

## 1. Please obtain vaccination verification code from Crowdpass company.

<https://app.crowdpass.co/test/auth/signin?callbackUrl=app.crowdpass.co/auth/9310>

If you have your verification code, please proceed with registering. If you are participating virtually only you do not need the vaccination verification. Please type in “Virtual” in the registration window.

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## Registration Instructions

### 1. Workshop information page:

<https://eclipse.aas.org/workshops/oct2022>

Direct registration link:

[https://my.aas.org/services/AAS\\_Member/Events/Event\\_Display.aspx?EventKey=WRK\\_22WECL](https://my.aas.org/services/AAS_Member/Events/Event_Display.aspx?EventKey=WRK_22WECL)

### 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:



A search form with three input fields and a 'Find' button. The first field is labeled 'Last Name Starts With' and the second is 'First Name Starts With'. The third field is labeled 'Institution'. The 'Find' button is located below the 'Institution' field.

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/CreateAccount.aspx](https://my.aas.org/services/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



An orange rectangular button with the text 'Register Myself' in white.

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

If you are already registered and wish to register your **someone else**, 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”**

Registration Options

In-person Registration

Virtual Registraion

**6. Enter the vaccination verification code you received in the email from CrowdPass after you’re your status was approved.**

If you are registering or virtual participation enter “VIRTUAL”.

\*Please enter your CrowdPass vaccination verification code (if registering for Virtual participation only, please enter “VIRTUAL”):



**7. Answer all required questions and click the “Save Responses” button**

Save Responses

→

Update Responses

Your responses have been saved

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**

[Proceed to Checkout](#)

## 9. Enter your Payment information

|                                |            |
|--------------------------------|------------|
| Item Total                     | ██████████ |
| Shipping                       | 0.00       |
| Handling                       | 0.00       |
| <b>TRANSACTION GRAND TOTAL</b> | ██████████ |

Promotional Code:

### Payment Details

Payment amount: ██████████

Payment method: American Express ▾

\* Card number:

\* Name on card:

\* Expiration date: 01 ▾ 2021 ▾

\* CSC:

Card address: ██████████  
██████████  
[Choose another address](#)



## 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](mailto: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).