



AMERICAN ASTRONOMICAL SOCIETY

Registration Instructions

1. Proceed to the AAS eclipse workshop registration site.

https://my.aas.org/services/AAS_Member/Events/Event_Display.aspx?eventKey=WRK_23SEPT

2. 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@aaas.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/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 logging in to the AAS registration site, please email reg-help@aaas.org.](mailto:reg-help@aaas.org)

3. 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 *someone else*, please click the white “Register Someone Else” button instead. Look up or create your guest record and continue as described below.

Register Someone Else

4. Select one of the two registration options.

Registration Options

☒ In-person Registration

☐ Virtual Registration

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

Save Responses

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

Update Responses

Your responses have been saved

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

Proceed to Checkout

7. If you’ve been provided with a promo code, enter it and click the “Apply” button.

Item Total	
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	

Promotional Code:



8. Enter your payment information and click the “Submit Order” button to complete your registration.

Payment Details

Payment amount	<input type="text"/>
Payment method	<input type="text" value="American Express"/>
*Card number	<input type="text"/>
*Name on card	<input type="text"/>
*Expiration date	<input type="text" value="01"/> <input type="text" value="2021"/>
*CSC	<input type="text"/>
Card address	<input type="text"/> Choose another address



9. Check your email in-box.

Once you submit your registration, you will receive two email messages: a receipt from the address imis_no-reply@aas.org and more information from the address meetings.department@aas.org. Please check your spam/junk folder if you don't see both of these messages in your in-box.

We will email you a Zoom Events link for the workshop at least two days before the workshop begins.

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