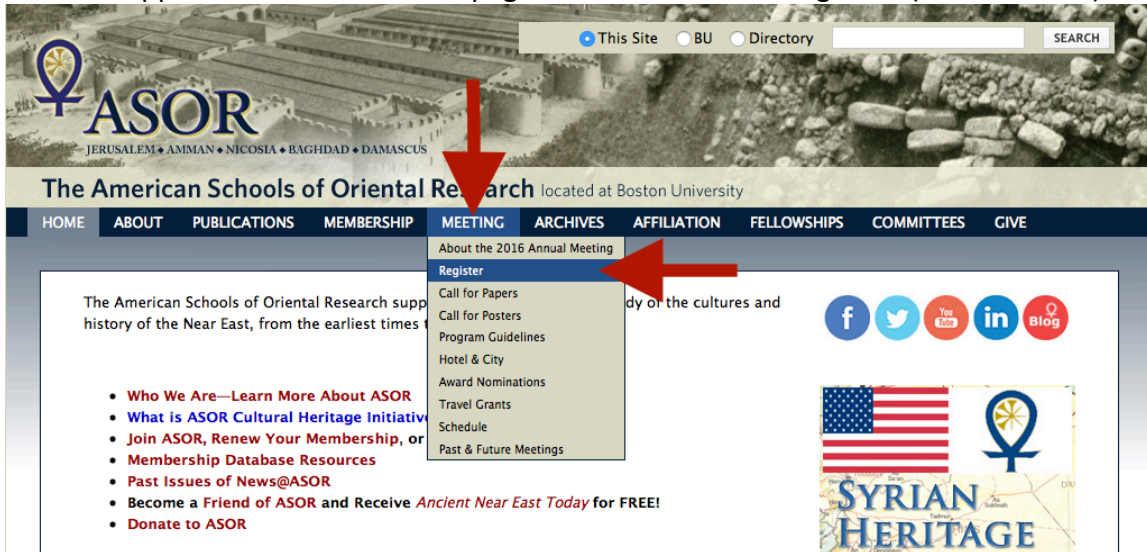


REGISTERING FOR THE ASOR ANNUAL MEETING

January 2016

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.

	Early Bird Nov. 20 – Apr. 8	Super Saver Apr. 9 – Sept. 11	Advance Sept. 16 – Nov. 13	On Site Nov. 18 – Nov. 21
Member	\$175	\$215	\$265	\$315
Non-Member	\$235	\$275	\$325	\$375
Student Member	\$95	\$145	\$195	\$245
Student Enrolled at ASOR-Member School	\$90	\$140	\$190	\$240
Spouse / Partner (Reg. at Same Time as Member)	\$145	\$195	\$245	\$295

*Undergraduate students enrolled at ASOR Member Institutions may register at the discounted price of \$50 by calling 617-353-6570 or emailing Britta Abeln at asor@bu.edu.

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](#)

Continue to next page...

3. You will be redirected to the 2016 Annual Meeting Event Page. Click on “Register for this Event” to begin your registration online.

Description

Event Details

2016 Annual Meeting in San Antonio


Nov 16, 2016 05:00pm - Nov 19, 2016 09:30pm
(GMT-05:00) Eastern Time (US & Canada)

Event Type: Conference
Category: Annual Meeting

Description


The annual meeting is ASOR's and its affiliated research centers focal event of the year. Approximately 1,000 scholars, students, and interested members of the public will come together for 3 intensive days of academic lectures, poster presentations, business meetings, evening receptions, and general conversation. If you are interested in the latest news from excavations and historical research in the eastern Mediterranean, this is the event to attend.

Early registration ends on Apr 08, 2016.
Regular registration starts on Apr 09, 2016 and ends on Sep 10, 2016.
Late registration starts on Sep 11, 2016.
All times are 12:00am (GMT-05:00) Eastern Time (US & Canada).

Register for this Event 


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.


Login

Please provide your e-mail address and password to login.
If your login information is displayed below, then you are already logged in.
If you are a visitor and not a registered user, please use  [New Visitor Registration](#) to register for the site.

Primary E-Mail Address:
 < Enter your e-mail

Password:
 < Enter your password

Remember Me **Sign In** 

 [Forgot your Password?](#)

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 >>.”

Event Registration Wizard

REGISTER ENTER INFO ADD GUESTS CONFIRM

2016 Annual Meeting in San Antonio

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 Inda Omerefendic

Name	MEMBER	NON MEMBER	Select
Member	\$175.00	\$175.00	<input checked="" type="radio"/>
Student at ASOR Member School	\$90.00	\$90.00	<input type="radio"/>
Spouse/Partner	\$145.00	\$145.00	<input type="radio"/>
Non-Member	\$235.00	\$235.00	<input type="radio"/>

Cancel 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 >>.”

Event Registration Wizard

REGISTER ENTER INFO ADD GUESTS CONFIRM

2016 Annual Meeting in San Antonio

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 Inda Omerefendic

R First Name: Jane R Badge Name: Jane Doe
R Last Name: Doe R Registration Date: 1/8/2016
R Badge Organization: Affiliated Institution

Paper or Poster Presenter:
First Time Attendee:

« Previous Cancel 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 >>.”

Event Registration Wizard

REGISTER ENTER INFO ADD GUESTS CONFIRM

2016 Annual Meeting in San Antonio

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

1
2
3
4
5
6
7
8
9
10

If you're registering a guest, select a number from the drop-down menu.

« Previous Cancel 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 >>.”

Event Registration Wizard

REGISTER ENTER INFO ADD GUESTS CONFIRM

2016 Annual Meeting in San Antonio

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

R First Name: John R Badge Name: John Doe

R Last Name: Doe R Registration Date: 10/2016

R Badge Organization: University of Doeville

Paper or Poster Presenter:

First Time Attendee:

« Previous Cancel Next »

- b. Next, select the rate that applies to them. This is where you select the “Spouse/Partner” rate. Then click “Next >>” to proceed.

Event Registration Wizard



2016 Annual Meeting in San Antonio

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.

Select fee type for Guest #1 (John Doe)

Name	MEMBER	NON MEMBER	Select
Member	\$175.00	\$175.00	<input type="radio"/>
Student at ASOR Member School	\$90.00	\$90.00	<input type="radio"/>
Spouse/Partner	\$145.00	\$145.00	<input checked="" type="radio"/>
Non-Member	\$235.00	\$235.00	<input type="radio"/>

Buttons: < Previous, Cancel, Next >

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."

Event Registration Wizard



2016 Annual Meeting in San Antonio

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: **2016 Annual Meeting in San Antonio** 11/16/2016 05:00pm - 11/19/2016 09:30pm

Main Registration - Jane Doe

Badge Name: Jane Doe \$175.00

Guest Registration #1 - John Doe

Badge Name: John Doe \$145.00

Subtotal: \$320.00

Buttons: < Previous, Cancel, Register Now

9. You are then taken to your Shopping Cart. Review the items once again and then click “Check Out >.”

Shopping Cart


[Update Cart](#) [Empty Cart](#) [Continue Shopping](#) [Check Out >](#)

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

Remove	Item	Quantity	Item Price	Price
<input checked="" type="checkbox"/>	2016 Annual Meeting in San Antonio Event Main Registration, Badge Name: Jane Doe	<input type="text" value="1"/>	\$175.00	\$175.00
<input checked="" type="checkbox"/>	2016 Annual Meeting in San Antonio Event Guest Registration, Badge Name: John Doe	<input type="text" value="1"/>	\$145.00	\$145.00
Subtotal				\$320.00

Discount Code: [Apply Discount](#)

[Update Cart](#) [Empty Cart](#) [Continue Shopping](#) [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.”

Checkout

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

Billing Address

[Change](#)

E-mail and Social Confirmations

Send a confirmation email to my primary email address.

Send a confirmation e-mail to an additional e-mail address:

Purchase Summary

Current Purchases:	\$320.00
Taxes:	\$0.00
Shipping:	\$0.00
Total:	\$320.00

Items in Cart

Payment Information

Payment Information:

Card Type:

Credit / Debit:

Card Number:

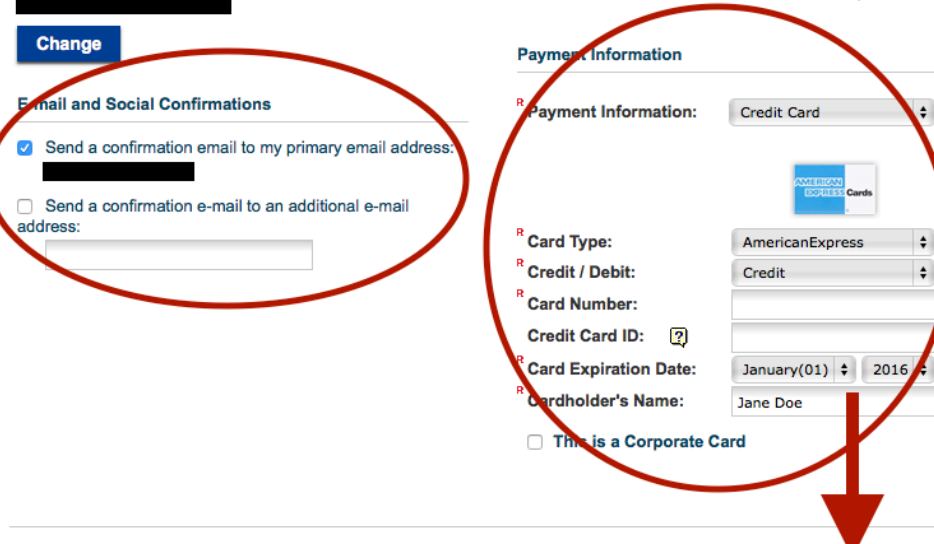
Credit Card ID:

Card Expiration Date:

Cardholder's Name:

This is a Corporate Card

[Back to Cart](#) [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!*