This manual will take you through the steps of registering online for the ASOR Annual Meeting, including steps on how to register a guest under your registration.

1. To register for the ASOR Annual Meeting, go to the ASOR homepage at http://www.asor.org. Hover over “MEETING” in the upper toolbar of the homepage and then click on “Register” (shown below).

2. On this page you can see all the registration options with their rates and dates of availability. If you scroll down and look under “Register Online or By Mail,” you are given a variety of options on how to register for the Annual Meeting. Click on “Register for the 2016 Annual Meeting Online” to proceed to the online store.

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**Register Online or by Mail**

- Register for the 2016 Annual Meeting Online
- Need help registering online? Read the Annual Meeting Registration Walkthrough.
- Printable 2016 Annual Meeting Registration Form
- Join ASOR or Renew Your Membership Online
- Printable Membership Form

*Undergraduate students enrolled at ASOR Member Institutions may register at the discounted price of $50 by calling 617–353–6570 or emailing Britta Ahein at asor@bu.edu.*
3. You will be redirected to the 2016 Annual Meeting Event Page. Click on “Register for this Event” to begin your registration online.

4. This redirects you to the online store’s Login Page. Login with your e-mail and password to proceed to the next steps. If you have forgotten your password, click on “Forgot your Password?” to reset it (if that doesn’t work, e-mail asormemb@bu.edu or call (617) 358-4376 to reset it with us). If you are a new visitor, click “New Visitor Registration” to register for the site and proceed to registering for the Annual Meeting online.

Continue to next page...
5. Next, select the rate that applies to you. If you do not have a current, valid membership, the “NON MEMBER” rate will only be available to you. If you are a student at an ASOR Member School (meaning your school has a valid ASOR Institutional Membership), select that category by clicking the circle to the right of the rate listed. Once you have made your selection, click “Next >>.”

6. Next, enter your badge information. The “Badge Name” is what will be printed, so make sure the full name is listed there as you would like it to appear. In this example, it’s listed as “Jane Doe.” You must also enter a “Badge Organization.” If you would like nothing listed here, please enter in “N/A.” This will appear beneath your name on your printed badge. Please also check off “Paper Presenter” or “First Time Attendee” if that applies. Once you have completed the form, click “Next >>.”
7. The next page allows you to add a guest. If you are not registering a guest, then proceed to the next step by clicking “Next >>.” If you are registering a guest, select the number and click “Next >>.”

a. The next step in a guest registration is to enter their badge information. This is the same as the one you did for yourself in the previous step. Make sure their preferred name and organization is listed and proceed by clicking “Next >>.”

b. Next, select the rate that applies to them. This is where you select the “Spouse/Partner” rate. Then click “Next >>” to proceed.
8. You are then taken to a Confirmation Page. Here your registration (and any guest registrations) is listed. Once you confirm that the information is correct, proceed by clicking “Register Now.”
9. You are then taken to your Shopping Cart. Review the items once again and then click “Check Out >.”

10. You are then taken to the Checkout where you enter in your payment information. Make sure a valid e-mail is listed beneath “E-mail and Social Confirmations.” Once you complete your purchase, an e-mail receipt will be sent to that e-mail. If you would like to enter a different e-mail for the receipt, uncheck the first e-mail field and select the second one that says, “Send a confirmation e-mail to an additional e-mail address:” and then enter in a different e-mail. Once you’ve entered in your payment information click “Purchase Now.”
You are now taken to a purchase confirmation page and you are all set with your Annual Meeting registration! *We look forward to seeing you at the upcoming Annual Meeting!*