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. Under “Meetings,” click “2017 Registration”.

2. On the “2017 Annual Meeting Registration Information and Rates” page, select the appropriate registration category.
3. 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 “Sign In” button. If you do not remember your password, either click “Forgot Your Password?” or email asormemb@bu.edu to request a new password.

4. Clicking “Sign In” will direct you to a Shopping Cart where you should select the “2017 Annual Meeting in Boston” in order to begin registering.
5. 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”:

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:
6. 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).

7. 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.
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.

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.
8. 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.

9. 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 “Check Out.” 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.
10. You will then be taken to the payment screen where you will be asked to enter your credit card information.

a) You can also review your billing address information.

b) Be sure to confirm the email address at the bottom of the screen; this address will receive the confirmation and receipt via email.

c) Please enter the credit card number, credit card ID (CVV#), and expiration date, double check the cardholder’s name, and then click the “Purchase Now” button.

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 857-990-3139.