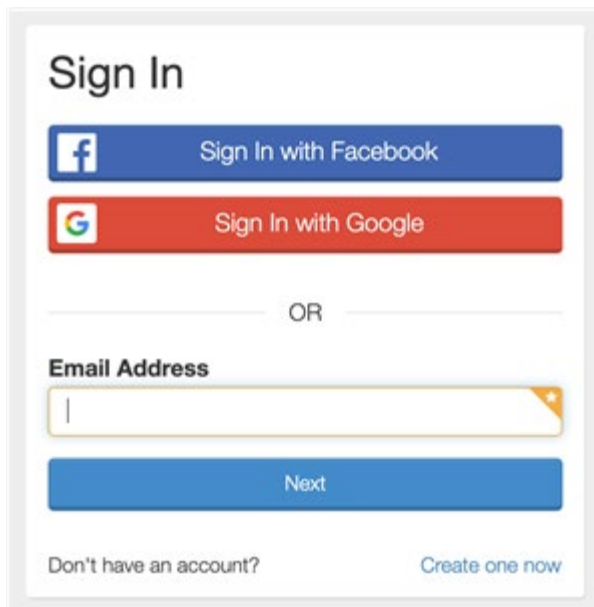


Creating Your Online Account

Our programs are transitioning to a convenient mobile-friendly online platform for registration, payments and account management. We ask you please take a few minutes to set up your profile within this system to register family members for our programs, track your schedules and manage your payment methods.

Setting up your Account Profile

1. Access the new site by browsing to our Registration Website: <https://risd.ce.eleyo.com/xplore>
2. Select **Sign In** at the top of the screen to begin creating your profile.
3. To create a new profile, log in with Facebook or Google -or- select **Create One Now**.

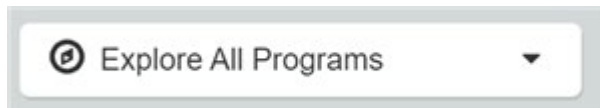


The screenshot shows a 'Sign In' form with the following elements:

- A blue button with the Facebook logo and the text 'Sign In with Facebook'.
- A red button with the Google logo and the text 'Sign In with Google'.
- The word 'OR' centered between two horizontal lines.
- A text input field labeled 'Email Address' with a cursor inside.
- A blue button labeled 'Next' below the email field.
- At the bottom left, the text 'Don't have an account?'.
- At the bottom right, a blue link labeled 'Create one now'.

4. When creating an account within the system, you will be required to enter your basic contact information including an email address (used for logging in) and a If your email address is recognized, use the **Send Forgot Password Email** to receive a password set email.

5. In order for your program administrators to see your profile, once logged in, select the **Explore all Programs** link and select the program link you are interested in registering for.



6. Once you have selected the program you would like to attend, you will be prompted to add relationships/children to your account, if applicable. [For information on this, click here.](#)

If you have any questions, please contact us at xplore@risd.org