



**REGISTRATION GUIDE**  
**SUMMER 2021**  
**FOR RETURNING FAMILIES**

# STEP ONE:

Login to your Horizons account.

<https://horizons.force.com/s/login/>

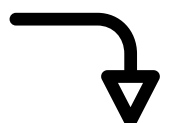


**Your username is the email you used to register last year.**

**If you cannot remember your password, reset it by clicking "Forgot your password?"**

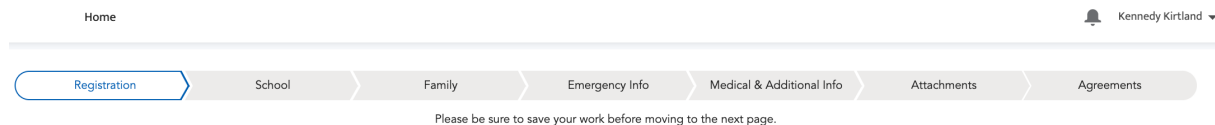
**If you cannot remember the email you used to register last year, please call (410)-778-9903 or email [acrowdinghorizons@gmail.com](mailto:acrowdinghorizons@gmail.com)**

**Once you have logged in, proceed to STEP TWO**



# STEP TWO:

Please review the application and fill in missing information or make updates where necessary.




Keep in mind any changes that may have occurred since last year like...

- Have you moved?
- Has your child developed new allergies?
- Has your child stopped or started taking medication?
- Has your health insurance changed?
- Do you need to change your 2 emergency contacts?

On the **Medical & Additional Info** tab, please make sure you answer all of the questions under the **ADDITIONAL QUESTIONS** heading.

If you are encountering errors while updating the application, check for these common mistakes:

- Have you filled out every field with an \*?

\* Current School   
Complete this field.

- Have you formatted Phone Numbers correctly?

\* Guardian 1 Phone

1234567891

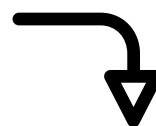
Please enter phone number as either as either (999) 999-9999 or +1 (999) 999-9999

Phone Numbers must be in (123) 456-7891 format.

Don't forget the PARENTHESES and DASH.

You can use (000) 000-0000 if you do not have a Phone Number on hand.

Once you have finished reviewing the application and making changes, you are ready to submit.



# STEP THREE:

**Submit the application.**

## HORIZONS APPLICATION AND ENROLLMENT DASHBOARD



**You have successfully completed registration when you see the above page.**

# THANK YOU!

**If you have any questions or concerns after submitting your application, please email [acrowdinghorizons@gmail.com](mailto:acrowdinghorizons@gmail.com) or call [\(410\)-778-9903](tel:(410)-778-9903)**

