



How to Eleyo

A Parent's Guide to Managing
Your Bronco Club Account





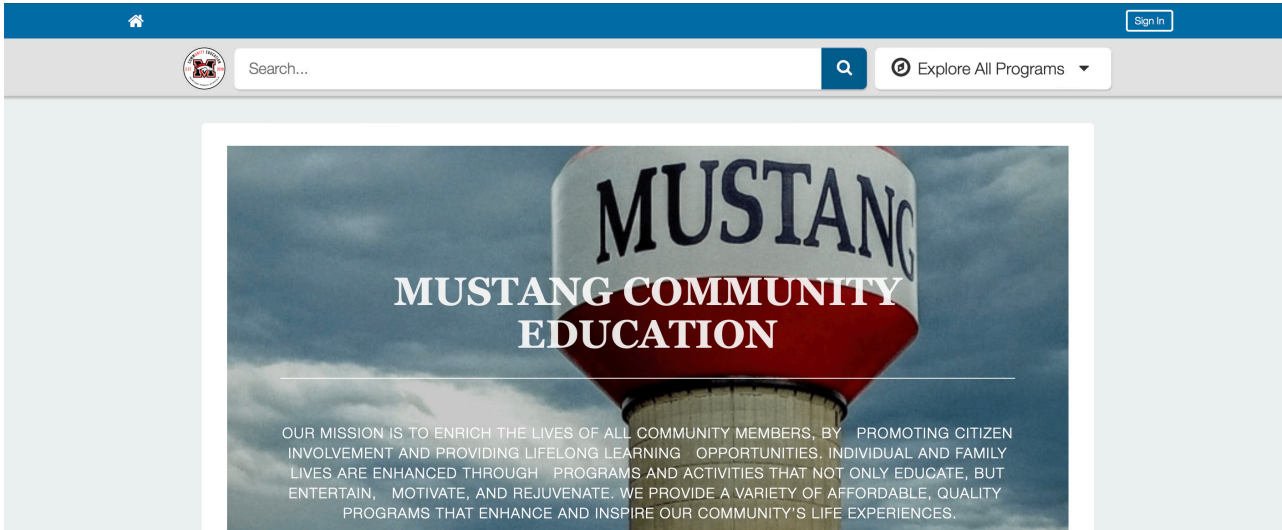
TABLE OF CONTENTS

Create Your Account Profile	3
Add Family Members & Emergency Contacts	4
Register for Bronco Club	5
Account Dashboard	6
Creating Enrollment Contract	7
Contract Management	12
Account Management	13
Email Confirmations	14
Auto Pay & Saved Payment Methods	16
Account Management Using A Smart Phone	19
Creating Enrollment Contract On Smart Phone	21
Auto Pay & Saved Payment Methods On Smart Phone	22
Manage Authorized Pickups On Smart Phone	24
Contract Management On Smart Phone	25

REGISTERING 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. 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.

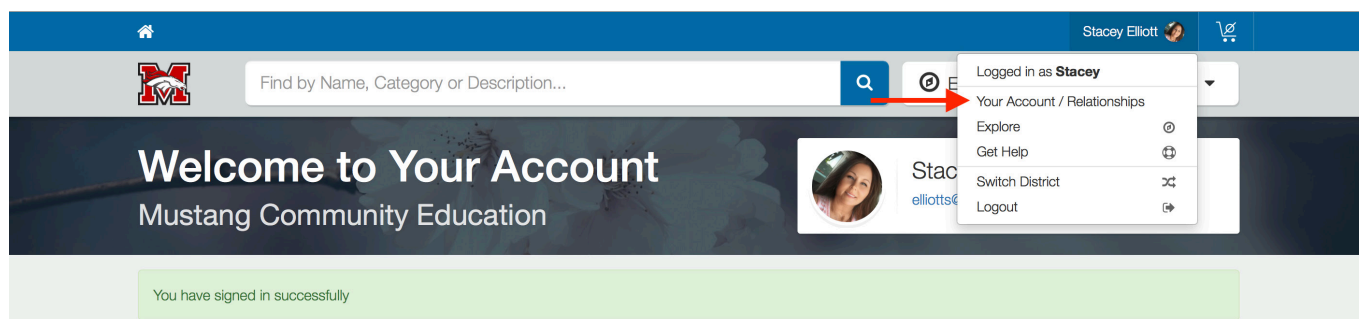
An email will be sent from Eleyo with a link to verify your account.

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.

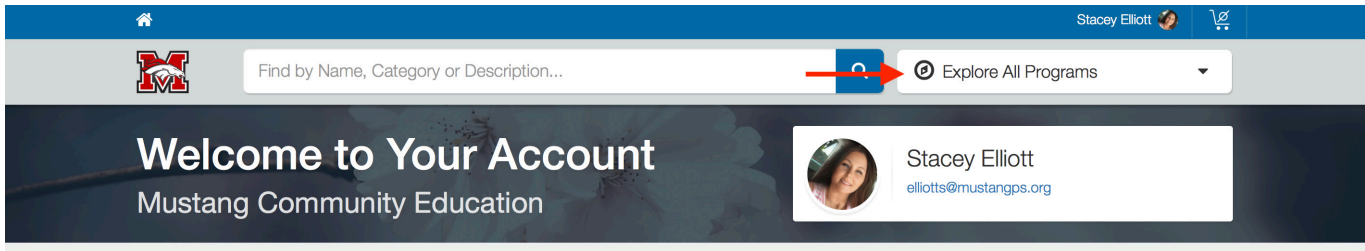
Example: school year 2020 child is in Pre-K, enter grade as Kindergarten 2021.

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.

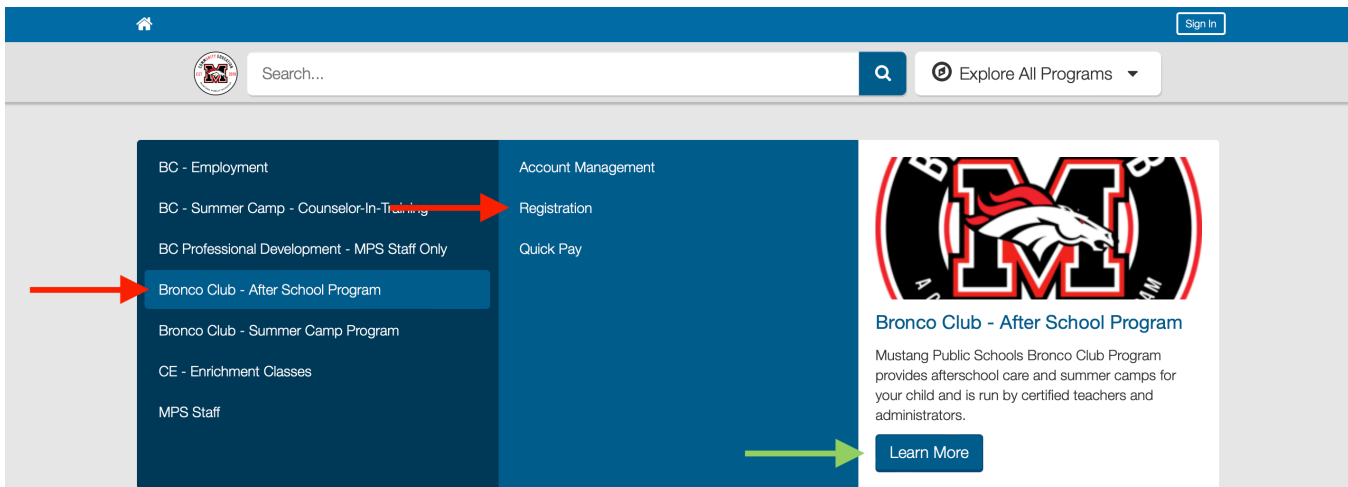
In order to prevent creating duplicate users in the system, when adding an emergency contact that is already part of your profile, PLEASE search for the name then select from the list of existing users that are presented.

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.

The screenshot displays the Mustang Community Education Account Dashboard. The top navigation bar includes a home icon, the user's name "Stacey Elliott", and a settings icon. Below this is a search bar with the placeholder text "Find by Name, Category or Description..." and a magnifying glass icon, followed by a button labeled "Explore All Programs".

The main content area is divided into two columns. The left column features a "Welcome to Your Account" banner for "Mustang Community Education" with the user's profile picture and email "elliotts@mustangps.org". Below the banner, the left sidebar contains several sections:

- Your Invoices:** A section with a dollar sign icon and the text "No Outstanding Invoices".
- Manage Family Members:** A section with a family icon. It lists two members: "Stacey Elliott" (labeled "You") and "Paul J Elliott" (labeled "Your Spouse"). Each member has an "Edit Emergency Contacts" button and a "Find Programs" button.

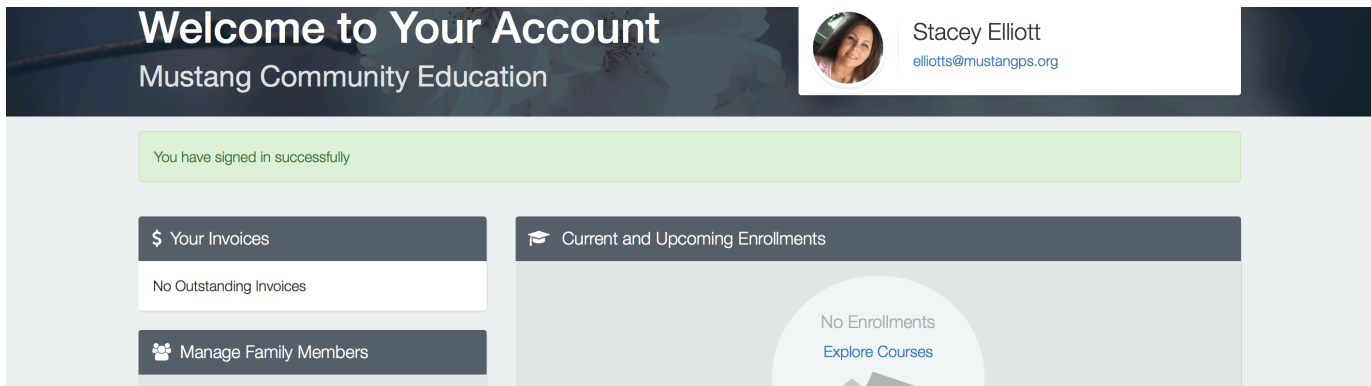
The right column contains the following sections:

- Current and Upcoming Enrollments:** A section with a graduation cap icon. It displays "No Enrollments" with a circular graphic containing an open book icon and a link to "Explore Courses". Below this is a "Find All Enrollments" button.
- Your Accounts:** A section with a person icon, currently empty.
- Recent Payment Activity:** A section with a payment icon, displaying "No Payments in the past 60 days".

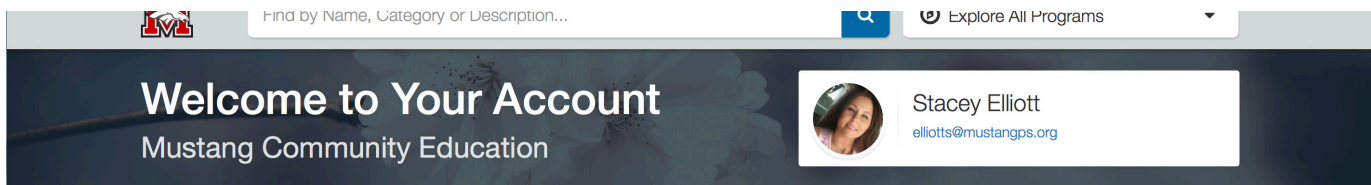
The bottom of the dashboard repeats the navigation bar and the "Welcome to Your Account" banner.

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".

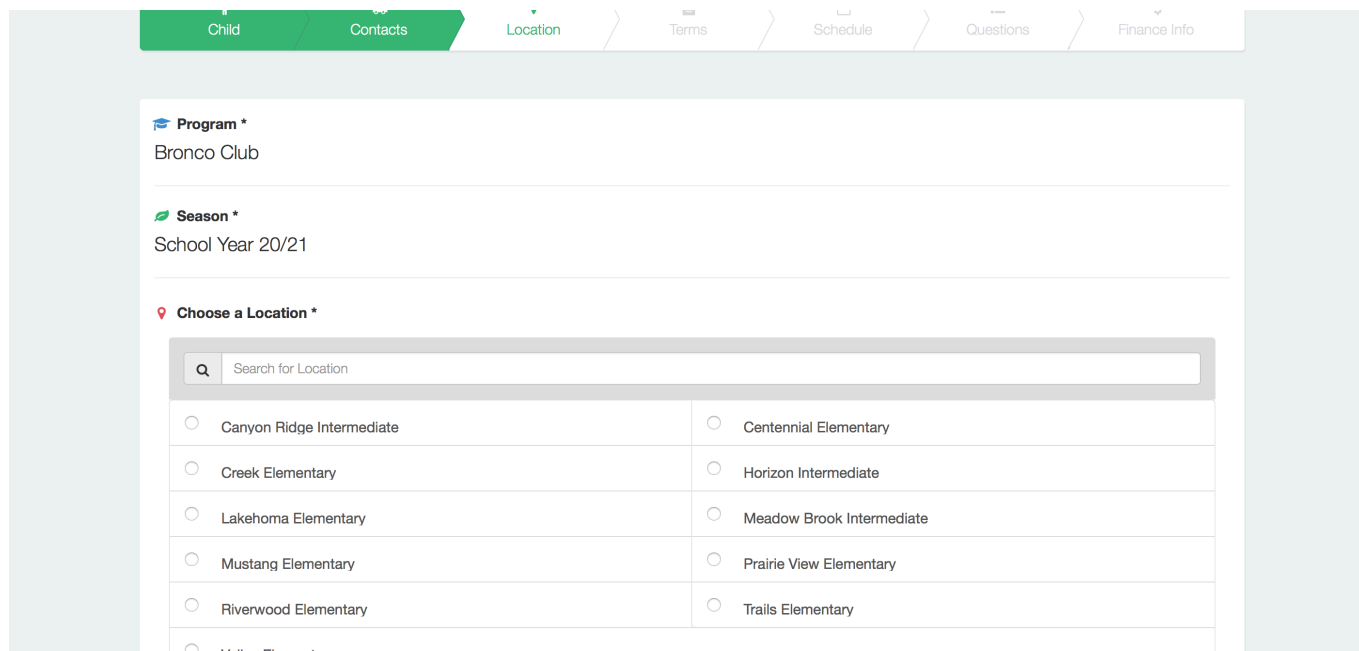
A screenshot of the "Child Info" registration process. At the top, it says "REGISTERING IMA IN BRONCO CLUB 1/7". A progress bar shows steps: Child (selected), Contacts, Location, Terms, Schedule, Questions, and Finance Info. Below this, on the left, is a "Choose an Existing Child" list with radio buttons for "Ima Bronco", "Kylie N Burnett", "Reagan A Burnett", and "Piper Jensen Elliott". An "Add New Child" button is at the bottom. On the right, the "Verify Child Info" section shows details for "Ima Bronco": "Your Child", born "01/01/2010", "Lives with You", "Female", "Grade 5th (for fall of 2020)", and "Attending School: Meadow Brook Intermediate". It also shows "Special Needs: None". Red arrows indicate the flow: from the "Child" step in the progress bar to the "Choose an Existing Child" list, then to the "Verify Child Info" section, then to the "Edit Child Info" button, and finally to the "Looks Good. Start Registering." button at the bottom.

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.



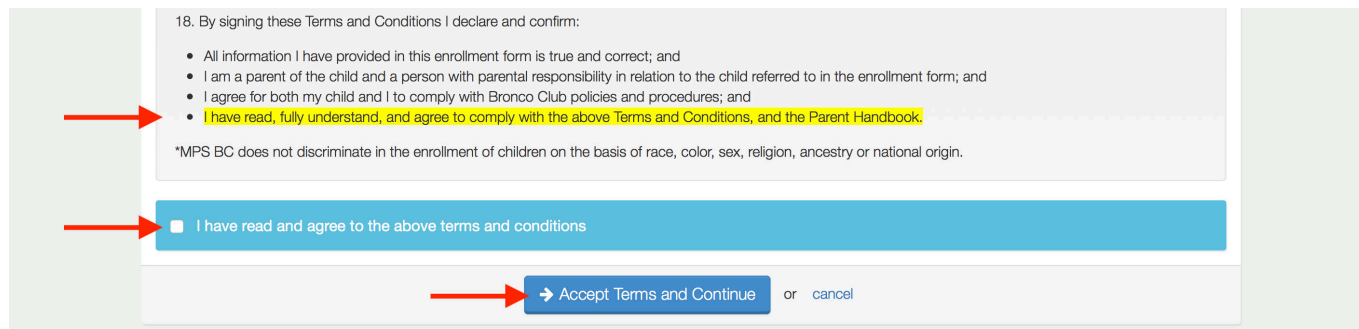


Choose your child's school site.



Search for Location	
<input type="radio"/> Canyon Ridge Intermediate	<input type="radio"/> Centennial Elementary
<input type="radio"/> Creek Elementary	<input type="radio"/> Horizon Intermediate
<input type="radio"/> Lakehoma Elementary	<input type="radio"/> Meadow Brook Intermediate
<input type="radio"/> Mustang Elementary	<input type="radio"/> Prairie View Elementary
<input type="radio"/> Riverwood Elementary	<input type="radio"/> Trails Elementary
<input type="radio"/> Valley Elementary	

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.



18. By signing these Terms and Conditions I declare and confirm:

- All information I have provided in this enrollment form is true and correct; and
- I am a parent of the child and a person with parental responsibility in relation to the child referred to in the enrollment form; and
- I agree for both my child and I to comply with Bronco Club policies and procedures; and
- I have read, fully understand, and agree to comply with the above Terms and Conditions, and the Parent Handbook.

*MPS BC does not discriminate in the enrollment of children on the basis of race, color, sex, religion, ancestry or national origin.

☐ I have read and agree to the above terms and conditions

[→ Accept Terms and Continue](#) or [cancel](#)

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 policies, 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 of contract schedules. A consistent schedule which is the same days each week or a drop-in schedule.

Contract Schedule
REGISTERING IMA IN BRONCO CLUB 5/7

Child Contacts Location Terms **Schedule** Questions Finance Info

Choose a Schedule Type

☐ **Consistent Schedule**

Pick the same days of the week for every week.

☐ **Drop-In**

Drop in without having a set schedule.

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 (3, 4, or 5). NOTE: the days chosen must be consistent each week as well.

Choose Date Range

First date of attendance: 09/08/2020

Last date of attendance: 05/20/2021

Select Days of the Week by Section

Canyon Ridge Intermediate - After School

3:00 - 6:00 PM

Choose Days of the Week *

All None Invert

Mon Tue Wed Thu Fri

You may select either: 2, 3, 4 or 5 days of the week.

Complete Schedule Setup and Continue or cancel

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.

Choose a Schedule Type

☐ Consistent Schedule ☒ Drop-In

Pick the same days of the week for every week.

Drop in without having a set schedule.

1 Choose Some Drop In Days OR Skip This Step And Continue

→ Complete Schedule Setup and Continue or cancel

Complete the contract questions and agree to terms.

Registration Questions

REGISTERING IMA IN BRONCO CLUB 6/7

Child Contacts Location Terms Schedule Questions Finance Info

Does your child have food allergies?

☐ Yes ☐ No

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.

REGISTERING IMA IN BRONCO CLUB 7/7

Child

Contacts

Location

Terms

Schedule

Questions

Finance Info

Save Payment Method Information

Your payment method information is for any up-front registration fees or prepayments.

Your payment method information is stored securely and will not be charged until after our staff has reviewed and approved your registration.

Choose from Your Existing Payment Methods

Ynb
Checking ****9999

+ Add Saved Payment Method

Enroll in auto payment for Bronco Club.

Avoid late fees and save time by having funds automatically withdrawn from the payment method above on the due date of each invoice you receive.

Complete Registration

 or

cancel

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.

Thank you for registering **Ima Bronco** for
Bronco Club at Canyon Ridge Intermediate

We will be reviewing your contract request shortly.
We will send an email confirmation after your contract request has been approved.

1

Register **Ima** for
Drop In Days

OR

Sign up **another child** for
Bronco Club

Go to My Account

11

Contract Management

Contract for Ima Bronco
at Canyon Ridge Intermediate

[← Back to Account](#)

Contract Management

- Change Schedule
- Manage Authorized Pickups
- Withdraw Contract

After School

After School - Canyon Ridge Intermediate

Mon-Fri, Aug 31 - May 20
3:00 - 6:00 PM

No School: Sep 7, Sep 18, Oct 15-Oct 16, Nov 23-Nov 27, Dec 21-Dec 25, Dec 28-Jan 1, Jan 4, Jan 18 & Mar 15-Mar 19

Monday, August 31st 2020 through Thursday, May 20th 2021

After School

Drop-in Days

Ima Bronco is not registered for any drop-in days. ***

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 managed 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

Bronco Club
Account #1003

Account Management

- + Register a New Contract
- Manage Authorized Pickups

Latest Invoice

Due Date: September 2, 2020

Balance Due: \$67.50

[\\$ Pay](#) [View](#)

Auto Payments

No Auto Payments Set up for Bronco Club #1003

[Setup Auto Payments](#)

Current and Upcoming Contracts

Ima Bronco

Canyon Ridge Intermediate Mon-Fri After School **Starts on Aug 31, 2020** >

Recent Activity

August 2020

08/28/20 1:16 PM	Bronco Club Invoice #19754: Aug 31 - Sep 04	\$67.50
------------------	---	---------

[View All Activity](#)

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

Mustang Community Education

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

Section	Sun	Mon	Tue	Wed	Thu	Fri	Sat
After School		✓	✓	✓	✓	✓	


Notes
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:

Be sure you are aware of the start date of your contract so that you can let

Contract Change Confirmation Email

Mustang Community Education

Hello Stacey
WE HAVE APPROVED YOUR
 **Schedule Change Request**



Who Contract for Ima Bronco

Current Contract Info
When Monday, Aug 31st 2020 through Thursday, Sep 17th 2020

Section	Sun	Mon	Tue	Wed	Thu	Fri	Sat
After School		✓	✓	✓	✓	✓	

New Contract Info
When Monday, Sep 21st 2020 through Friday, Oct 2nd 2020

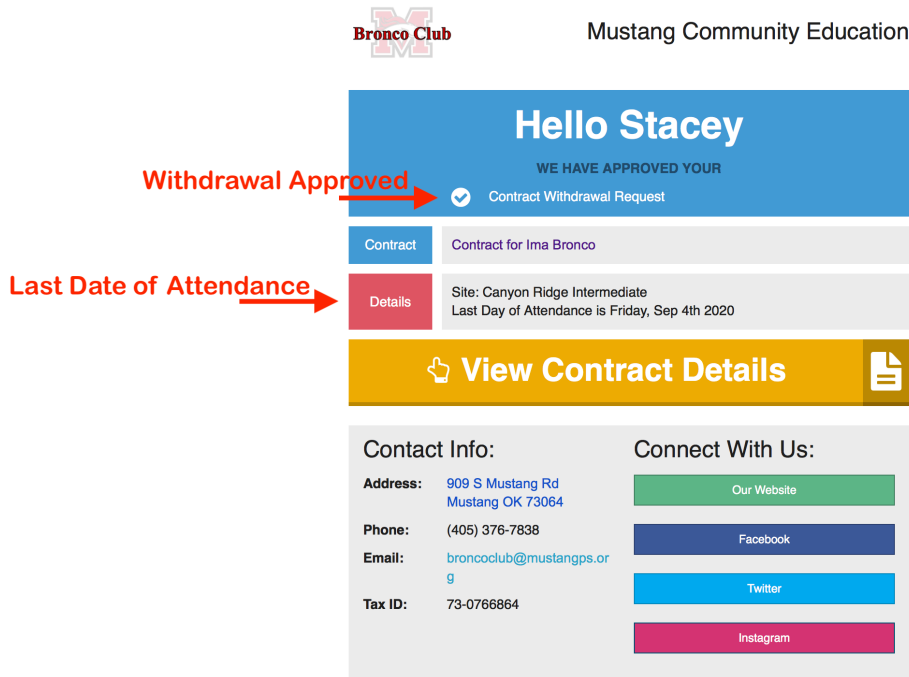
Section	Sun	Mon	Tue	Wed	Thu	Fri	Sat
After School		✓		✓		✓	

 **View Contract Details** 

Contact Info:
Address: 909 S Mustang Rd
Mustang OK 73064
Phone: (405) 376-7838

Connect With Us:
[Our Website](#)

Contract Withdrawal Confirmation Email



*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.

DISCOVER

Adult Enrichment
BC Employment
BC Professional Development - MPS
Staff Only
Bronco Club
Counselor-In-Training

MPS Staff
Teen Enrichment
Youth Enrichment
Our Website

SUPPORT

FAQ
Community Ed Policies
Contact Us

ACCOUNT

Your Dashboard
Your Family
Your History
[Saved Payment Methods](#)



(405) 376-7838

Mustang Community Education
communityed@mustangps.org




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.

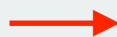
Saved Payment Methods

[← Back to Dashboard](#)

The following items do not have Saved Payment Methods. To add a saved payment method modify one of the saved payment methods below.

- Auto Payments for Bronco Club Account #1003 (100%)
- Auto Payments for Test BroncoClub Staff Account #1003 (100%)

Ynb	
	Ends in *****9999
Checking	
This method is not currently associated with anything. Edit what items this saved payment method is for.	
 Remove	Modify 



+ Add Saved Payment Method

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.

MM Find by Name, Category or Description... Explore All Programs

Editing Saved Payment Method

[← Back to Saved Payment Methods](#)

YNB Checking ending in ****9999 [Change / Update](#)

What should we use this payment method for?

☐ Auto Payments for Bronco Club Account #1003 (100%)

☐ Auto Payments for Test BroncoClub Staff Account #1003 (100%)

☒ Nothing at this time

[Save Payment Method](#) or [cancel](#)

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.

MM Find by Name, Category or Description... Explore All Programs

Saved Payment Methods

[← Back to Dashboard](#)

The following items do not have Saved Payment Methods:

- Auto Payments for Bronco Club Account #1003 (100%)
- Auto Payments for Test BroncoClub Staff Account #1003 (100%)

Ynb

Ends in Checking

This method is not currently associated with anything. Edit what items this saved payment method is for.

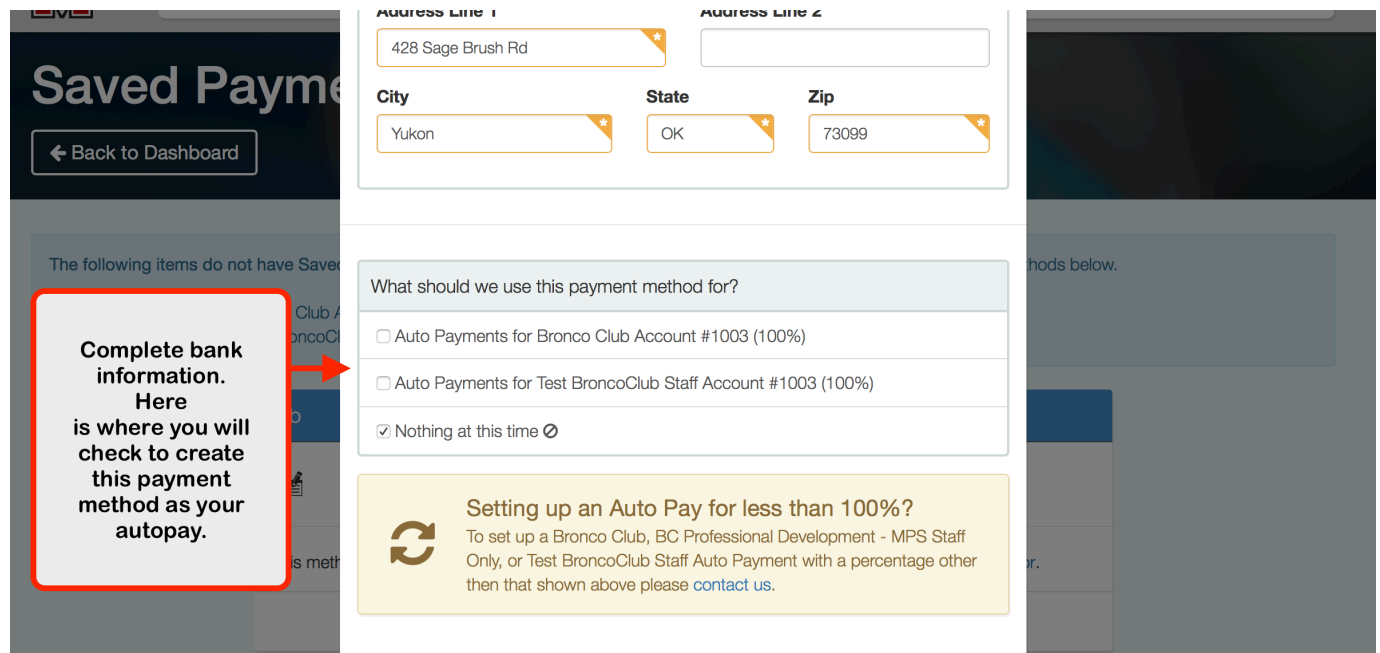
[Remove](#) [Modify](#)

Add New Checking or Savings Account (ACH Electronic Transfer)

Add New 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.



The screenshot shows a web form for adding a new payment method. On the left, a dark sidebar contains a 'Saved Payments' section with a 'Back to Dashboard' button. The main form area has a header 'Address Line 1' and 'Address Line 2'. Below this are fields for 'City' (Yukon), 'State' (OK), and 'Zip' (73099). A section titled 'What should we use this payment method for?' contains three radio button options: 'Auto Payments for Bronco Club Account #1003 (100%)', 'Auto Payments for Test BroncoClub Staff Account #1003 (100%)', and 'Nothing at this time' (which is selected). Below this is a yellow box with a circular arrow icon and the text 'Setting up an Auto Pay for less than 100%? To set up a Bronco Club, BC Professional Development - MPS Staff Only, or Test BroncoClub Staff Auto Payment with a percentage other than that shown above please [contact us](#).' A red box on the left side of the form highlights the 'What should we use this payment method for?' section, with a red arrow pointing to the 'Nothing at this time' option.

Complete bank information. Here is where you will check to create this payment method as your autopay.

Address Line 1: 428 Sage Brush Rd

Address Line 2:

City: Yukon State: OK Zip: 73099

What should we use this payment method for?

- ☐ Auto Payments for Bronco Club Account #1003 (100%)
- ☐ Auto Payments for Test BroncoClub Staff Account #1003 (100%)
- ☒ Nothing at this time

Setting up an Auto Pay for less than 100%?
To set up a Bronco Club, BC Professional Development - MPS Staff Only, or Test BroncoClub Staff Auto Payment with a percentage other than that shown above please [contact us](#).

FAQs

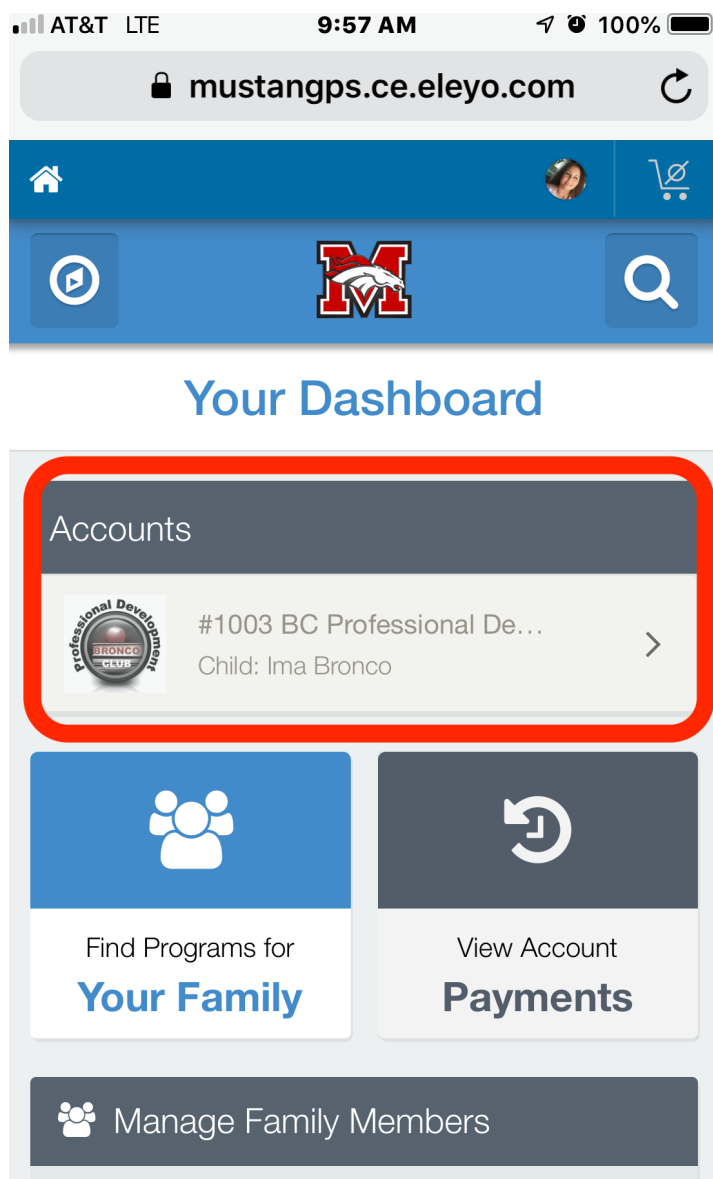
Can be accessed from the home page or scroll to the bottom of the web page and access from there.

Do you have **QUESTIONS** about our programs? Click here for [Bronco Club FAQs](#) or [Community Ed Policies](#).

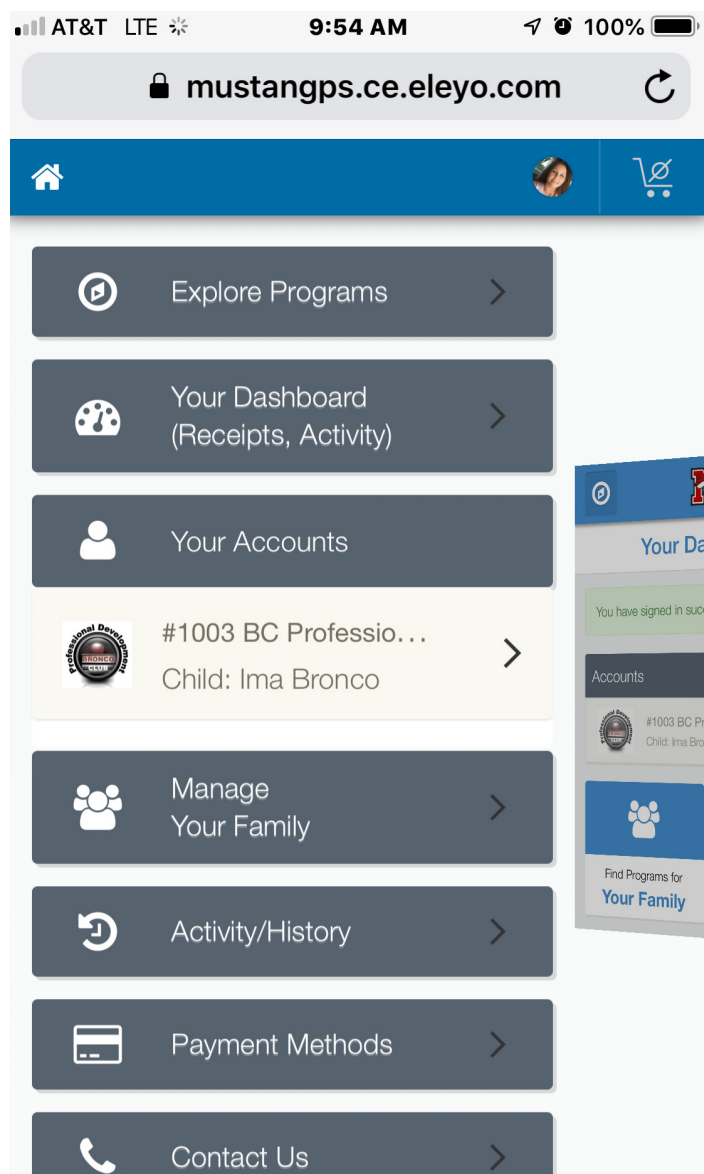


Account Management Using A Smart Phone

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.

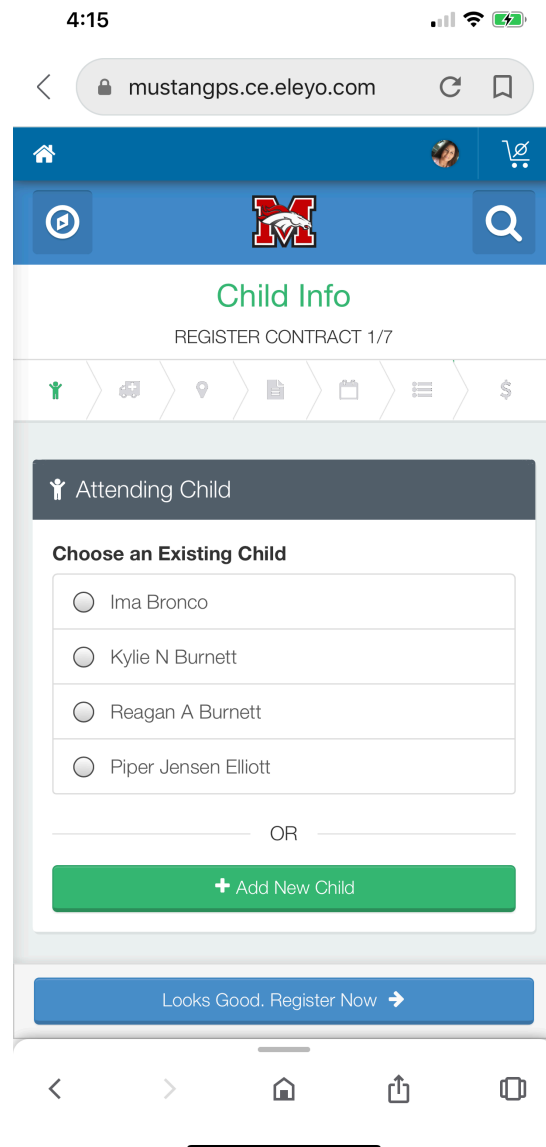
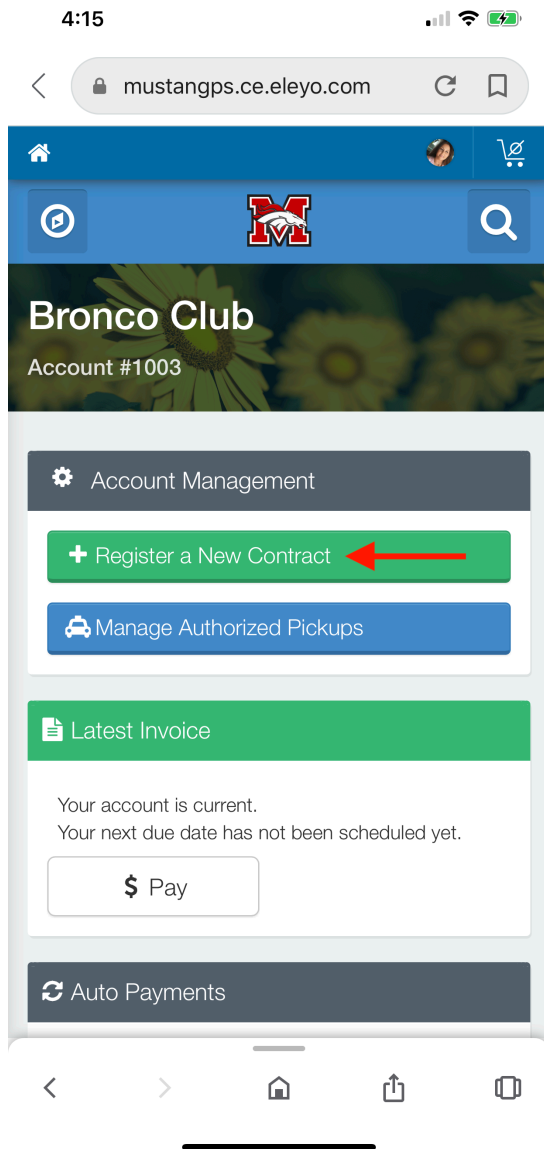


To access the menu, go to the compass in the upper left corner and click. This will open Menu Options. Here you can access your dashboard, access your account, management your family, view your activity/history on account, add/manage payment methods, or find contact information.



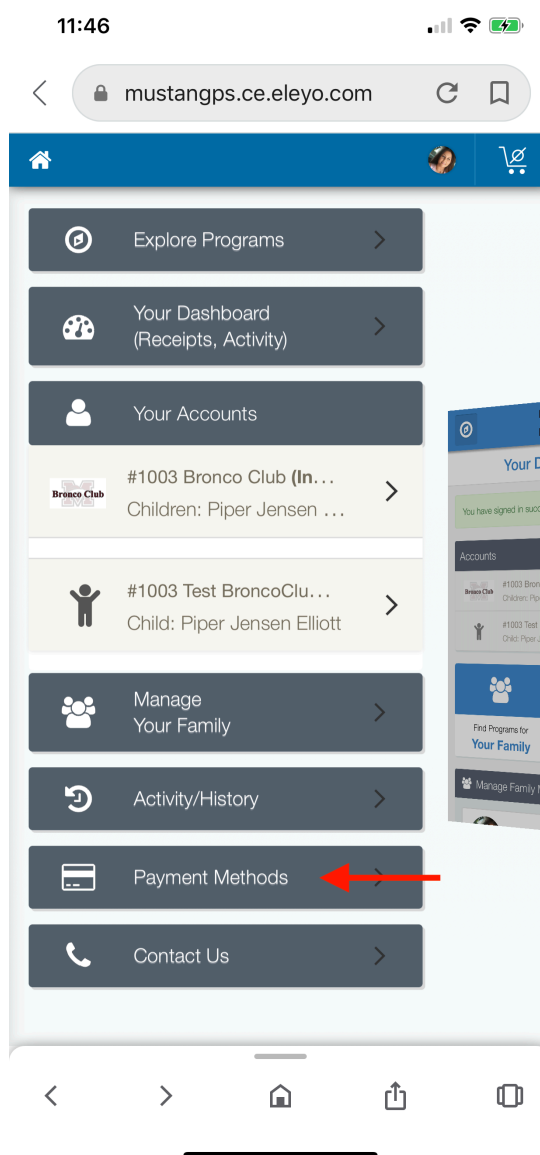
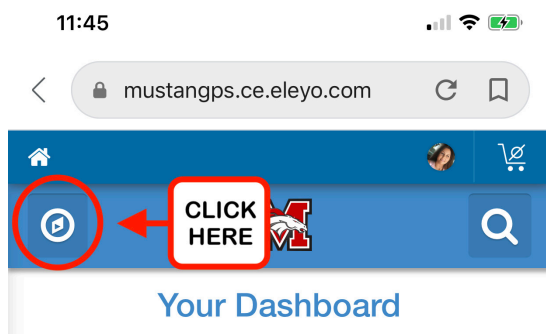
Creating A Contract On A Smart Phone

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.

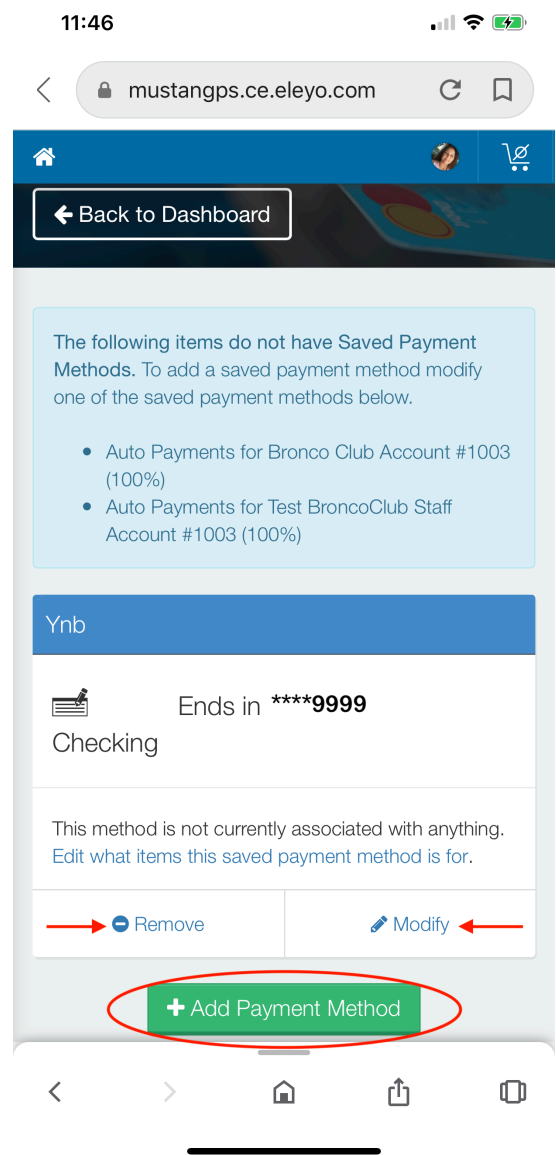


Auto Pay & Saved Payment Methods On A Smart Phone

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



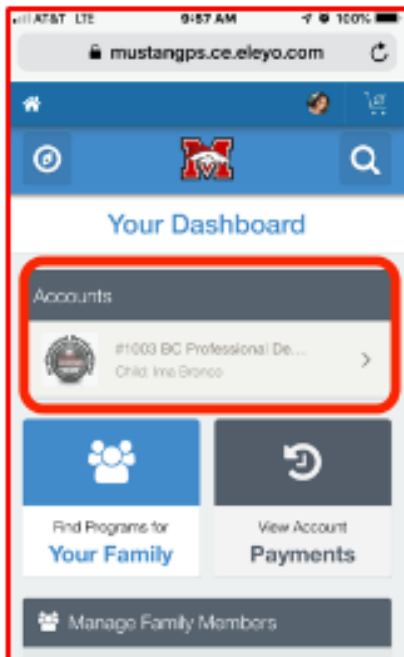
Your saved payment method will appear. From here you can remove, modify, or add a new payment method. You can designate any of your saved payment methods as auto pay.



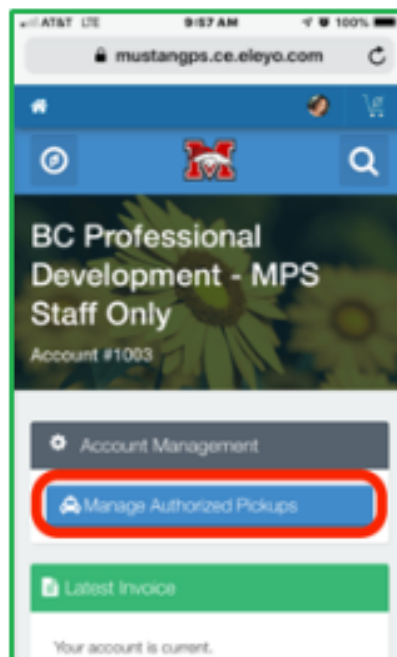
Manage Authorized Pickups On A Smart Phone

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.

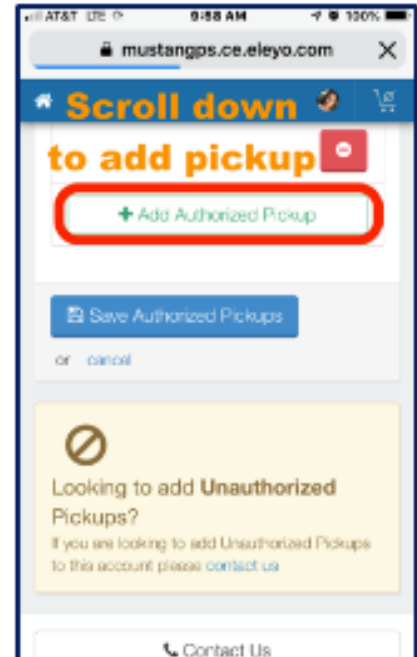
Step 1



Step 2



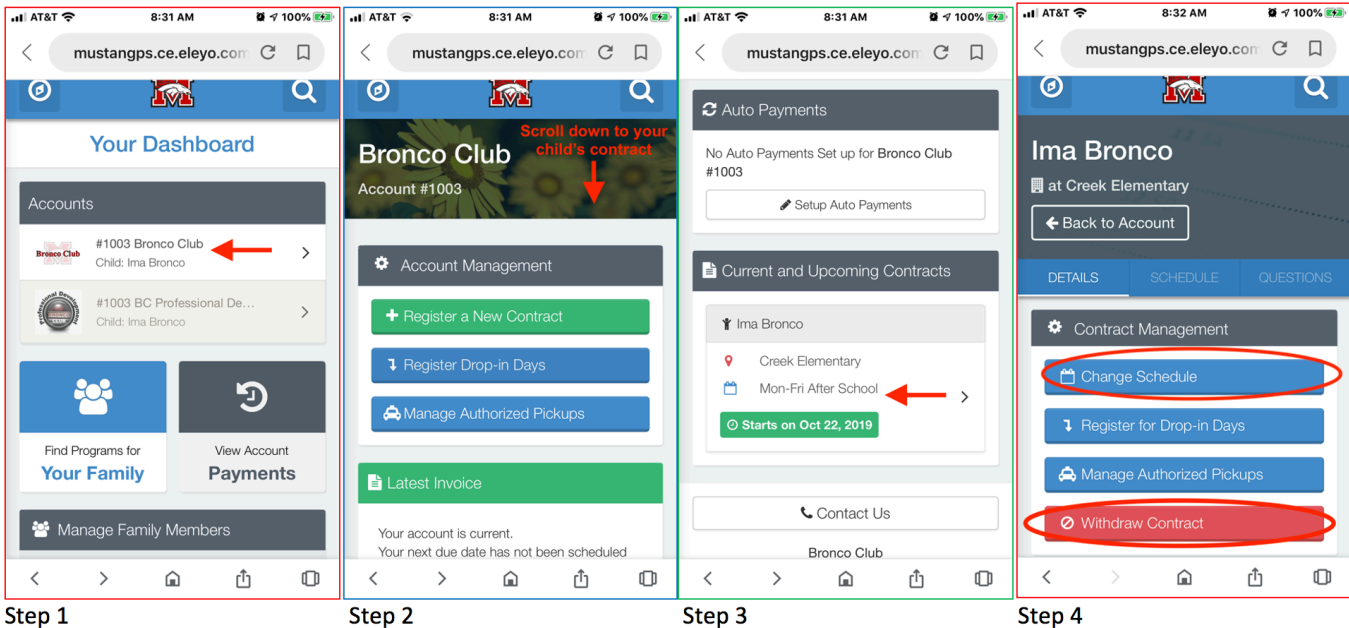
Step 3



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

broncoclub@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>