

MAAO Clerks Meetings Registration Procedures

If you should have any problems or questions regarding this registration process, please feel free to contact either Bob Ellia at execdir@maao.org or 774-249-8625 or Christine Purple at adminasst@maao.org or 774-249-8624.

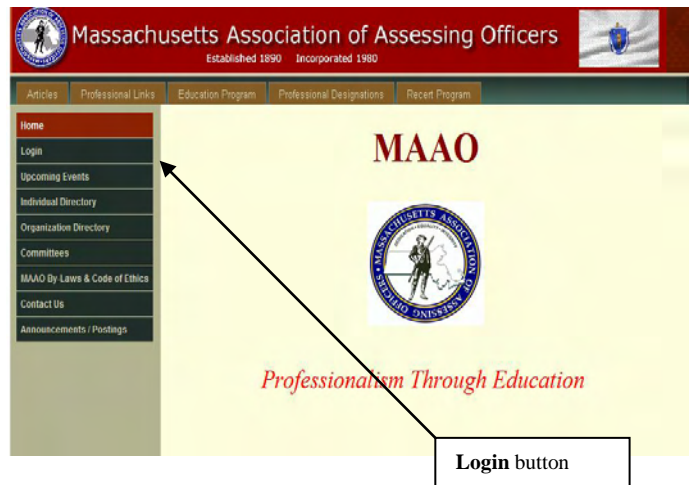
Step 1 Click on the link for the course/event that you wish to register for from the MAAO site. We have a new membership event registration module. With the new registration procedures, you will need to use your registered MAAO e-mail address to login.

Step 2 When you click on the link it will bring you to the MAAO Welcome screen. Click on the Login located on the list on the left side of the page.

a. If you **currently are an MAAO member and are** receiving notices, E-Blast and/or Newsletters electronically from the MAAO, the e-mail address you receive these communications from is your "registered" e-mail. Proceed to Step 3.

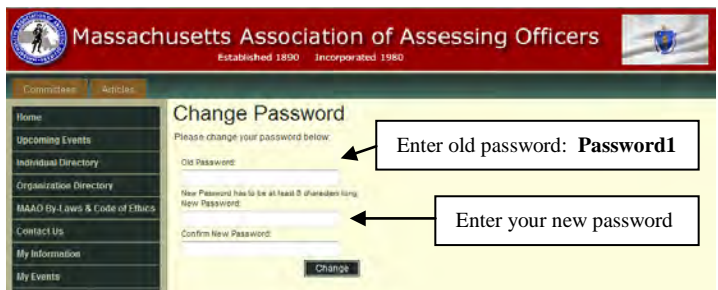
b. If you **currently an MAAO member and are not** receiving notices, E-Blast and/or Newsletters electronically from the MAAO, **do not** register using the "New Visitor Registration" contact us at adminasst@maao.org or execdir@maao.org to give us an email address that we can enter into the system **before** you register. If you register as a "New Visitor Registration" you will be charged a non-member rate even if you are a member.

c. If you are **not a member of the MAAO** please click on the "New Visitor Registration" and follow the directions. This will create an account for a non-member that will allow you to register for future events using the same login information.



Step 3 Enter your "registered" MAAO e-mail address in the **Primary e-mail address field**.

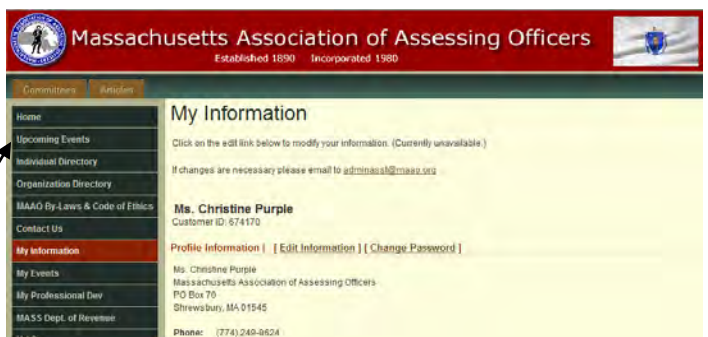
Step 4 If this is the first time you are logging in the password will be **Password1** (*this password is case sensitive*). You will then be prompted to change your password to one of your choice. The old password would be Password1. Please make sure you remember your e-mail address and password you are using to register for MAAO events. Without it you will not be able to register for conferences, workshops, or courses in the future. The association does not have access to your password so it is imperative that you retain it.



Step 5 This will bring a screen that will let you know that your password has been changed. Click the **"Click here to continue..."**

Step 6 You will be directed to the **My Information Screen**. On the left hand side is a menu of options. To register for an event you will need to click on **Upcoming Events**.

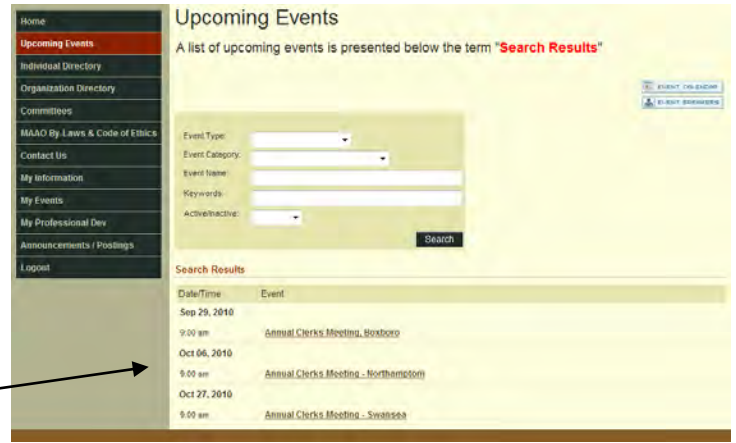
Upcoming Events Button



Step 7

In the **Upcoming Events** screen you will be able to view all of the upcoming MAAO events that are available (*do not use the search feature at the top of the screen*) at the bottom of the screen under Search Results. Click on the event that you are registering for; this will bring you to the “Events Detail” screen. This screen will provide you with all of the information regarding the event that you have selected. *Do not use Registration link located at the top of the page*

List of Upcoming events will be listed in this area.



Step 8

At the bottom of the Events Details screen you will see a button for **Register for this Event** which will bring you to one of two possible screens in the **Event Registration Wizard**. You will see one of 2 possible screens listed below.

Early registration ends on 07/26/2010.
Regular registration starts on 07/27/2010 and ends on 09/29/2010.
Late registration starts on 09/29/2010.
All times are 12:00am (GMT-05:00) Eastern Time (US & Canada).

Register for this Event

Registration Fees

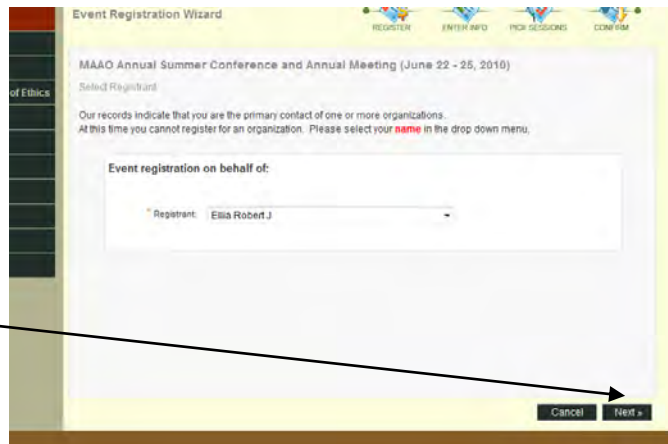
Fee Type	Member Fee	Non-Member Fee
Clerks Meeting Boxboro Ma.		
Early:	\$35.00	\$35.00
Regular:	\$35.00	\$35.00
Late:	\$35.00	\$35.00

Register button

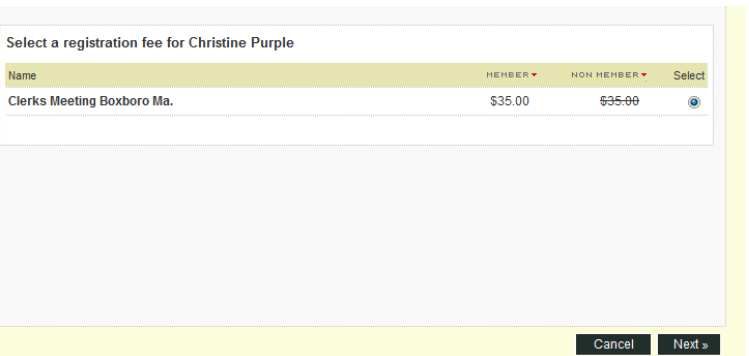
Register for this Event

- a. If you see this screen (shown in the example to right) with a drop down menu, please select your name and click the **Next** button and proceed to Step 9.

Press button to continue



- b. If you see this screen, select the **Next** button and proceed to Step 9.



Step 9

This will bring you to the next screen in the Event Registration Wizard where you can review your badge information click the **Next** button to continue to the next screen in the Registration Wizard.

Continue by clicking Next.

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

Enter registration information for Robert Ellia

First Name:	Robert	Badge Name:	Bob
Last Name:	Ellia	Registration Date:	07/28/2010

< Previous Cancel Next >

Step 10

This will bring you the Confirm & Submit Registration screen.

Review then press the Register Now button.

Event Registration Wizard

Annual Clerks Meeting, Boxboro
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: Annual Clerks Meeting, Boxboro 09/29/2010 9:00 am - 09/29/2010 2:00pm

Main Registration - Robert Ellia

Badge Name: Bob	\$35.00
Subtotal:	\$35.00

< Previous Cancel Register Now

Step 11

This will bring you to **Online Store** Screen. Please review all of your information. When you are sure that all you would like to register for the event. Click the Check Out button.

Review your information, Click the Check Out button.

Online Store - Mr. Robert J Ellia - Associate A1 Assessors Membership, Terminated 06/18/2010. [Logout] [Select Customer]

Shop For: Top 100 Products
Enter Name/Keyword:
[View Cart](#)

Featured Products & Promotions:

Shopping Cart

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

Source Code:

	Quantity	Item Price	Price
Annual Clerks Meeting, Boxboro Event - Main Registration - Badge Name: Bob	1	\$35.00	\$35.00
Subtotal			\$35.00

Discount Code:

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

Step 12

This will bring you to **the Checkout Screen** where you can select or enter your billing information. Once you have chosen the billing information click on **Next** button.

Checkout - Ms. Christine Purple

Logout ADDRESS SHIPPING PAY ORDERS PAYMENT PLACE ORDER

Billing Information

Please provide the following billing information. When finished, click "Next" button.

Bill to Organization: [Dropdown]

Bill to Home Address:
No primary address available for this customer.
☎ (774) 249-8624
✉ adminasst@maao.org [Edit](#)

Bill to Work Address:
No primary address available for this customer.
Shrewsbury MA 01545
United States
☎ (774) 249-8624
✉ adminasst@maao.org [Edit](#)

Bill to Billing Address:
Christine Purple
P.O. Box 70
Shrewsbury MA 01545
United States
☎ (774) 249-8624
✉ adminasst@maao.org [Edit](#)

Bill to Other Address:
No primary address available for this customer.
☎ (774) 249-8624
✉ adminasst@maao.org [Edit](#)

Bill to Alternate Address:
Full Name: [Text]
Address: [Text]
City/State/Zip: [Text] [Dropdown] [Text]
Country: United States [Dropdown]
Phone: [Text]

R Required information

« Previous Back to Cart Next »

Step 13

This will bring you the Payment Information screen. At this time we are only using the Bill Me payment method, please click the **Next** button. This will produce an invoice you can print as well you will receive an e-mail invoice after processing the registration.

Review then press the Next button.

Checkout - Mr. Robert J Ellia

Logout ADDRESS SHIPPING PAY ORDERS PAYMENT PLACE ORDER

Payment Information

Please enter your payment information below. When finished, click "Next" button.

Payment Method: Bill Me [Dropdown]

Bill Me - An order with a balance due will be created.

Order Summary:
Sub Total: \$35.00
Shipping: + \$0.00
Tax: + \$0.00
Previous Orders: + \$0.00
Grand Total: = \$35.00

R Required information

« Previous Back to Cart Next »

Step 14

This will bring you to the final screen for purchasing the event. Please review all of your information. If you wish to have someone other than you to receive the confirmation e-mail, you can enter this information at the bottom of the screen (BE SURE that the "Send Confirmation Email" box at the bottom of the page is checked. This will be the only way an electronic notification will be sent to you). Once you have reviewed the information, you will need to click the **Submit Order** button to continue the checkout process

Review your information, make any changes then press the Submit Order button.

Mr. Robert J Ellia
 (Employer: Massachusetts Association of Assessing Officers)
 (774) 249-8625
 execdir@maao.org

Shopping Cart Items	Amount	Quantity	Total
Annual Clerks Meeting, Boxboro			
Main Registration - Badge Name: Bob	\$35.00	1	\$35.00
Event			
		Subtotal	\$35.00
		Taxes	\$0.00
		Shipping	\$0.00
		Invoice Total	\$35.00

Checkout Summary

Grand Total	\$35.00
Payment	\$0.00
Balance	\$35.00

Shipping & Billing Information

Billing Address:
 Robert J Ellia
 113 Old Webster Rd
 Oxford MA 01540
 United States
 (774) 249-8625
 execdir@maao.org

Change

Payment Information

Payment Amount: \$0.00
 Payment Method: Bill Me

Change

E-mail Confirmation

Send a confirmation e-mail to my primary e-mail address: execdir@maao.org
 Send a copy of the confirmation e-mail to an additional e-mail address:

Previous Back to Cart Submit Order

Step 15

This will bring you to a screen that says at the top (in small writing) "Order Submitted Thank you. Your order has been submitted." There will also be a confirmation number at the top of the screen. You can get a "Printer Friendly Version" and print out the order for your records and to submit for payment to your accounting department. You should also be receiving an e-mail confirming this order and an e-mail bill to be processed.

Checkout - Mr. Robert J Ellia

Order Submitted

Thank you. Your order has been submitted. You should receive an e-mail shortly with your registration information.

Purchased By:
 Mr. Robert J Ellia
 (Employer: Massachusetts Association of Assessing Officers)
 (774) 249-8625
 execdir@maao.org

Your confirmation number is: 5481080 Please keep this number for any references.

Shopping Cart Items	Amount	Quantity	Total
Annual Clerks Meeting, Boxboro			
Main Registration - Badge Name: Bob	\$35.00	1	\$35.00
Event			
		Subtotal	\$35.00
		Taxes	\$0.00
		Shipping	\$0.00
		Invoice Total	\$35.00

Grand Total \$35.00
 Payment \$0.00
 Balance \$35.00

Shipping & Billing Information

Billing Address:
 Robert J Ellia
 PO Box 70
 Shrewsbury MA 01545
 United States
 (774) 249-8625
 execdir@maao.org

Payment Information

Payment Amount: \$0.00
 Payment Method: Bill Me

Printer Friendly Version Back to Shopping

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