

ROBBINSDALE ADVENTURE CLUB ONLINE GUIDELINES

To request a Schedule change to an existing consistent/pick your day/drop-in contracts:

- Log into your account at <https://rdale.ce.eleyo.com>
- Click on **Explore All Programs**
- Click on your **Adventure Club/Early Adventures Account #XXX**
- Under **Current and Upcoming Contracts** click on the **school year contract**
- Under Account Management Click on **Change Schedule**
- Select **Days of the Week by Section** that you want to add/remove
- Click on **Change Contract's Schedule**
- Click **Submit Contract Schedule Changes**

Adventure Club/Early Adventures/Basement policy requires 10 business days for all withdrawals and schedule changes.

To request Drop-In Days: (Must be done at least 2 days prior to the date requested)

- Log into your account at <https://rdale.ce.eleyo.com>
- Click on **Explore All Programs**
- Click on your **Adventure Club/Early Adventures Account #XXX**
- Under Account Management Click on **Register Drop-in Days**
- **Choose Attending Child and Contract** and click on **Continue**
- **Choose Season** and click on **Continue**
- Click on the chosen timeframe **select the days** you want your child to attend
- Click **Finish**

To register for Non-School Days:

- Log into your account at <https://rdale.ce.eleyo.com>
- Click on **Explore All Programs**
- Click on your **Adventure Club/Early Adventures Account #XXX**
- Under Account Management Click on **Register Non-School Days**
- **Choose child** and click on **Continue**
- **Choose Season** and click on **Continue**
- Select **date(s)** and click on **Continue**
- Click on the drop-down arrow next to the date and **Choose Location** and click on **Continue**
- Click on Sign up **another child** if needed
- **Finish Registration**

To remove Pending Drop-in Days or Pending Non-School Days:

- Log into your account at <https://rdale.ce.eleyo.com>
- Click on **Explore All Programs**
- Click on your **Adventure Club/Early Adventures Account #XXX**
- Scroll down to **Current and Upcoming Contracts**
- Click on the **contract**
- If your drop-in days **have not been accepted**, click on the **Remove** button beside each date.
- Click on the **Remove** button next to the drop-in or non-school date you no longer want.
- Click **OK**

To add or remove an Authorized Pickup:

- Log into your account at <https://rdale.ce.eleyo.com>
- Click on **Explore All Programs**
- Click on your **Adventure Club/Early Adventures Account #XXX**
- Click on **Manage Authorized Pickups**
- Click on **+Add Authorized Pickup**
- Click on the ~ in the box under Person
- Select a name that is shown, or click on **Other** then add Name and Description
- Scroll down and click on **Save Authorized Pickups**

To request a Schedule change to an existing SUMMER schedule:

- Log into your account at <https://rdale.ce.eleyo.com>
- Click on **Explore All Programs**
- Click on your **Adventure Club/Basement Account #XXX**
- Under **Current and Upcoming Contracts** click on the **summer contract**
- Click on **Change Schedule**
- Click on **the date you want to add or remove**
- Click **Submit Contract Schedule Changes**

To view/print invoice:

- Log into your account at <https://rdale.ce.eleyo.com>
- Click on **Explore All Programs**
- Click on your **Adventure Club/Early Adventures Account #XXX**
- Under **Latest Invoice** click **View**
- Click **Download** then print
- To view other invoices, under **Recent Activity**
- Click **View All Activity**
- Click the yellow **Invoice** button

To Make a Payment:

- Log into your account at <https://rdale.ce.eleyo.com>
- Click on **Explore All Programs**
- Click on your **Adventure Club/Early Adventures Account #XXX**
- Under **Account Management - Latest Invoice**
- Click on **\$ Pay**
- Follow the prompts

To Print a Payment Receipt:

- Log into your account at <https://rdale.ce.eleyo.com>
- Click on **Explore All Programs**
- Click on your **Adventure Club/Early Adventures Account #XXX**
- Under **Recent Activity** click **View All Activity**
- You can print the screen OR
- Open the **Payment Receipt email** you received from **Robbinsdale Community Education & Print**

To view/print Tax Statement:

- Log into your account at <https://rdale.ce.eleyo.com>
- Click on **Explore All Programs**
- Click on your **Adventure Club/Early Adventures Account #XXX**
- Below Account Management click on the green **Download Tax Information** button
- Click on **the year** to download PDF
- You can print and/or save this Tax Statement

To update Your Profile, Family Members / Relationships:

- Log into your account at <https://rdale.ce.eleyo.com>
- Scroll down to the bottom of the screen
- Click on **Your Family** and you can:
- Click on **Edit your information or Edit Profile**
- Make changes to your information
- Click **Save Profile or Save Person**

To withdraw from the program:

- Log into your account at <https://rdale.ce.eleyo.com>
- Click on **Explore All Programs**
- Click on your **Adventure Club/Early Adventures Account #XXX**
- Under **Current and Upcoming Contracts** click on the contract
- Click on **Withdraw Contract**
- Enter **Last Day of Attendance**
- Click **Request Withdraw**

To use Quick Pay for payments by someone other than an owner of the account:

- Have them create an account at <https://rdale.ce.eleyo.com>
- **Log In** with your **Email Address** and **Password**
- Click **Explore All Programs**
- Click on your **Adventure Club / Early Adventures**
- In the middle section Click on **Quick Pay**
- Use the drop-down arrow to choose **Child Care Program***
- Enter **Account Number ***
- Enter **One of The Children's Last Name**
- Click **Continue**
- Enter **Amount**
- Click **Add to Cart**
- Click on **Checkout**
- Follow prompts
- Click on **Submit Payment**

To add/change payment method:

- Log into your account at <https://rdale.ce.eleyo.com>
- Click on **Explore All Programs**
- Click on your **Adventure Club/Early Adventures Account #XXX**
- Scroll down to **Auto Payments**
- Click on **Setup Auto Payments**
- Follow the prompts