# **Registration Instructions**

#### 1. Go to the registration page

https://aas.org/meetings/aas245/registration

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

Direct registration link is:

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

• 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.

Registration Options	
In-Person Full Registration (based on Membership)	
O In-Person Graduate Student Non-Member Full Registration	
O In-Person Undergraduate Student Non-Member Full Registration	

- 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.
- **Exhibitors** please select one of the exhibitor registration options below. To receive a complimentary registration, apply the promocode at the checkout.
  - o In-Person Exhibitor Full Meeting Registration
  - o In-Person Exhibitor Exhibit Hall Only Registration

O In-Person Exhibitor - Full Meeting Registration
O In-Person Exhibitor - Exhibit Hall Only Registration

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

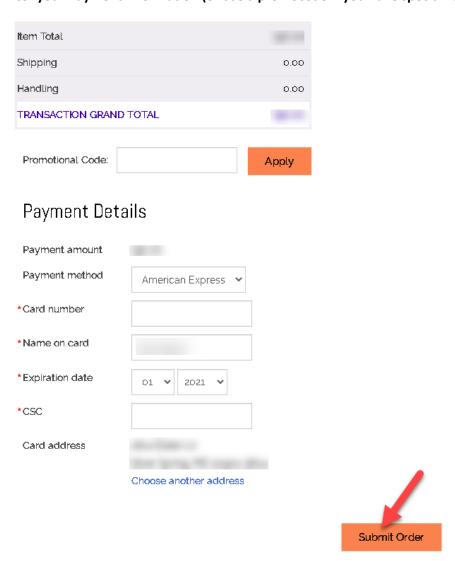


If you wish to change any of your responses, do so and then click the "Update Responses" button.

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>.