# **Registration Instructions**

### 1. Go to the registration page

https://aas.org/meetings/exoplanet\_atmospheres/registration

#### 2. Click the "REGISTER" button

### Direct registration link is:

https://my.aas.org/services/AAS Member/Events/Event Display.aspx?EventKey=AASTCS11

### 3. Sign in with your AAS username and password

Use the "Forgot Username?" or "Forgot Password?" links if you forgot your credentials.

If you're sure you have an AAS account but can't sign in, please email reg-help@aas.org.

If you don't have (or don't recall having) an AAS account, click the "Create a new account" link.

Then search our database to see if you already have an account before accidentally creating a duplicate:

Please search below to see if you already have an account:

Last Name Starts With	
First Name Starts With	
Institution	
Find	

If the search finds no records, fill in the "Create an Account" form:

https://my.aas.org/services/aas\_member/Create\_Account/AAS\_Member/iMIS/ContactManagement/Create\_Account.aspx

Finally, sign in with your newly created AAS username and password.

If you need assistance, please email reg-help@aas.org.

### 4. Click the orange "Register Myself" button

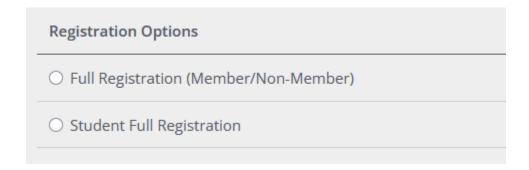


The page will reload and present you with several registration options.

If you are already registered and wish to register your **someone else or your guest** (spouse/domestic partner, or significant other), please select "Register Someone Else". Look up or create your guest record and keep on registering same way as described below.



# 5. Select one of the "Registration Options"



# 6. Answer all required questions and click the "Save Responses" button

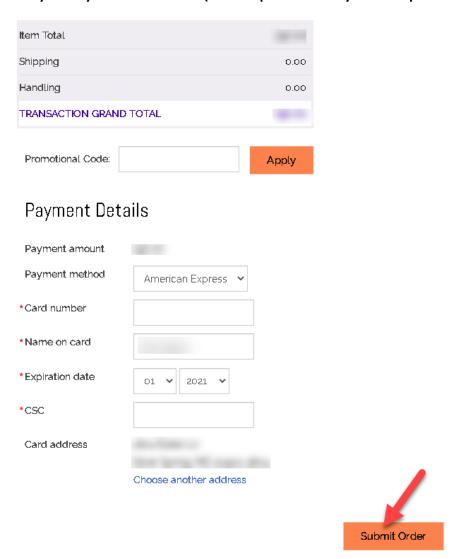


If you wish to change any of your responses, do so and then click the "Update Responses" button.

### 7. Scroll down and click the orange "Proceed to Checkout" button

Proceed to Checkout

### 9. Enter your Payment information (or use a promocode if you have special registration)



### 10. Click the "Submit Order" button to complete your registration.

Once you submit your registration, you will see a **confirmation page/receipt** from imis\_no-reply@aas.org. Please check your spam/junk folder if you don't see your email.

If you need assistance, please email <a href="mailto:reg-help@aas.org">reg-help@aas.org</a>.