



## ASSOCIATION OF HORIZON, INC. APPLICATION INSTRUCTIONS GUIDE

Access the 2018 Summer Camp Application via the Horizon website (<https://www.associationofhorizon.org>) or go directly to the application website (<https://camperregsecure.com/assochorizon/>). To complete either the Camper Application or the Attendant Application select the green “Register Now!” button.

**2018 - Camper Registration**  
*Adults with physical disabilities apply here!*  
Week-long summer camp for adults with physical disabilities.... [view details.](#)  
**When:** Jul 15-21, 2018  
**Where:** Timber Pointe Outdoor Center  
**+ Register Now!**  
**+ View Details**

**2018 - Attendant Registration**  
*Volunteers apply here!*  
Week-long summer camp for adults with physical disabilities.... [view details.](#)  
**When:** Jul 15-21, 2018  
**Where:** Timber Pointe Outdoor Center  
**+ Register Now!**  
**+ View Details**

Campers apply here!

Attendants apply here!

To apply online, you will first need to create an account or log-in to an existing account.

- If you don't have an existing account, select the red “Create Account” button and complete the account information, including name, contact information, and password.
- Once you have a username and password, you can use this to access the system and edit your application.

To access registration and account management features you must first create an account. If you already have an account, you may access it by entering your username and password below.

**Account Login:**  
If you already have an account, please login here:  
Email Address:  
  
Password:  
  
  
[Retrieve Password](#)

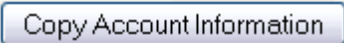

**Create an Account:**  
I do NOT have an account:

Once in your account, you will be brought to the “Shopping Cart” to begin your application.

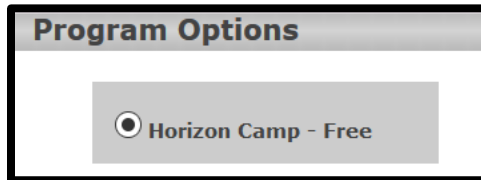
- Select the gray “Add Participant” button next to the applicable program.
- Then select the hyperlinked name or the green “Register a New Person” button.

**Add Participant**

**Register a New Person**

- If registering an existing name, you will be brought directly to the application.
- If registering a new person:
  - If the participant is the same person as the account owner, you can copy your account information (e.g., address and phone number) into the application by selecting the “Copy Account Information” button. 
  - If you are applying for someone other than the account owner, you will need to complete this information.
  - Once the participant is created, select the red “Submit” button. 

In the application, for Registration Option, select “Horizon Camp – Free – 0.00.”



Complete the remainder of the registration questions. Remember to complete all questions with a red asterisk. Please fill out your application completely. Applications that are not filled out completely will be delayed in the acceptance process. When all questions have been answered, select the green “Continue” button at the bottom of the screen.



*Please Note:* Horizon Camp is provided at no cost to all participants, so the Program Cost will show as \$0.00; however, if you sign up to take the bus to camp, there is a \$150 fee which is due at the time of application (including a non-refundable \$50 fee). The bus fee can be paid via credit card, check, or money order. Checks/money orders can be made out to Association of Horizon, Inc. A letter will be mailed/emailed to those who are interested. Pick-up/drop-off locations will be determined in June.

Most applications will have a \$0.00 Registration Total.



Program Cost: \$0.00  
Add On Total: \$0.00  
Convenience Fee: \$0.00

**Registration Total: \$0.00**

Total Due at Checkout: \$0.00

[>> Continue](#)

Program Cost: \$0.00  
Add On Total: \$150.00  
Convenience Fee: \$0.00

**Registration Total: \$150.00**

Total Due at Checkout: \$150.00

[>> Continue](#)



If you sign up for the bus, you will have a \$150 Registration Total.

Once you have selected "Continue," the following window will pop up on the screen. Please accept the registration policies by checking the boxes, typing your first and last name in the box, and selecting "Submit."

**Registration Policies:**

There is no single registration policy.

**Insurance Information:**  
Please send a copy of all the following information, if applicable: health insurance card or public aid card.  
 You must accept this policy to continue.

**2018 Waiver:**  
All participants must initial the Zero-Tolerance Policy and sign the waiver. Applicants under the age of 18 must also have the waiver signed by a parent or guardian.  
 You must accept this policy to continue.

**2018 Physical:**  
All participants must have a physical form filled out in order to participate in the week of camp.  
 You must accept this policy to continue.

You must accept these policies in order to continue with your registration. Please enter your First and Last name to accept these terms:

Once you have clicked "Submit," select the green "Check Out" button to move to the next screen.

**2018 - Attendant Registration**

**When:** Jul 15-21, 2018  
**Where:** Timber Pointe Outdoor Center  
[Remove Program From Cart](#)

**Registrations:**  
Jane Doe  
1997-02-12  
[Edit](#) | [Delete](#)

**Horizon Camp - Free:** \$0.00  
**Reg Total:** \$0.00  
**Due at Checkout:** \$0.00

**Order Total: \$0.00**  
Total Due at Checkout: \$0.00

The next screen will show the "Order Summary." If you **did not select the bus option**, click the green "Submit Registration" button and continue to the confirmation screen.

**2018 - Attendant Registration**

**When:** Jul 15-21, 2018

**Payment options:**

<b>Jane Doe</b>	Registration Cost	\$	0.00
1997-02-12	Program Deposit	\$	0
<b>Reg Total</b>		<b>\$</b>	<b>0.00</b>
<b>Payment Today</b>		<b>\$</b>	<b>0.00</b>

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**Program Total \$ 0.00**

If you **did select the \$150 bus option**, you will need to choose a payment option from the dropdown menu. Select either “Bill Me Later” or “All Up Front” and proceed through the applicable screens until you reach the confirmation screen. Your application is considered submitted regardless of which option you select.

**2018 - Camper Registration**  
 When: Jul 15-21, 2018

Payment options: -- SELECT PAYMENT OPTION --

<b>Sheila Papis</b>	Registration Cost	\$ 0.00
1983-02-17	Program Deposit	\$ 0
	Add On Total	\$ 150.00
	<b>Reg Total</b>	<b>\$ 150.00</b>
	<b>Payment Today</b>	<b>\$ 150.00</b>
<b>Program Total \$</b>		<b>150.00</b>

Total Due at Checkout: \$150.00

Order Total: \$150.00

(Total due at Checkout = Program Deposit + Payment Today)

Proceed to Secure Checkout

**Enter Payment Information Below:**

9:47 To finish checking out.

Please select your preferred payment method from the selection drop down below:

Bill Me

Bill-Me

Please note that your registration is not confirmed until we have received payment. After submitting your registration using the button below, please click My Account on the upper right of the screen to access your invoice. Once in your account, locate the existing registration, click the Invoice link, and print. Please submit your invoice when mailing in your payment. To pay at a later date please logout, then log back into your account at anytime to retrieve and print the invoice or contact our office to have an invoice sent to you by email.

Submit
Cancel

Once your application has been submitted you will see the confirmation screen below. You have successfully submitted your application to participate in Horizon’s 2018 Summer Camp! At this time, please select the gray “Download Forms” button and print the 2018 Horizon Waiver and 2018 Physical Form. These forms can be accessed anytime by logging into your account and will also be available on the Horizon website.

**Confirmation:**

Thank you for registering with Association of Horizon Inc. .

The registration(s) listed below have been submitted successfully. Please monitor your email inbox for Acceptance Emails from recruitment@associationofhorizon.org for each of the registration(s) shown below.

If you have any questions, please contact Association of Horizon Inc. Director at [773-477-5170](tel:773-477-5170) for further details.

Submitted Registrations			
Confirmed	Jane Doe	2018 - Attendant Registration	Jul 15-21, 2018

Click the My Account Button above to return to your account or you can login at any time to access your account by clicking the Login Button from the registration page. Once you login to your account you can register for additional programs, update contact information, check balances, print statements and invoices, and more.

Home
Download Forms

Select a Program

My Account


View Cart

FAQ

Contact Us

Logout

For the Horizon Waiver, please initial by each of the zero tolerance items and sign your name. If you are under 18, this will also need to be signed by a parent or guardian. Please have the Physical Form completed by your primary physician. Both forms must be mailed or emailed to the contacts below. You will also receive an email from [recruitment@associationofhorizon.org](mailto:recruitment@associationofhorizon.org) once your application has been processed confirming receipt of your application.

**Please Note:** For returning applicants using the online system, once you have submitted your 2018 Summer Camp Application, please select the gray "My Account" button at the top right corner of the screen to ensure that your address and phone number is up-to-date.  If not, select "Edit Account Information."

Thank you for applying for Summer Camp 2018!

For questions or concerns regarding Camper Applications, please contact:

Jen Hanenburg

1970 Harvard Lane

New Lenox, IL 60451

[jen.hanenburg@associationofhorizon.org](mailto:jen.hanenburg@associationofhorizon.org)

773.477.5170

For questions and concerns regarding Attendant Applications, please contact:

Sheila Caplis

4537 N. Mozart

Chicago, IL 60625

[sheila.caplis@associationofhorizon.org](mailto:sheila.caplis@associationofhorizon.org)

773.477.5170