

# AMERICAN ASTRONOMICAL SOCIETY WORKSHOP REGISTRATION INSTRUCTIONS

If you plan to attend the Rochester eclipse-planning workshop in person, before you register with the AAS you must obtain a vaccination verification code from CrowdPass:

<https://app.crowdpass.co/test/auth/signin?callbackUrl=app.crowdpass.co/auth/9310>

If you plan to participate virtually, you do not need a vaccination verification code.

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## Registration Instructions

### 1. Workshop information and registration pages:

<https://eclipse.aas.org/workshops/oct2022>

<https://eclipse.aas.org/workshops/oct2022/register>

### 2. Direct registration link:

[https://my.aas.org/services/AAS\\_Member/Events/Event\\_Display.aspx?EventKey=WRK\\_22WECL](https://my.aas.org/services/AAS_Member/Events/Event_Display.aspx?EventKey=WRK_22WECL)

### 3. Sign in with your AAS username and password

Use the “Forgot Username?” or “Forgot Password?” links if you forgot your credentials.

If you’re sure you have an AAS account but can’t sign in, please email [reg-help@aaas.org](mailto:reg-help@aaas.org).

If you don’t have (or don’t recall having) an AAS account, click the “Create a new account” link; there is no charge or requirement to join the AAS to create a new account.

Then search our database to see if you already have an account before accidentally creating a duplicate:

Please search below to see if you already have an account:

Last Name Starts With	<input type="text"/>
First Name Starts With	<input type="text"/>
Institution	<input type="text"/>
<input type="button" value="Find"/>	

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If the search finds no records, fill in the “Create an Account” form:

[https://my.aas.org/services/aas\\_member/Create\\_Account/AAS\\_Member/iMIS/ContactManagement/CreateAccount.aspx](https://my.aas.org/services/aas_member/Create_Account/AAS_Member/iMIS/ContactManagement/CreateAccount.aspx)

Finally, sign in with your newly created AAS username and password.

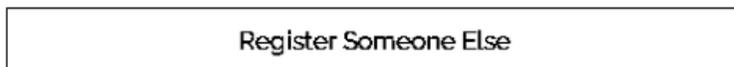
If you need assistance, please email [reg-help@aaas.org](mailto:reg-help@aaas.org).

#### 4. Click the orange “Register Myself” button:



The page will reload and present you with several registration options.

If you are already registered and wish to register **someone else**, please select “Register Someone Else.” Look up or create your guest record and keep on registering same way as described below.



5. Click on the link to “AAS Meeting Policies & Conduct,” then read the AAS Code of Ethics, Anti-Harassment Policy, and Privacy Policy. You will be asked to agree to abide by all these policies in step 8 below.

#### 6. Select one of the registration options:

Registration Options

In-person Registration

Virtual Registraion

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**7. Enter the six-digit vaccination verification code you received by email from CrowdPass after your vaccination status was approved.**

If you are registering for virtual participation, type “VIRTUAL” instead of a six-digit code.

\*Please enter your CrowdPass vaccination verification code (if registering for Virtual participation only, please enter “VIRTUAL”):



**8. Answer the three questions (you must answer “yes” to the first two in order to complete your registration) and click the “Save Responses” button.**

## Questions

\*Please enter your CrowdPass vaccination verification code (if participating virtually please type in “Virtual”):

\*Have you read and do you agree to abide by the AAS Code of Ethics and Privacy Policy (see links above)? If you select no, you may not register for the meeting.

Yes  No

\*Have you read and do you agree to abide by the AAS Anti-Harassment Policy for AAS & Division Meetings & Activities (see link above)? If you select no, you may not register for the meeting.

Yes  No

\*I understand that during the meeting my likeness may be captured via image or other media and agree that the AAS may use it in promotional materials and publications such as the Society’s Annual Report and similar. If you select no, we will not use your likeness for these purposes.

Yes  No

Save Responses

**If you wish to change any of your responses, do so and then click the “Update Responses” button.**



**9. Scroll down and click the orange “Proceed to Checkout” button**

Proceed to Checkout

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10. Enter your payment information; if you have a promotional code, enter it in the box and click the Apply button to zero out your registration fee (this applies only to workshop organizers and staff).

Item Total	██████████
Shipping	0.00
Handling	0.00
<b>TRANSACTION GRAND TOTAL</b>	██████████

Promotional Code:

## Payment Details

Payment amount ██████████

Payment method

\*Card number

\*Name on card

\*Expiration date

\*CSC

Card address ██████████  
██████████  
██████████

[Choose another address](#)



11. Click the “Submit Order” button to complete your registration. Once you submit your registration, you will see a confirmation page/receipt.

12. Check your in-box for two email messages, an order confirmation from [imis\\_no-reply@aaas.org](mailto:imis_no-reply@aaas.org) and more information from [meetings.department@aaas.org](mailto:meetings.department@aaas.org). Check your spam/junk folder if you don't see both messages.

If you need assistance with your registration, please email [reg-help@aaas.org](mailto:reg-help@aaas.org).