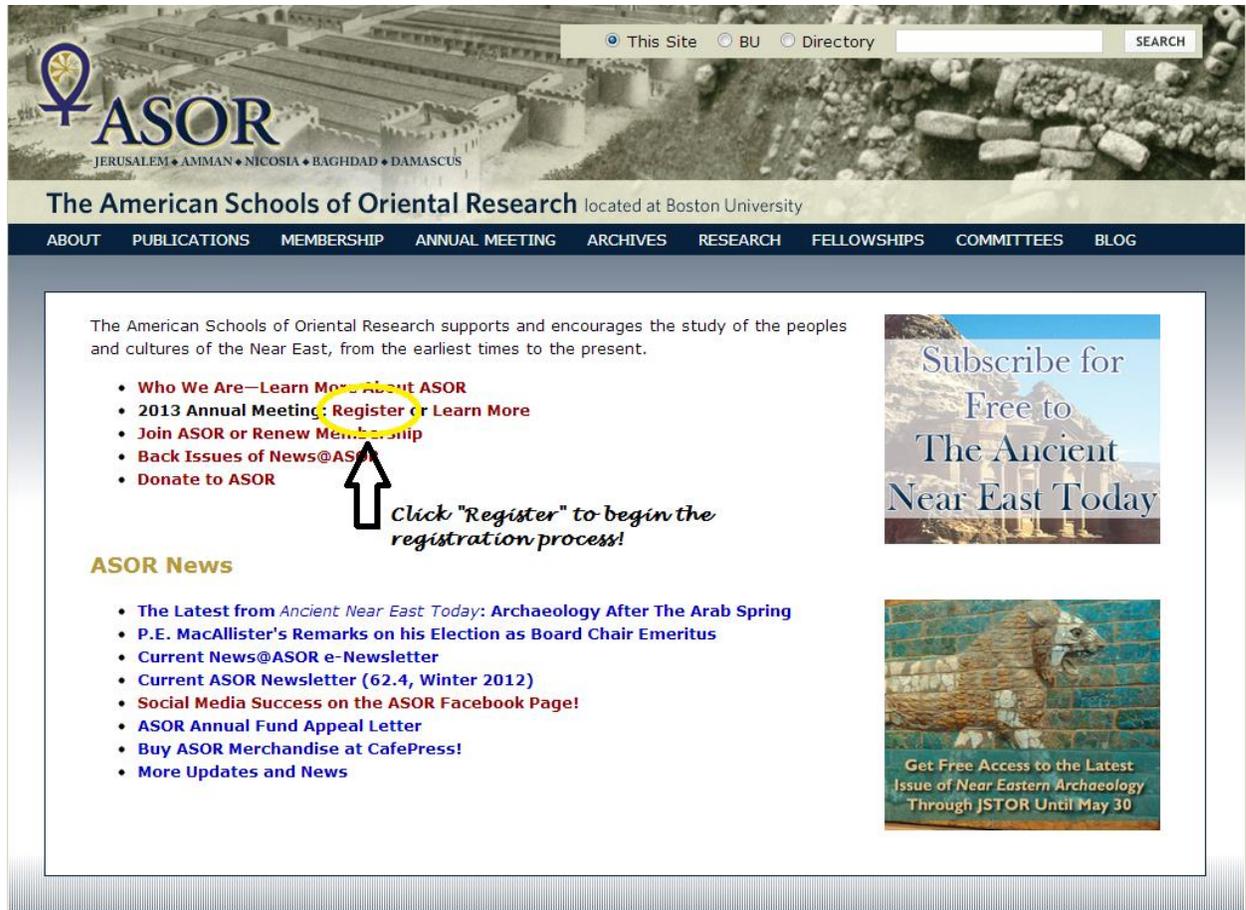




## REGISTERING FOR THE ANNUAL MEETING

1. To register for the Annual Meeting, first type <http://www.asor.org> into the address bar of your web-browser to reach the ASOR homepage. Click the word “Register” to begin the registration process.



2. This will take you to a login screen. Your user name is the primary email address you have on file in our database. Your password was chosen when you first registered for your ASOR membership. After entering the appropriate information click the “Go” button. If you do not remember your password, either click “Forgot Your Password?” or email [asormemb@bu.edu](mailto:asormemb@bu.edu) to request a new password.



3. Clicking “Go” will direct you to a Shopping Cart where you should select the “2013 Annual Meeting in Baltimore” in order to begin registering.

ASOR home page

ASOR logo

Buy or Renew a Membership  
Purchase a Subscription  
Meeting Registration  
Donate to ASOR  
My Information  
Individual Directory  
Contact Us  
Logout

Online Store - Jon Doe - Professional Membership, Expired  
9/30/2010 12:00:00 AM. [Logout]

Items: 1  
Total: \$130.00 View Cart

Shop for: Event Search for: GO

Sort By:

(Page 1 of 1)

2013 Annual Meeting in Baltimore  
Event  
\$110.00  
View Event Details

*Click here to register!*

(Page 1 of 1)

4. The “Event Registration Wizard” will display the various registration options that are available depending on your membership status with ASOR.

If you are a current member of ASOR you will see this registration page and should select the appropriate fee rate and click “Next”:

ASOR home page

ASOR logo

Buy or Renew a Membership  
Purchase a Subscription  
Meeting Registration  
Donate to ASOR  
My Information  
Individual Directory  
Contact Us  
Logout

Event Registration Wizard

REGISTER ENTER INFO ADD GUESTS CONFIRM

2013 Annual Meeting in Baltimore  
Select Registration Fee

Please select the appropriate registration fee.  
Once the fee is selected, click the NEXT button at the bottom of the page to continue.

Select a registration fee for			
Name	MEMBER	NON MEMBER	Select
Member	\$185.00	<del>\$185.00</del>	<input checked="" type="radio"/>
Student at ASOR Member School	\$110.00	<del>\$110.00</del>	<input type="radio"/>
Spouse/Partner	\$130.00	<del>\$130.00</del>	<input type="radio"/>
Non-Member	\$235.00	<del>\$235.00</del>	<input type="radio"/>

*If you are a current member, be sure the member registration rate is selected!*

Click "Next" to proceed!

Cancel Next

**OR** if you are not currently a member of ASOR, either join or renew your membership, or continue and register as a “Student at ASOR Member School” or “Non-Member” and click “Next” to continue:

ASOR home page

Event Registration Wizard

2013 Annual Meeting in Baltimore

Select Registration Fee

Please select the appropriate registration fee. Once the fee is selected, click the NEXT button at the bottom of the page to continue.

Select a registration fee for Jon Doe

Name	MEMBER	NON MEMBER	Select
Student at ASOR Member School	\$110.00	<del>\$110.00</del>	<input checked="" type="radio"/>
Non-Member	\$235.00	<del>\$235.00</del>	<input type="radio"/>

Select the appropriate registration rate!

Then click "Next" to proceed!

Cancel Next »

5. On this page, please enter your registration and badge information, being sure to edit your Badge Name and Badge Organization information. Please check the boxes for “Paper or Poster Presenter” and/or “First Time Attendee” if applicable to your registration. And click “Next” to continue (or “Previous” to return to the previous page).

ASOR home page

Event Registration Wizard

2013 Annual Meeting in Baltimore

Enter Registration Information

Please enter your registration and badge information. Click the NEXT button at the bottom of the page to continue.

Enter registration information for Jon Doe

Be sure to edit the name that will appear on your badge!

First Name: Jon

Last Name: Doe

Badge Name: Jon

Registration Date: 5/20/2013

Badge Organization: Enter your institution or organization name here!

Paper or Poster Presenter:

First Time Attendee:

Please check either box if they are appropriate!

« Previous Cancel Next »

Click "Next" to continue!

6. On the Guest Attendance page, please indicate if you would like to bring a guest or guests to the Annual Meeting. Registering guests is optional. If you would like to bring a guest or guests, select your desired number of guests and click “Next” to continue. If you are not bringing any guests, leave the guest count at “0” and click “Next” to continue.

ASOR home page

Event Registration Wizard

REGISTER ENTER INFO ADD GUESTS CONFIRM

2013 Annual Meeting in Baltimore

Select Guests

This event allows you to register guests. Please select if and how many guests will be attending the event as part of your registration.

Number of guests (optional):

Number of Guests (optional): 0

Select the number of guests attending with you!

Click "Next" to continue!

< Previous Cancel Next >

- a. If you selected to bring guests to the Annual Meeting, you are directed to a page where you can enter in the Guest Registrant’s information. These fields are the same as for your registration information: First and Last Name, Badge Name, and Badge Organization. Click “Next” to continue.

ASOR home page

Event Registration Wizard

REGISTER ENTER INFO ADD GUESTS CONFIRM

2013 Annual Meeting in Baltimore

Enter Guest Registrants Information

Please enter registration information for guest registrants attending the event. Click the NEXT button at the bottom of the page to continue.

Enter registration information for Guest #1

First Name: [ ]

Last Name: [ ]

Badge Name: [ ]

Registration Date: 5/20/2013

Badge Organization: [ ]

Paper or Poster Presenter:

First Time Attendee:

Fill in the required registration information for your guest!

Click "Next" to continue!

< Previous Cancel Next >

- b. Clicking “Next” will direct you to the web page to select the registration fee for the guest. Please select the appropriate registration fee that applies to your guest. For example, if you would like to bring your Spouse/Partner to the meeting, select the checkbox for the fee type “Spouse/Partner.” Click “Next” to proceed to a page to confirm and submit the registration for you and your guest.

ASOR home page

Event Registration Wizard

2013 Annual Meeting in Baltimore

Select Guest Registration Fees

Please select the registration fees that apply to your guests. Once the fees are selected, click the NEXT button at the bottom of the page to continue.

Name	MEMBER	NON MEMBER	Select
Member	\$185.00	<del>\$185.00</del>	<input type="radio"/>
Student at ASOR Member School	\$110.00	<del>\$110.00</del>	<input type="radio"/>
<u>Spouse/Partner</u>	\$130.00	<del>\$130.00</del>	<input checked="" type="radio"/>
Non-Member	\$235.00	<del>\$235.00</del>	<input type="radio"/>

Select the appropriate rate for your guest!

Click "Next" to proceed!

« Previous Cancel Next »

7. After clicking “Next,” please confirm and submit your (and your guest’s) registration information. Please take the opportunity to review your Badge Name and Registration Fee. When you are confident that the information is correct, click “Register Now.” If you need to make corrections, click “Previous” to return to earlier pages and make corrections.

ASOR home page

Event Registration Wizard

2013 Annual Meeting in Baltimore

Confirm & Submit Registration

Please confirm the selected information below and click the REGISTER NOW button. To change registration information below, click the PREVIOUS button to go back.

Printer Friendly Version

Event: 2013 Annual Meeting in Baltimore 11/20/2013 05:00pm - 11/23/2013 09:30pm

Main Registration - Kevin

Badge Name: Kevin	\$185.00
Guest Registration #1 - guest	
Badge Name: guest	\$130.00
<b>Subtotal:</b>	<b>\$315.00</b>

Click "Register Now" to submit the registration!

« Previous Cancel Register Now »

- This will direct you to the Online Store's "Shopping Cart" where the Annual Meeting Registration will appear as an item in your shopping cart. When you are finished reviewing the contents of your shopping cart, click "Proceed to Checkout." If there seems to be any errors, you will need to delete the products from your cart (by clicking the red "X"s) and begin again.



ASOR home page

**Buy or Renew a Membership**  
**Purchase a Subscription**  
**Meeting Registration**  
**Donate to ASOR**  
**My Information**  
**Individual Directory**  
**Contact Us**  
**Logout**

Online Store - Kevin - Professional Membership, Expires 6/30/2013 12:00:00 AM. [Logout]

**Shopping Cart**

Update Cart Empty Cart < Continue Shopping Proceed to Checkout >

Source Code:  Click on the [X] to remove item from your shopping cart.

Remove	Item	Quantity	Item Price	Price
X	<b>2013 Annual Meeting in Baltimore</b> <i>Event</i> Main Registration, Badge Name: Kevin	<input type="text" value="1"/>	\$185.00	\$185.00
X	<b>2013 Annual Meeting in Baltimore</b> <i>Event</i> Guest Registration, Badge Name: guest	<input type="text" value="1"/>	\$130.00	\$130.00
<b>Subtotal</b>				<b>\$315.00</b>

Discount Code:  Apply Discount

Update Cart Empty Cart < Continue Shopping **Proceed to Checkout >**

Click "Proceed to Checkout" to continue!

Check out with **PayPal**

- You will then be taken to a checkout page where you can review your billing address (if there are corrections that need to be made, you can click “change.”) You can confirm the email address at the bottom left of this screen; this address will receive the confirmation and receipt via email. You can also indicate if you would like to post a note on Facebook indicating you purchased a registration. On the right of the screen, you can review your purchase and enter your credit card information. Please enter the card type (MasterCard, Visa, or Discover), card number, and expiration date, and double-check the cardholder’s name. If everything is in order click the “Purchase Now” Button.

ASOR home page

**Checkout**

**Purchase Details**  
Please review the information below and submit your purchase by clicking on the purchase now button.

Purchase Summary	Items in Cart
<b>Current Purchases:</b>	\$185.00
<b>Taxes:</b>	\$0.00
<b>Shipping:</b>	\$0.00
<b>Total:</b>	\$185.00

**Billing Address**  
Kevin [redacted]  
[redacted]

**E-mail and Social Confirmations**

[Change](#)

Send a confirmation email to my primary email address:  
[redacted]@gmail.com

Send a confirmation e-mail to an additional e-mail address:  
[redacted]

Post a note on my Facebook Wall about this purchase selection.

**Payment Information**

**Payment Information:** Credit Card

**Card Type:** MasterCard

**Credit/Debit:** Credit

**Card Number:** [redacted]

**Credit Card ID:** [redacted]

**Card Expiration Date:** January(01) 2013

**Cardholder's Name:** Kevin [redacted]

This is a Corporate Card

*Click to submit your order!*

[Back to Cart](#) [Purchase Now](#)

- Once your card has been verified you will see a confirmation page. You should print the confirmation page for your records even though a copy has been emailed to you. If you have any questions about your Annual Meeting registration you can contact us at asor@bu.edu or asormemb@bu.edu or by phone at 617-353-6570.