

-Student Member Affiliated With a Chapter- Membership Registration Standard Operating Procedures (SOP)

Students will be provided a 21-Day Trial MAES Membership redeemable from 23 August to 05 October 2012. In order to allow students to register for the MAES Symposium while they wait for their chapter to issue Membership Coupon Codes.

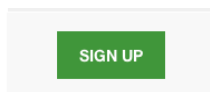
Students affiliated with a Chapter will pay membership dues to the Student Chapter. Per MAES policies, minimum annual chapter dues are \$10.

Students Affiliated with a Student Chapter

1. Pay Chapter Membership Dues.
2. Request Membership Coupon Code from Student Chapter Membership Officer.
3. Upon receipt of Membership Coupon Code register on the MAES Website. Membership coupon will expire 30 Days of being issued to the Chapter. (*Note: Trial MAES Membership is available for those students awaiting Membership Coupon Codes.*)
4. Go to the MAES Website (www.mymaes.org) to register as a member.
 - a. Select the “*I Am a Student*” “from the “*Join Us*” tab



- b. Select the “*Sign Up*” tab



- c. Select “*Student Member*” and following registration instructions

Membership Status

To be a member in good standing, individuals shall complete these two steps:
(1) Register as a member on the MAES website
(2) Pay annual and/or lifetime dues as required by membership category

Only individuals that complete these two steps will be eligible for membership benefits provided by MAES.

Associate
 Lifetime
 Professional
 Student

- d. Fill information and select Student Chapter Affiliation and click on “*Continue*”

Registration Information

Username

First Name

Last Name

Student Chapters

- e. **Select the appropriate membership dues and then click on “Continue with the Selected Membership”**

Student Trial Membership Dues — \$10.00 (free for the first 21 days)
If you are a student who has paid their MAES membership dues to a student chapter and is waiting to be issued a Membership Coupon Code select this option.
Trial Student Membership option window will be open from August 23 to October 5, 2012. Upon completion of the 21-Day Trial Membership, students will be prompted to upgrade to a Student Member or downgrade to an Associate Member.

Student Membership Dues — \$10.00
If you are a Student At-Large or have a Membership Coupon Code select this option.

- f. **Fill in Account, Personal and Additional Information and click “Submit”**
g. **Type Membership Coupon Code in the “Promotional Code” section and click on “Apply Code.”**

PROMOTIONAL CODE

Enter a Promotional Code: { Apply Code } { Clear }

- h. **If Membership Coupon Code is approved you will see:**

PROMOTIONAL CODE

Enter a Promotional Code: { Apply Code } { Clear }

The Promotional Code ' provides a discount of \$10.00 for "Student Membership Dues".

- i. **Verify Member and Billing Information and click on “Submit Securely”**

PAYMENT INFORMATION

Payment Amount \$0.00 (\$10.00) discount applied

- j. **Registration is complete. You are now a member in good standing with MAES and you are eligible to receive all the benefits of being MAES Student Member.**

Membership Dues - Thank You!

Thank you for submitting your membership dues. Membership dues are an investment in the MAES organization and your own member experience.

Thanks again for your support!

Note: If the membership dues you just submitted were part of your registration, your registration may go through an approval process before you will have access to the member community.

Notes:

- Students that fail to register before their issued Membership Coupon Code expires will have to purchase a new Membership Coupon Code from their Student Chapter for \$1 or register as an At-Large student member and pay the full \$10 in dues to National MAES. Checks are not an acceptable form of payment.
- Student must be a member in good standing no later than the first day of each National Event in order to qualify for all National Programs within that event.
- Student Membership will be verified at every National Program prior to registration. If a student is not registered and their dues are not current on the MAES Membership Management System the student will have two options: pay the full non-member registration price or register on the MAES Management System for \$10 prior to completing the program registration process.
- Associate Members receive the non-member registration rate for National Program events.