



## Setting Up Your Account Profile & Registering for a Program

Hanover Township School Age Care has moved to a convenient, mobile-friendly, online tool to register and manage your child care account from any device, including your smartphone or tablet. Below are some tips for creating your account and registering your child. **Please note, you can create your account prior to registration opening.**

### Create your Account Profile

- ✓ Browse to the website: <https://hanovertwpschools.ce.eleyo.com/>
- ✓ Under 'How To Register' click *Create an Eleyo Account* (under Step 1).
- ✓ You will be required to enter contact information, as well as an email address (used for logging in) and a password.
- ✓ Select *Create Account*, at which time a verification email will be sent you. Click the *Verify Your Email Address* button on that email to verify your account.

### Register for Camp HTSACC

1. Browse to the website: <https://hanovertwpschools.ce.eleyo.com/> and login with your email address and password by selecting the 'Sign In' button in the top right corner.
2. Scroll down and click the blue *Enroll in Hanover Township School Age Child Care* button.
3. If you have registered with us in the past, click on the child you would like to register. If you are registering for the first time, complete the *Add a New Child* form for the child in which you are registering. When all information has been added, click the blue *Add New Child* button.
4. Review information and then click *Looks Good. Start Registering*.
5. Click the green *Create New Emergency Contact* button and fill out information. When complete, click the blue *Create Emergency Contact* button. If you have existing contacts in the system, you will be able to edit, add, or remove any information.

Note: You will need to repeat this step at least two additional times, for a minimum of 4 emergency contacts, including yourself. After contacts have been added, you will see a car icon and a switch turned to green – this indicates that the emergency contact is *also* an authorized pick up. After registration is complete, you can add additional authorized pick ups (without needing them to be emergency contacts) by emailing the HTSACC office.

6. Once all emergency contacts are added, click the blue *Verify Contacts/Pickups and Continue* button.
7. Review the information. In the box labeled *Choose a Season*, choose Camp HTSACC 2023 from the drop down menu and then click the location (Camp HTSACC – Memorial Junior School). Finally, click *Use Location and Continue*.



8. Review Camp HTSACC Health Guidelines, Child Behavior Policy, and Enrollment Agreement. For each, click the checkbox and then click *Accept Terms and Continue*.  
Note: You can print each agreement by clicking the print icon.
9. Review the registration requirements, and then select the days you'd like to register your child for. Please remember to register for all days/weeks needed, as schedule changes will only be permitted if space is available. **When you go to select your days, you will see 3 calendars (Before Care, Camp Day, After Care):**
  - a. Families **must** choose days/weeks needed under the **CAMP DAY** calendars. Please note: the minimum requirement is 3 days/week.
  - b. Adding Before Care and/or After is optional. If you need the additional program(s), please select from the respective calendars. Please note: **the days for Before Care and/or After Care must match the camp days selected.**
  - c. Click the blue *Complete Schedule Setup* button after you've selected all days/programs needed.
10. Answer the registration questions and then click *Complete Questions and Continue*.
11. Click the green *Add Saved Payment Method* to be used for assessing registration fees. The payment method can be used for online payments or can be changed after registering.
12. Click the blue *Complete Registration* button to finalize your registration.
13. An email will automatically be sent from Eleyo letting you know your contract is pending approval.
14. If you are only registering one child, the registration process is complete. If you need to register more than one child, click *Sign up another child for Hanover Township School Age Child Care*. Click the green *Add New Child* button or choose one of the existing children and repeat steps 3-12.

Additional Notes:

- You can set up Automatic Payment options from your account, which ensure fees are paid on the date due without the need to log into your account.