

CREATE A CONTRACT ON A MOBILE DEVICE

The Cobb County School District utilizes Eleyo Childcare Management System for it's After School Program (ASP). The Enrolling Adult as defined by CCSD will need to set up an Eleyo Account. Once the account is set up, a contract will need to be created for each child attending ASP. These instructions will help with the process.

Step #1:

▪ For Enrolling Adult Only

- On your mobile device, open an internet browser
- In the browser, enter the URL: <https://cobbk12.ce.eleyo.com>
- Click on the words that say "Sign In" at the top right corner in the blue band on the screen displayed



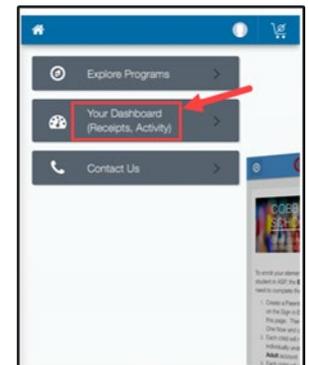
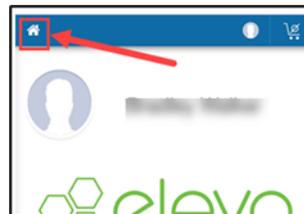
Step #2

- Under the words Sign In at the top of the screen, click the **blue** box to sign in with Facebook OR Click the **red** box to sign in with Google OR
- Enter your email address and Click Next
- Enter your password



Step #3

- After adding all relationships, your account is now set up
- Click the small house icon in the **blue** bar at the top left of the screen
- Next, click the gray box that says "Your Dashboard"

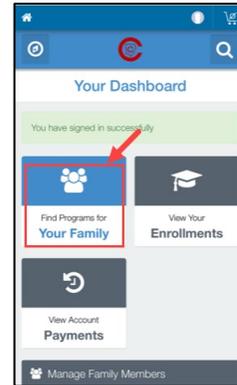


If you have any questions, please contact your school's ASP Director

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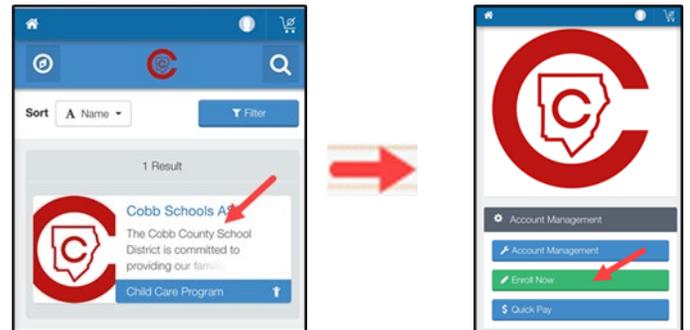
Step #4:

- Click the **blue** box that says “Find Programs for Your Family”
- You will now create a contract for each child to allow them to attend ASP



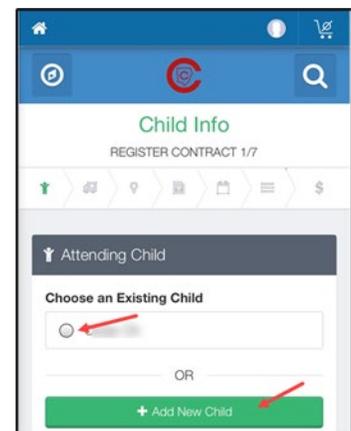
Step #5:

- Click on the box that says Cobb Schools ASP
- Now to create each child’s contract, click the **green button** that says “Enroll Now”



Step #6:

- On the Child Info screen, enter all pertinent information for each child enrolling in ASP, this will create a contract for each
- Each child on your account must have a contract
- Begin by choosing an existing child displayed or click the **green +Add New Child button**

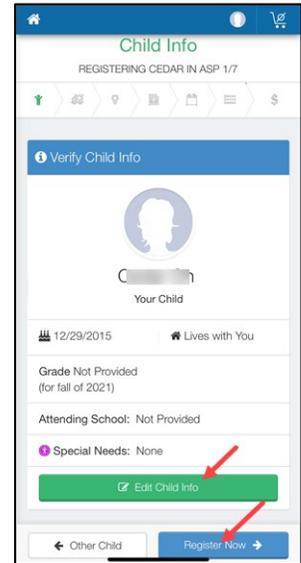


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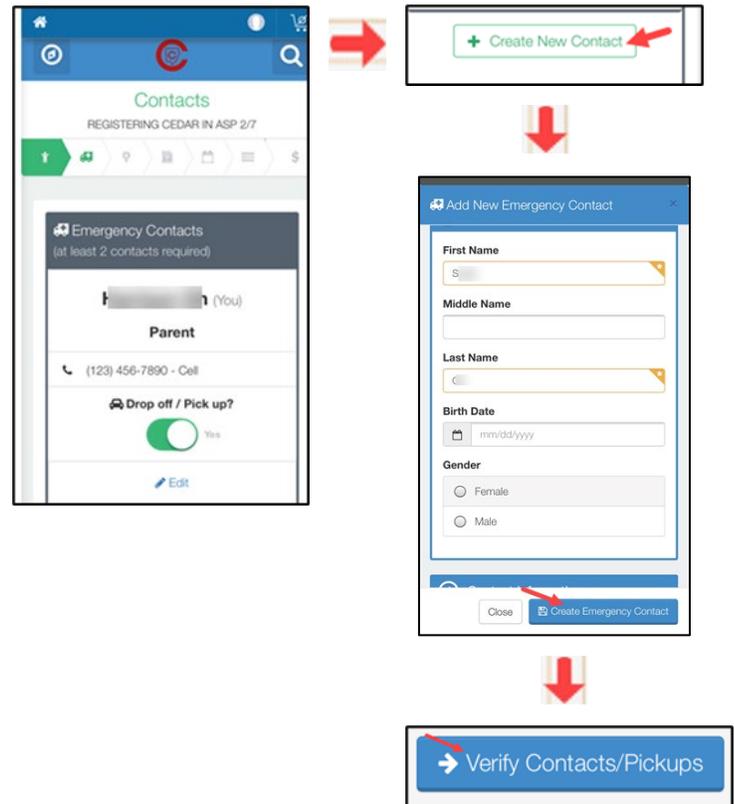
Step #7:

- Choosing an existing child will allow you to verify and edit the child's information if needed, this information was entered at Step #4 as the child was registered
- Click the **green Edit Child Info** button if editing is needed
- Otherwise click the **blue Register Now>** button at the bottom of the screen



Step #8:

- Each child's contract must have TWO emergency contacts
- Click the **green +Create New Contact** button
- Complete the pertinent information for the emergency contact only the name and phone number are needed for these contacts
- Click the **blue Create Emergency Contact** when completed
- Now, click the **blue Verify Contacts/Pickup** button at the bottom of the screen

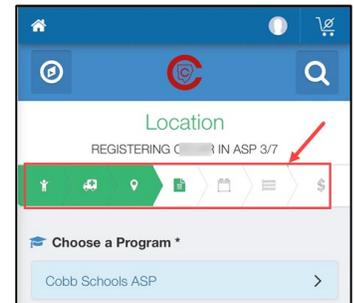


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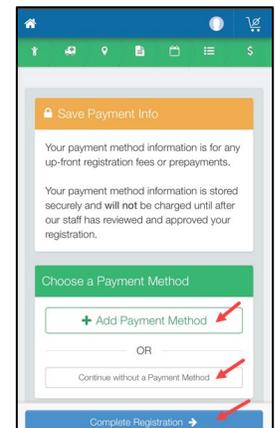
Step #9:

- A **green arrow** will advance across the top of the screen displaying each step that has been completed on the contract
- You may make any updates needed at each step:
 - Verify Contacts/Pickups
 - Create New Contact
 - Choose the ASP Location
 - Read and Accept the Terms and Conditions
 - Choose the ASP Section
 - Answer Contract Questions
 - Add Auto Pay information, if desired



Step #10:

- Click the **blue Complete Registration** button or Click Continue without saving a Payment Method
- You have completed your contract and it is awaiting approval by the ASP staff. You will receive an email notification once the ASP staff at your child's school has approved the contract.



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