

## Registering and Managing your Bronco Club Account

Bronco Club is transitioning to a new online tool to register and manage your child care account. Below are some tips for creating a family profile and managing your account.



### Create Your Account Profile

1. Browse to the website: <https://mustangps.ce.eleyo.com>
2. Create your profile by selecting **Sign In** (top, right corner).
3. To create a new profile, log in with Facebook or Google -or- select *Create One Now*.
4. When creating an account within the system, you will be required to enter your 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 password set email.
5. Complete the profile form and select **Create Account**.

*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 and 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 of the screen then select **Your Account/Relationships** to view your profile.
3. Use the **Add a Relationship** button to add all family members. When adding a grade for a Pre-K student, select Kindergarten and the year your child will be entering Kindergarten (you may edit this later if needed).
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* then *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 that 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. On the welcome page of Mustang Public Schools, under the Bronco Club description, select *Register Now*, then select *Enroll Now*.
2. Walk through the registration, completing the location, schedule, agreement to terms and conditions, and registration questions.
3. Submit your child's contract for approval. If your child will attend multiple summer camps, please register for each camp. Answers to the registration questions will auto-fill for your child.
4. Follow the same steps to register additional children for the program.

## Account Management

Below is an example of what your Bronco Club Dashboard may look like. You can manage contracts, requests for drop-ins, preview and pay invoices, manage auto-pay and authorized pickups, and download tax statements or receipts.

**Bronco Club**  
Account #1004

**Account Management Tools**

- Account Management
  - Register a New Contract
  - Manage Authorized Pickups

**View and pay invoices**

- Latest Invoice
  - Due Date: May 14, 2019
  - Balance Due: \$88.00
  - Pay
  - View

**Manage your auto pay**

- Auto Payments
  - No Auto Payments Set up for Bronco Club #1004
  - Setup Auto Payments

**Current and Upcoming Contracts**

- Johnny Radtke
  - Trails Elementary...  
Select a contract to request a schedule change and view details.

**Recent Activity**

- March 2019
  - 03/05/19 11:05 AM  
Payment and invoicing details will begin to display her. You can print your tax statements for the program in January of each year.
  - \$88.00
- View All Activity