



Registering for C.A.R.E.

This quick reference will walk you through the process of registering a childcare contract. Please follow the steps below to register for a pick your weeks schedule type.

LogIn

- ✓ Browse to the website: <https://troy.ce.eleyo.com/>
- ✓ Select Sign Up (top, right corner) and enter your login credentials.
NOTE: *If your email address is recognized as a previously registered user, please use the **Forgot Password** link to receive an emailed link to create a password.*

Register for a Pick Your Weeks Schedule (consistent days with varying weeks)

- ✓ Select *Explore All Programs*.
- ✓ Select the child care program from the Explore menu.
- ✓ Select *Registration*.
NOTE: *If you already have a child care account, select **New Contract**.*
- ✓ Select your child from the list on the left. You may edit the child's information by selecting *Edit Child Info* if any information has changed. If not, select *Looks Good. Start Registering*.
- ✓ Complete the Emergency Contact / Authorized Pick-ups form, then select *Verify Contacts/Pickups and Continue*.
- ✓ Review the program description and instruction text (if applicable) and select the Season (if applicable) you are registering your child for.
- ✓ Select the Child Care Site and select *Use Location and Continue*.
- ✓ If the program has Terms & Agreements, select *I have read and agree to the above terms and conditions*, then select *Accept Terms and Continue*.
- ✓ Select *Pick Your Weeks* and select the days of the week your child will attend for each site section..
NOTE: *If the program requires a minimum number of days and/or weeks, please be sure to select at least the minimum to continue through the registration process.*
- ✓ Select *Complete Schedule Setup and Continue*.
- ✓ Answer any registration questions required by the program then select *Complete Questions and Continue*.
- ✓ Enter a payment method that will be charged for any registration fees or deposits required by the program. If you have a saved payment method already attached to your profile, you can choose from your existing payment methods.
- ✓ Select *Complete Registration*.

You have now completed the registration for a pick your weeks schedule contract. Your contract request is pending until you receive a confirmation email when the program staff approves your schedule.