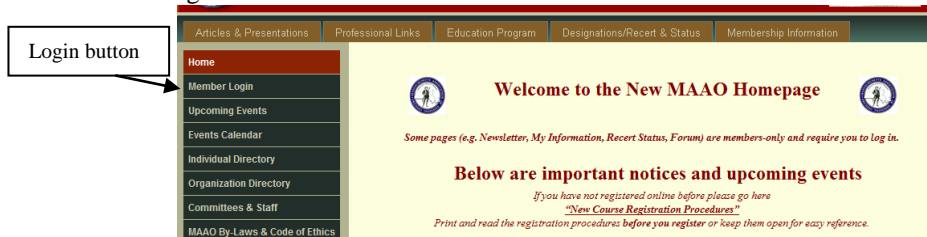


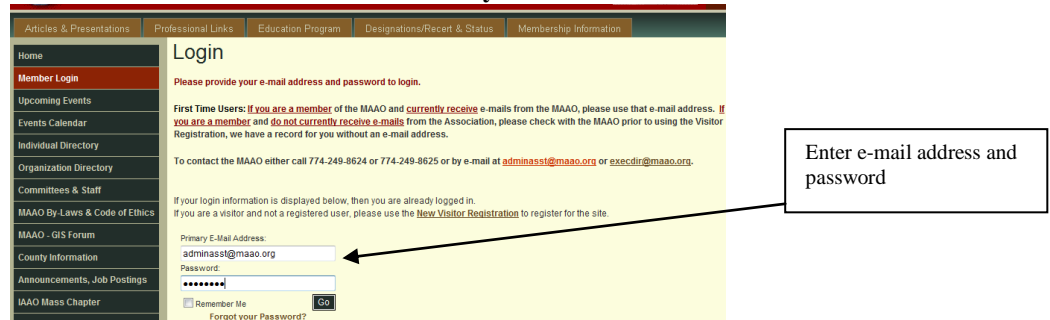
MAAO Log-in Procedures

- Step 1 With the MAAO website, you will need to use your registered MAAO e-mail address to login to access member only areas as well as to register for events.
- 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 2.
 - 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.
 - 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 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.

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 **could be** the name of your community all lowercase and without spaces (*this password is case sensitive*). 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. If you cannot log in, please contact Christine Purple at adminasst@maao.org to reset your password. *If you have logged in properly on the left hand side you will see Log Out at the bottom of the menu.*

Step 5 Once you have logged in you will be directed to the **Home** screen. On the left hand side as well as the top you will see various menu options. There are some areas such as Newsletter, Individual Directory and Organization Directory that is only accessible to members after logging in.

If you should have any problems or questions regarding this 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.