



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.

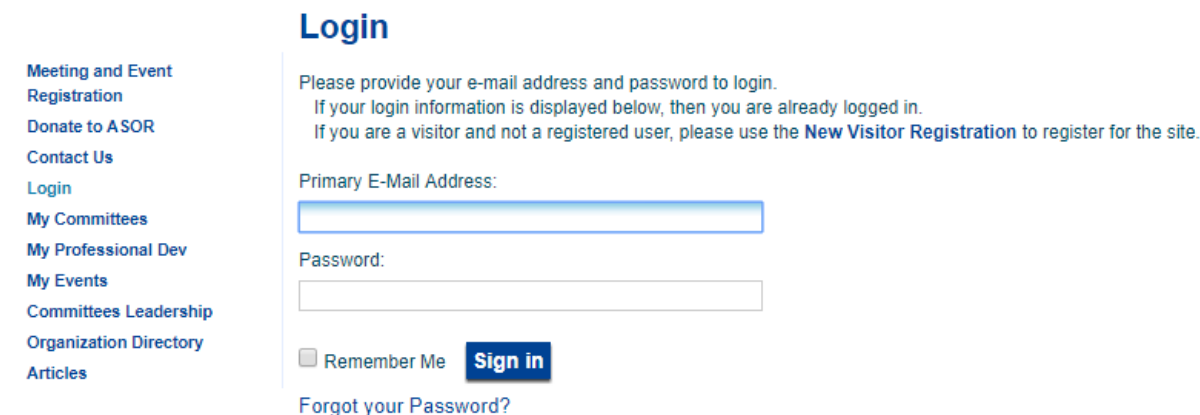
2017 ANNUAL MEETING REGISTRATION INFORMATION & RATES

	Early Bird Nov. 20 - Apr. 8	Super Saver Apr. 9 - Sept. 11	Advance Sept. 12 - Nov. 13	On Site Nov. 18 - Nov. 21
Member	\$185	\$225	\$275	\$325
Non-Member	\$245	\$285	\$335	\$385
Student Member	\$100	\$140	\$190	\$240
Student Enrolled at ASOR-Member School	\$95	\$135	\$185	\$235
Spouse / Partner (Reg. at Same Time as Member)	\$160	\$200	\$250	\$300

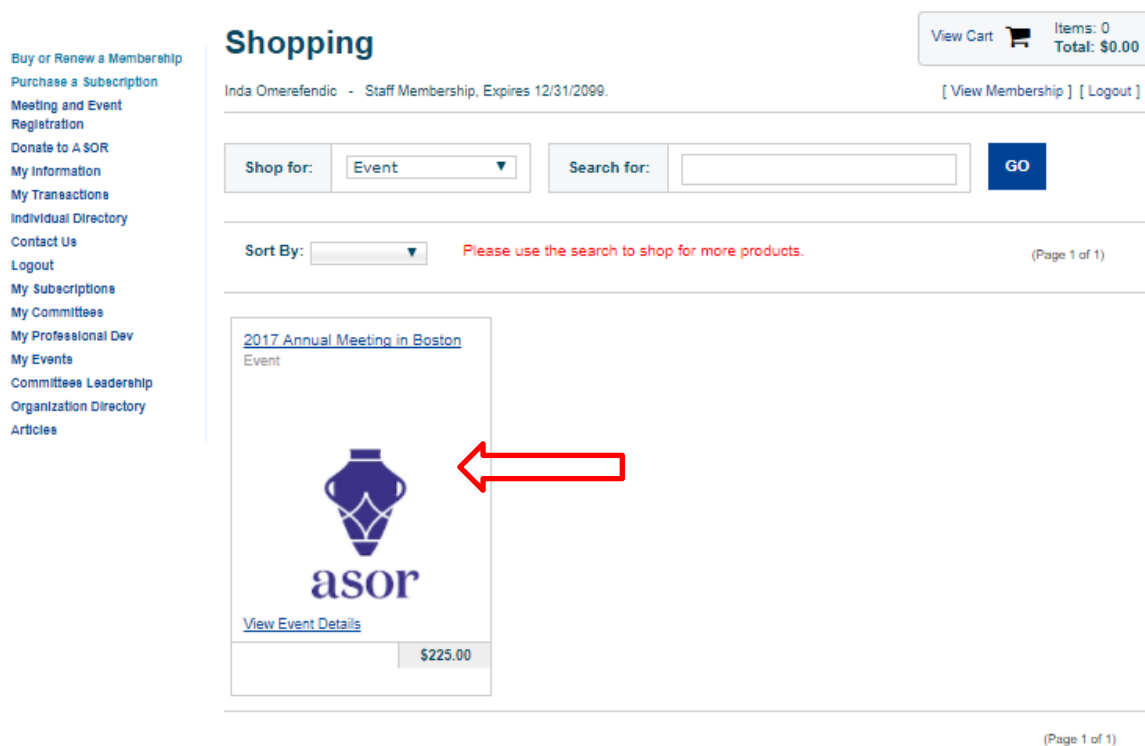
*Undergraduate students enrolled at ASOR Member Institutions may register at the discounted price of \$50 by calling 617-353-6570 or emailing Britta Abeln at abeln@bu.edu.

Special Notice Regarding US Travel Restrictions

- 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.



- 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”:

ASOR Home Page

Event Registration Wizard

REGISTER ENTER INFO ADD GUESTS CONFIRM

2017 Annual Meeting in Boston

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	\$225.00	\$225.00	<input checked="" type="radio"/>
Student at ASOR Member School	\$135.00	\$135.00	<input type="radio"/>
Spouse/Partner	\$200.00	\$200.00	<input type="radio"/>
Non-Member	\$285.00	\$285.00	<input type="radio"/>

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:

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).

The screenshot shows the 'Event Registration Wizard' for the '2017 Annual Meeting in Boston'. The current step is 'Enter Registration Information'. The page includes a sidebar with navigation links such as 'Buy or Renew a Membership', 'Purchase a Subscription', 'Meeting and Event Registration', 'Donate to ASOR', 'My Information', 'My Transactions', 'Individual Directory', 'Contact Us', 'Logout', 'My Subscriptions', 'My Committees', 'My Professional Dev', 'My Events', 'Committees Leadership', 'Organization Directory', and 'Articles'. The main content area contains the following fields and options:

- Enter registration information for Inda Omereferendic**
- First Name:** Inda
- Last Name:** Omereferendic
- Badge Name:** Inda Omereferendic (highlighted with a red box)
- Registration Date:** 1/20/2017
- Badge Organization:** ASOR (highlighted with a red box)
- Paper or Poster Presenter:** ☒ (highlighted with a yellow circle)
- First Time Attendee:** ☒ (highlighted with a yellow circle)

At the bottom right, there are three buttons: « Previous, Cancel, and Next » (the 'Next »' button is highlighted with a yellow circle).

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.

The screenshot shows the 'Event Registration Wizard' for the '2017 Annual Meeting in Boston'. The current step is 'Select Guests'. The page includes the same sidebar as the previous screenshot. The main content area contains the following information:

- 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 (the dropdown menu is highlighted with a yellow circle)

At the bottom right, there are three buttons: « Previous, Cancel, and Next » (the 'Next »' button is highlighted with a yellow circle).

- 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.

Event Registration Wizard

2017 Annual Meeting in Boston

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: [text box] Last Name: [text box] Badge Name: [text box] Registration Date: 7/20/2017

Badge Organization: [text box]

Paper or Poster Presenter: ☐ First Time Attendee: ☐

« 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.

Event Registration Wizard

2017 Annual Meeting in Boston

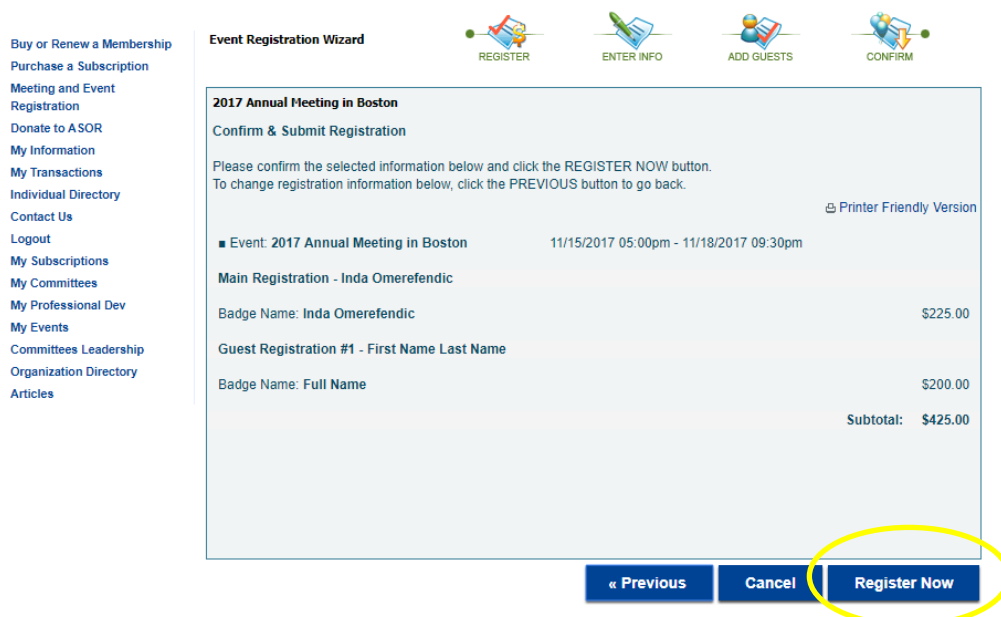
Select Guest Registration Fees

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 (First Name Last Name)	MEMBER	NON-MEMBER	Select
Member	\$225.00	\$225.00	<input type="radio"/>
Student at ASOR Member School	\$125.00	\$125.00	<input type="radio"/>
Spouse/Partner	\$200.00	\$200.00	<input checked="" type="radio"/>
Non-Member	\$285.00	\$285.00	<input type="radio"/>

« Previous Cancel Next »

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.



The screenshot shows the 'Event Registration Wizard' interface. On the left is a vertical navigation menu with links: Buy or Renew a Membership, Purchase a Subscription, Meeting and Event Registration, Donate to ASOR, My Information, My Transactions, Individual Directory, Contact Us, Logout, My Subscriptions, My Committees, My Professional Dev, My Events, Committees Leadership, Organization Directory, and Articles. The main content area is titled 'Event Registration Wizard' and has four steps: REGISTER, ENTER INFO, ADD GUESTS, and CONFIRM. The current step is 'CONFIRM & Submit Registration'. It displays the event '2017 Annual Meeting in Boston' from 11/15/2017 05:00pm to 11/18/2017 09:30pm. Below, it shows 'Main Registration - Inda Omereferendic' with a badge name of 'Inda Omereferendic' for \$225.00, and 'Guest Registration #1 - First Name Last Name' with a badge name of 'Full Name' for \$200.00. The subtotal is \$425.00. At the bottom are three buttons: 'Previous', 'Cancel', and 'Register Now' (which is circled in yellow).

Buy or Renew a Membership
Purchase a Subscription
Meeting and Event Registration
Donate to ASOR
My Information
My Transactions
Individual Directory
Contact Us
Logout
My Subscriptions
My Committees
My Professional Dev
My Events
Committees Leadership
Organization Directory
Articles

Event Registration Wizard

REGISTER ENTER INFO ADD GUESTS CONFIRM

2017 Annual Meeting in Boston

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: 2017 Annual Meeting in Boston 11/15/2017 05:00pm - 11/18/2017 09:30pm

Main Registration - Inda Omereferendic

Badge Name: Inda Omereferendic \$225.00

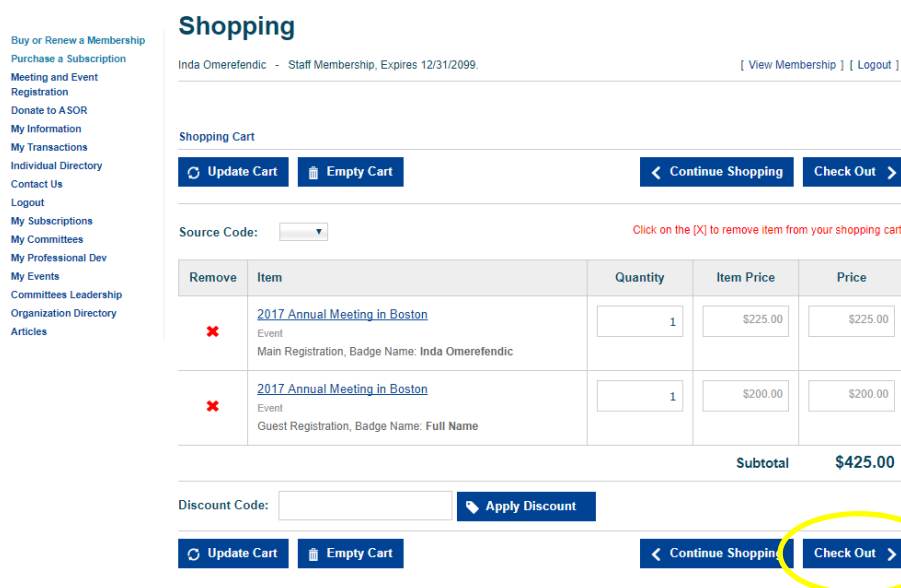
Guest Registration #1 - First Name Last Name

Badge Name: Full Name \$200.00

Subtotal: \$425.00

Previous Cancel Register Now

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.



The screenshot shows the 'Shopping' page. On the left is the same vertical navigation menu as in the previous screenshot. The main content area is titled 'Shopping' and shows the user 'Inda Omereferendic' with a 'Staff Membership' that expires 12/31/2099. There are links for '[View Membership]' and '[Logout]'. Below this is the 'Shopping Cart' section. It has buttons for 'Update Cart', 'Empty Cart', 'Continue Shopping', and 'Check Out'. A 'Source Code' dropdown is present. A red note says 'Click on the [X] to remove item from your shopping cart.' The cart contains two items: '2017 Annual Meeting in Boston' (Main Registration, Badge Name: Inda Omereferendic) for \$225.00, and '2017 Annual Meeting in Boston' (Guest Registration, Badge Name: Full Name) for \$200.00. The subtotal is \$425.00. At the bottom is a 'Discount Code' field with an 'Apply Discount' button. At the very bottom are buttons for 'Update Cart', 'Empty Cart', 'Continue Shopping', and 'Check Out' (which is circled in yellow).

Buy or Renew a Membership
Purchase a Subscription
Meeting and Event Registration
Donate to ASOR
My Information
My Transactions
Individual Directory
Contact Us
Logout
My Subscriptions
My Committees
My Professional Dev
My Events
Committees Leadership
Organization Directory
Articles

Shopping

Inda Omereferendic - Staff Membership, Expires 12/31/2099 [View Membership] [Logout]

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
X	2017 Annual Meeting in Boston Event Main Registration, Badge Name: Inda Omereferendic	1	\$225.00	\$225.00
X	2017 Annual Meeting in Boston Event Guest Registration, Badge Name: Full Name	1	\$200.00	\$200.00
Subtotal				\$425.00

Discount Code: Apply Discount

Update Cart Empty Cart Continue Shopping Check Out

10. You will then be taken to the payment screen where you will be asked to enter your credit card information.
- You can also review your billing address information.
 - Be sure to confirm the email address at the bottom of the screen; this address will receive the confirmation and receipt via email.
 - 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.

[Buy or Renew a Membership](#)
[Purchase a Subscription](#)
[Meeting and Event Registration](#)
[Donate to ASOR](#)
[My Information](#)
[My Transactions](#)
[Individual Directory](#)
[Contact Us](#)
[Logout](#)
[My Subscriptions](#)
[My Committees](#)
[My Professional Dev](#)
[My Events](#)
[Committees Leadership](#)
[Organization Directory](#)
[Articles](#)

Checkout


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

Billing Address
Inda Omerefendic **a**
ASOR
656 Beacon Street, 5th Floor
Boston MA 02215
United States
(617) 358-4376
✉ asorpubs@bu.edu
Change

Purchase Summary
Current Purchases: \$425.00
Taxes: \$0.00
Shipping: \$0.00
Total: \$425.00

Items in Cart

E-mail and Social Confirmations
☒ Send a confirmation email to my primary email address:
asorpubs@bu.edu **b**
☐ Send a confirmation e-mail to an additional e-mail address:

Payment Information
R Payment Information: Credit Card **c**

R Card Number: 4
R Credit / Debit: Credit
R Credit Card ID:
R Card Expiration Date: January(01) 2017
R Cardholder's Name: Inda Omerefendic
☐ This is a Corporate Card

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 857-990-3139.