



Registering for Extended Day, FLEX or Bear FUNDamentals

The White Bear Lake Area Schools has transitioned to a new online registration system called Eleyo. This sheet will walk you through the process for registering a student for Extended Day, FLEX or Bear FUNDamentals.

1. Browse to <https://whitebear.ce.eleyo.com> and sign in with your email address and password by selecting the Sign In button at the upper right hand corner of the screen. (TIP: Use the Forgot Password link to initiate a set-password email if you cannot remember your password.)

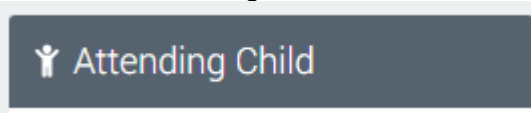


2. Select [Extended Day](#)
[FLEX](#)
Or [Bear FUNDamentals](#)

3. Select Enroll Now



4. Select the Attending Child



Choose an Existing Child

Your Child's Name Here

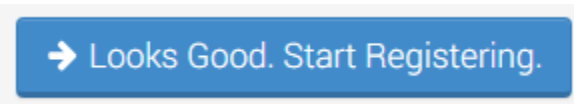
OR



5. Verify Child Information
OR Edit Child Information if necessary



Then click



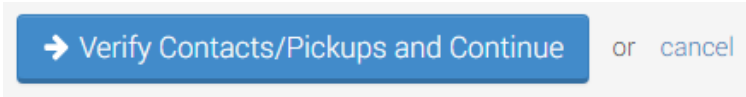
6. Verify Emergency Contacts and Authorized Pickups
Revise this information throughout the year if emergency contact information changes.



Slide the white button to indicate whether Emergency Contacts are also authorized to pick up your child from Extended Day, FLEX or Bear FUNdamentals.



Click on:



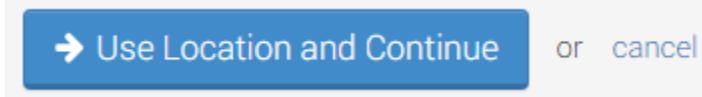
7. Use the drop down arrow to Choose a Season

Choose a Season *

8. Choose a Location

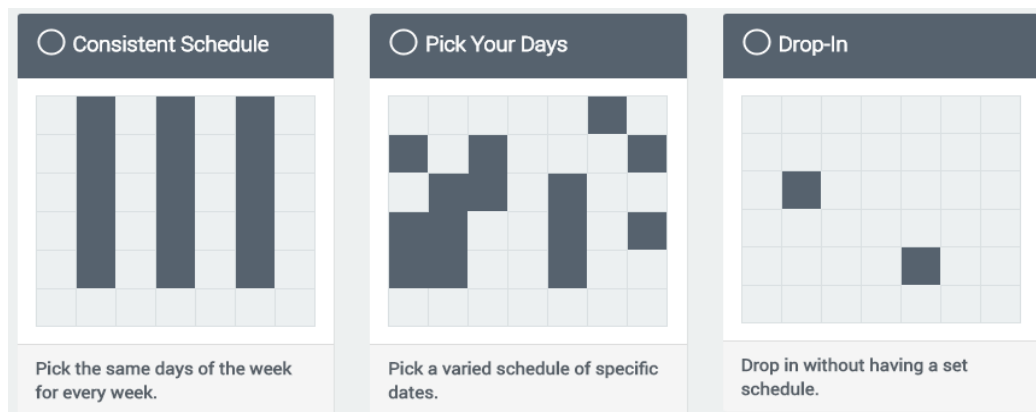
- **Extended Day** at Birch Lake, Hugo, Lakeaires, Lincoln, Matoska, Oneka, Otter Lake, Vadnais Heights, or Willow Lane Elementary Schools
- **Flex** at Central or Sunrise Middle Schools
- **Bear FUNdamentals** at Oneka, Otter Lake or Matoska Elementary Schools.

Click on:



9. Choose a Schedule Type

- **Consistent Contract** – Parents commit to a regular schedule, with the same days every week and the same components of time on those days.
- **Drop-In Contract** – Families who only need **occasional** care are considered drop-in families. Families must sign in to Eleyo and register for necessary days at least 1 full business day in advance and receive staff confirmation prior to attendance.
- **Pick Your Days Contract** – For families with schedules that may vary but require at least five days of care per month. Families must sign into Eleyo to select days and times at least one full week in advance of the first day that schedule begins. This contract is more cost effective than the Drop-In Contract.



10. Choose Date Range

First date of attendance*

Last date of attendance*

11. Select days and /or before and after school sections. This step is based on contract selected.
Then click:

[→ Complete Schedule Setup and Continue](#) or [cancel](#)

12. Answer the Registration Questions.

Then click:

[→ Complete Questions and Continue](#) or [cancel](#)

13. Save Payment Method Information

- All payment method information is stored securely and will not be charged until after staff have reviewed and approved your registration.
- If you have already saved payment information you can choose from your existing payment method.
- We recommend that families save time and avoid late fees by having funds automatically withdrawn on invoice due dates from the payment method entered.

Click:

[✔ Complete Registration](#) or [cancel](#)

13. You will receive a Pending Contract Request email notification.
A 2nd email will be sent when your contract request has been approved with the date when your account will be charged to your saved payment method.

