

## HOW TO REGISTER FOR Highbrook Lodge

Applications are accepted on a first-come, first-serve basis – pending approval by our Camp Manager. We encourage you to apply sooner, rather than later, to ensure that you or your camper secures a spot.

**All applications must be completed using our online registration system.**

Registration typically takes about 30-45 minutes to fully complete. This process can be started and paused; you can return to your Dashboard at a later day/time if desired. Be sure to pay close attention to the prompts and directions.

All campers attending an over-night program will be required to submit a detailed health history, a signed physician form, and other important forms as prompted. We also encourage all prospective and returning campers to fill out our Financial Aid Form when they apply.

If you need assistance in completing the online registration process, please contact the Camp Team at (216)658-4596 or email [camp@clevelandsightcenter.org](mailto:camp@clevelandsightcenter.org) to set up a registration appointment.

### Step-by-Step Online Registration:

**Step 1:** Visit our Online Registration Portal to begin your camper enrollment application.

For New Campers: visit – <https://highbrooklodge.campmanagement.com/enroll>

After you fill out the first form, you'll be directed to our 'Parent Dashboard' where you can begin to formally enroll yourself or your camper for various sessions.

For Returning Campers: visit - <https://highbrooklodge.campmanagement.com/campers>

Enter the email address and password used previously to enroll. Then, click 'Enroll for YEAR' to start the application process.

**Step 2:** Complete all necessary questions and forms required to enroll. The more we know about you or your camper, the better we are able to discern if we can provide appropriate levels of support for each camper.

**Important:** To completely submit an enrollment request, be sure to click 'Continue to Checkout' at the bottom on the forms page – even if you are not ready to pay.

This is a commonly missed step. Your final enrollment request is NOT officially submitted until you click 'Submit Enrollment Request' on the final page.

**Step 3:** Submit your deposit (at a minimum) to Cleveland Sight Center. Registration requests cannot be processed until receipt of the application fee (or third party intent-to-pay letter).

**Payments can be made by check, with cash, or with a credit card.**

To pay in person (check, cash, or credit), visit the 'Eyedea Shop' at Cleveland Sight Center.

To pay by mail (check or money order), mail your payment to:

Cleveland Sight Center

PO Box 92944

Cleveland, OH 44194

\*\* Put 'Highbrook Lodge – Campers Name' in the check's memo

To pay with a credit or debit card, please call: (216)658-4554

**Step 4:** Upon receipt of your completed registration request and your deposit, our Camp Team will review your request for enrollment. We will let you know via email that you, your camper, or your family has been successfully registered for camp. If for some reason you or your camper not eligible for camp, your deposit will be refunded. In addition, we will send you and/or your camper more information closer to the start of camp, so you're prepared to spend time with us.

**Step 5:** Ensure that all your medical forms – i.e. Health History information and Physician's Form – are completed and submitted to the Cleveland Sight Center or uploaded to your Registration Dashboard. These must be submitted no less than three weeks before your camp session. All forms can be found on your Dashboard.

**Step 6:** You will be invoiced, via email, for the remainder of your camp fee balance. The balance must be paid prior to the start of the camp session.

**Step 7:** Pay close attention to your email for informational messages leading up to the enrolled campers' session.

**Step 8:** Join us at Highbrook Lodge!