family Members section, use the Add Emergency Contacts button to add new emergency contacts. Use the Edit Emergency Contacts button to update any information.

   **In order to prevent creating duplicate users in the system, when adding an emergency contact that is already part of your profile, PLEASE search for the name then select from the list of existing users that are presented.**
Register for Bronco Club

1. If you are not already on the website, browse to https://mustangps.ce.eleyo.com and login with your email address and password by selecting the Sign In button. If you have not created an account, see page 3 to complete this process first.

2. From the “Welcome to Your Account” page (Dashboard), click on Explore All Programs above your name to present the drop down menu.

3. From here choose Bronco Club, then click on Registration. If you need additional information about Bronco Club, choose “Learn More” button, see the green arrow.
MANAGING YOUR ACCOUNT

Account Dashboard

Below are examples of what your Bronco Club Dashboard may look like. Here you can manage contracts, requests for drop-ins, preview and pay invoices, manage auto-pay and authorized pickups, and download tax statements or receipts.
Creating A Contract

From your dashboard, scroll down to the Enroll In box on the left side of your screen.

Click on “Bronco Club” to create contract. A contract is created to enroll your child into the program.

From here choose your child to enroll, verify child information, edit information if needed, and click “Looks Good. Start Registering”.

Elyeo will take you step by step through the contract process. At the top of the contract there will be a status bar that guides you through the progression of your enrollment.
Once a site has been chosen, the next screen is the Terms and Agreement page. Please read this page thoroughly. If you have any questions, contact the Bronco Club office for clarification.

The Bronco Club Parent Handbook and the Terms & Conditions in the contract are important to read and understand. They provide guidelines to our program and give instructions about enrollments, payments, changes, and withdrawals. For clarification on polices, please contact the Bronco Club District office at 405-376-7838.
Once you have agreed to the Terms & Conditions, the next step in the contract process is to choose your child’s schedule. There are two types. A consistent schedule which is $13.50 per day or a drop-in schedule which is $25 per day.

A consistent schedule will look like below. The first date that is possible to attend will be seven (7) days from the date you are submitting the contract. The system auto populates with the first possible date of attendance and will not let you back date the contract. Choose the last date of attendance and the number of days (2, 3, 4, or 5). NOTE: the days chosen must be consistent each week as well.
When choosing a drop-in contract, a three (3) day notice is required and you must provide the specific drop-in date(s). **NOTE: if a drop-in contract is submitted without any specific dates, the contract will be denied.** Eleyo will not allow you to back date the contract. This policy is to ensure we have proper staffing and supplies in place.

Complete the contract questions and agree to terms.
Once the contract is complete, Eleyo will ask for payment information for the $25 non-refundable registration fee. Here you can also set the payment method up as auto pay. If you choose not to set up auto pay at this time, you can at a later date. Refer to page 16 under Auto Pay & Saved Payment Methods for instructions.

Complete the registration and you will receive the following message. A separate enrollment must be completed for each child. A confirmation email will be sent as well.
**Contract Management**

**Change Schedule** - This button is used to change your child’s Bronco Club contract. There is a seven (7) day notice requirement and you are responsible for tuition up until the change goes into effect. There is also a $5.00 processing fee.

**Manage Authorized Pickups** - Used to manage your child’s Authorized Pickups. This will eliminate any confusion as to whether they are authorized or not. We strongly encourage additions to be made 24 hours in advance. Thank you.

**Withdraw Contract** - This button is used to complete a withdrawal request. There is a seven (7) day notice requirement and you are responsible for tuition up to the end of the seven (7) day notice.

**No School** - Lists all the dates in which Bronco Club is closed. As you know, if school is out of session, Bronco Club is also closed.

**Drop-in Days** - If there are days available to drop in, there will be a register button to the right. A three (3) day notice required ensure we are staffed appropriately.
Account Management - This section is where you can register new contracts for Bronco Club. Manage your child’s Authorized Pickups. This will eliminate any confusion as to whether they are authorized or not. We strongly encourage additions to be made 24 hours in advance. Thank you

Current and Upcoming Contracts will show if there is a current contract pending, or approved. You will click into the contract to make changes. See page 8 for additional guidance.

Latest Invoice - This section shows if there is an outstanding invoice, any balance due, a due date, and/or any credit on the account. If the Balance Due is in (RED), then this means your account currently has a credit balance.

Recent Activity - This section shows all billing and payment activity. Any amount in (RED) is either a payment or credit to the account. Payments will show the payment method used.

Auto Payments - This section will indicate if an auto payment is set up. If there is not one, from here you can set up auto pay on the account.
Email Confirmations

Contract Approval Confirmation Email

**Hello Stacey**
WE’VE APPROVED THE FOLLOWING FOR YOU

- **Contract Request**

- **Who**
  Ima Bronco

- **Where**
  Canyon Ridge Intermediate
  3600 S Sara Rd
  Mustang, OK 73064

- **When**
  Monday, Aug 31st 2020 through Thursday, May 20th 2021

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**Contract Dates/Days**

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**Important Program Info**

- Thank you for registering for Bronco Club! Please enable texting and join our Facebook group, as these are our primary communication methods.
- Facebook group: Bronco Club - Mustang Public Schools.
- We are happy to welcome you to the Bronco Club After School Care program. Just a few things you might not know:

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Contract Change Confirmation Email

**Hello Stacey**
WE HAVE APPROVED YOUR

- **Schedule Change Request**

- **Who**
  Contract for Ima Bronco

- **When**
  Monday, Aug 31st 2020 through Thursday, Sep 17th 2020

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**Current Contract Info**

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**New Contract Info**

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**View Contract Details**

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**Contact Info:**
- **Address:**
  900 S Mustang Rd
  Mustang OK 73064

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**Connect With Us:**
- Our Website
For clarification on any of our policies, please contact the Bronco Club District office at 405-376-7838.

Additional information can be found @ http://www.mustangps.org/BroncoClub.aspx
Auto Pay & Saved Payment Methods

Sign in to Eleyo at https://mustangps.ce.eleyo.com. From your dashboard, scroll down to the bottom of the page to Saved Payment Methods under ACCOUNT.

From here you can Remove, Modify, or Add a payment method. You can also set up auto pay through the modify and the add options.
Modify Existing Payment Method
Here is where you can change your payment method information, set up the payment method as your auto pay, or you can just have the payment method saved to your account and not have it linked to anything specific.

Add New Payment Method
Click on the +Add Saved Payment Method bar and two options appear. You can add a checking/savings account or you can add a credit/debit card.
Add New Payment Method-cont’d
Complete bank or card information, then indicate if you want the payment to be set up as auto pay. Once this is done, click save.

FAQs
Can be accessed from the home page or scroll to the bottom of the web page and access from there.
Account Management Using A Smart Phone

From your smart phone browse to the website: https://mustangps.ce.eleyo.com. Sign into your Eleyo account. The Dashboard will appear. It will show your account information, an option to Find Programming, View Payments, and Manage Family Members.
To access the menu, go to the compass in the upper left corner and click. This will open Menu Options. Here you can access your dashboard, access your account, management your family, view your activity/history on account, add/manage payment methods, or find contact information.
Creating A Contract On A Smart Phone

From your dashboard or the menu options, click into “Your Accounts”. From here, Eleyo gives you the option to register a new contact. Completing a contract on a smart phone is the same as completing a contract on the computer, see pages 7-11.
Auto Pay & Saved Payment Methods On A Smart Phone

From your dashboard click on the compass in upper left hand corner. The menu options will appear. Scroll down and click “Payment Methods”.

![Dashboard Screenshot](image-url)
Your saved payment method will appear. From here you can remove, modify, or add a new payment method. You can designate any of your saved payment methods as auto pay.
Manage Authorized Pickups On A Smart Phone

From your dashboard click on “Accounts”. under Account Management, click “Manage Authorized Pickups”. From that screen scroll down and click “+Add Authorized Pickup”, and enter the pickup person’s information.

We strongly encourage additions to be made 24 hours in advance. This will eliminate any confusion as to whether they are authorized or not.

Thank you
Contract Management On A Smart Phone

From your dashboard click on “Accounts”. Scroll down to Current and Upcoming Contracts and click into the contract you are changing or withdrawing. From here choose your action, and complete the form and submit.

Change Schedule - This button is used to change your child’s days of attendance in Bronco Club. There is a seven (7) day notice required and you are responsible for tuition until the change goes into effect. There is also a $5.00 processing fee.

Withdraw Contract - This button is to complete a withdrawal request. There is a seven (7) day notice requirement and you are responsible for tuition until the withdraw date.

Drop-in Days - If there are days available to drop in, there will be a register button to the right. A three (3) day notice required to ensure we are staffed appropriately.
CONTACT INFORMATION

broncocclub@mustangps.org

Jean-Marie Otto - Operations Clerk
405-376-7838

Julie Chastain - District Coordinator
405-265-5238

http://www.mustangps.org/BroncoClub.aspx

CONNECT WITH US ON

https://www.facebook.com/groups/BroncoClubMPS