Setting Up Your Account Profile

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/ren.

Create your Account Profile (first time uses ONLY)

- ✓ 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.

Registering for and managing your HTSACC Account

The HTSACC program has transitioned to a new online tool to register and manage your account. Below are the steps to register your child/ren.

Register for an HTSACC Program

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 hand 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.
   > Note: **You will need to repeat this step at least three 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).
6. Once all emergency contacts are added, click the blue *Verify Contacts/Pickups and Continue* button.

7. Review the information on the *Seasons/Location* page. In the box labeled *Choose a Season*, choose School Year 2022-2023 from the drop down menu and then click the school your child attends for the location. Finally, click *Use Location and Continue*.
8. Review HTSACC Enrollment Agreement, Health Guidelines, and Child Behavior Policy. For each, click the checkbox and then click *Accept Terms and Continue*.
   > Note: You can print each agreement by clicking the print icon in the top right of the page.
9. Select the days your child will attend Early Birds and/or After Care (minimum of 2 days per program) and click *Complete Schedule Setup and Continue.*
10. Answer the registration questions and then click *Complete Questions and Continue.*
11. Click a saved payment method to use for the registration fee that will be charged at the time your contract is accepted OR add a new payment method by clicking the *Add Saved Payment Method*.
12. Click the blue *Complete Registration* button.
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 and repeat steps 3-12.