



Willmar Community Education & Recreation  
PLAY! LAUGH! LEARN!

## Willmar CER Has a New Look!

Watch your mailbox for the new Willmar CER Spring/Summer catalog of offerings! We have a great new look!

## Welcome to Eleyo!

Willmar CER is also transitioning to a new online registration and billing system called Eleyo. We are very excited to utilize this new system, and we think you'll enjoy all the new, user-friendly features.

Here are a few highlights:

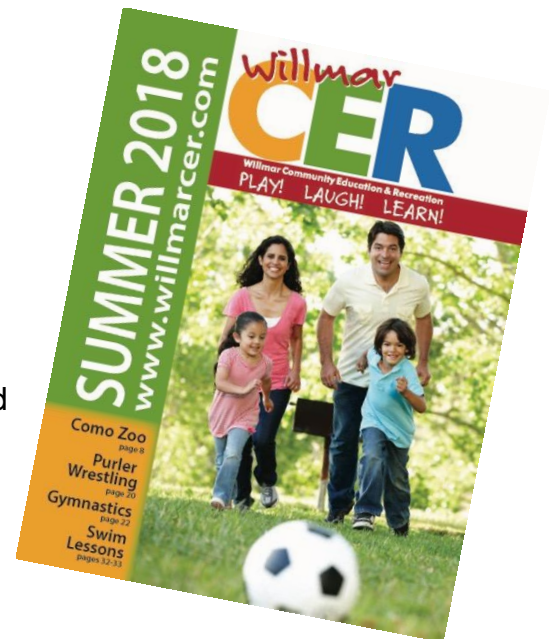
- Register online for WCER programs, activities, classes, and events
- Manage your Cardinal Place child care account
- Check account balances
- Make a payment using your credit card or ACH (Visa/MasterCard/Discover or Checking/Savings)
- Sign up for automated payments
- Print receipts and child care tax statements

## Set up your account today!

On the back is a guide to help you set up your family profile. Please add all household members in anticipation of future registrations within the system. **Classes will go live on-line on April 16<sup>th</sup>!**

## Questions?

Contact Willmar CER at (320) 231-8490.



**Willmar Community Education & Recreation**

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## Setting up your Account Profile

Willmar Community Ed and Rec is transitioning to a new registration system for our programs. This sheet will walk you through the process for setting up your Account Profile. We encourage you to add all members of your household in anticipation of future registrations within the system.

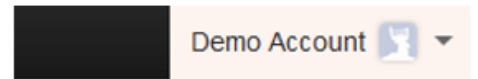
### Create your Account Profile

1. Access the new site by browsing to: [www.willmarcer.com](http://www.willmarcer.com) – click on “REGISTER”. This will bring you to the Eleyo registration program.
2. Select SIGN IN (top, right corner) to begin creating your profile (this would be for yourself as the adult in the household)
3. Complete the Register a New Account Form and select CREATE ACCOUNT.

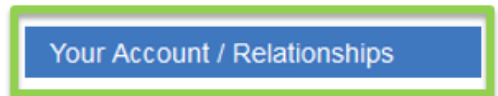
NOTE: An email will be sent from Eleyo with a link to verify your account. Use the VERIFY YOUR EMAIL ADDRESS button in that email to verify your account.


### Add Family Members and Emergency Contacts to your Account Profile

1. If you are not already on the website, browse to [www.willmarcer.com](http://www.willmarcer.com) and login with your email address and password by selecting the SIGN IN button.
2. Select your name in the top, right corner of the screen and select Your Account / Relationships.

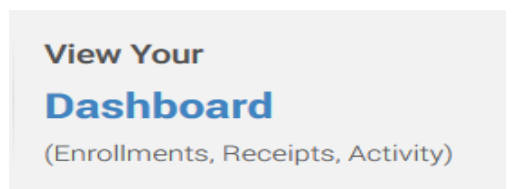


Logged in as Demo



Use the  button to add all family members in order to facilitate upcoming registrations in the system. When adding a grade for a Pre-K student, select Kindergarten and the year the child is expected to enter Kindergarten.

3. Select the CREATE PERSON button.
4. After you have finished setting up your family, select Explore All Programs.
5. From the drop-down menu, you will be able to View Your Dashboard and enroll in programs or courses once registrations have opened.



## Congratulations!

You have completed the Account Profile set-up process and are ready for future online registrations!