

# Registration Instructions

## 1. Go to the registration page

<https://aas.org/meetings/head22/registration>

## 2. Click the “REGISTER” button

Direct registration link for is:

[https://my.aas.org/AAS\\_Member/Events/Event\\_Display.aspx?EventKey=HEAD\\_25R](https://my.aas.org/AAS_Member/Events/Event_Display.aspx?EventKey=HEAD_25R)

## 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@aes.org](mailto:reg-help@aes.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	<input type="text"/>
First Name Starts With	<input type="text"/>
Institution	<input type="text"/>
<input type="button" value="Find"/>	

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

[https://my.aas.org/aas\\_member/Create\\_Account/AAS\\_Member/iMIS/ContactManagement/CreateAccount.aspx](https://my.aas.org/aas_member/Create_Account/AAS_Member/iMIS/ContactManagement/CreateAccount.aspx)

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

If you need assistance, please email [reg-help@aes.org](mailto:reg-help@aes.org).

## 4. Click the orange “Register Myself” button

Register Myself

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.

Register Someone Else

## 5. Select one of the “Registration Options”

- The registration rates are based on your *current* membership status; however, if you renew a lapsed membership and register for a meeting on the same day, you will be charged the **nonmember registration rate**. To register at the **member rate**, please wait until the following business day to register for the meeting and confirm you have been charged the correct fee before checking out.
- A **guest** must be a spouse, domestic partner, or significant other. Guest registration fee covers access to the exhibit/poster hall, and daily morning and afternoon coffee breaks. Please note that guests are not allowed to participate in scientific sessions.

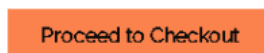
Registration Options
<input checked="" type="radio"/> IN-PERSON Full Registration (based on AAS/HEAD membership)
<input type="radio"/> IN-PERSON Student Full Registration
<input type="radio"/> IN-PERSON Emeritus Member Full Registration
<input type="radio"/> IN-PERSON Sunday-Only Registration
<input type="radio"/> IN-PERSON Monday-Only Registration
<input type="radio"/> IN-PERSON Tuesday-Only Registration

## 7. 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.

## 8. Scroll down and click the orange “Proceed to Checkout” button



## 9. Enter your Payment information

Item Total	
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	

Promotional Code:

Apply

### Payment Details

Payment amount

Payment method

American Express ▼

\* Card number

\* Name on card

\* Expiration date

01 ▼

2021 ▼

\* CSC

Card address

[Choose another address](#)

Submit Order

If you have a **promocode** (exhibitor/volunteer or press) please enter it in the Promotional Code window and click "Apply".

## 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@aes.org. Please check your spam/junk folder if you don't see your email.

If you need assistance, please email [reg-help@aes.org](mailto:reg-help@aes.org).