

-Student Member At-Large- Membership Registration Standard Operating Procedures (SOP)

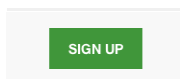
Students not affiliated with a Chapter will pay their membership dues directly to MAES National. Per MAES policies, minimum membership dues are \$10.

Students At-Large (Not affiliated with a student chapter)

1. Go to the MAES Website (www.mymaes.org) to register as a member.
 - a. Selects 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 “At Large” and click on “Continue”

Registration Information

Username

First Name

Last Name

Student Chapters

- e. Selects “Student Membership Dues”

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. Verify Member and Billing Information

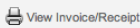
MEMBER INFORMATION	
First Name	MAES
Last Name	Green
Primary Group	Student Chapters: UT, El Paso
Email Address	lovemaes@me.com
Organization	
Address	afadfa
City/Town	adfadfafs
Country	United States
State	Texas
Postal Code	79936
Phone	915-333-2223
<input checked="" type="checkbox"/> Check here if the billing address is the same as the member address	
BILLING INFORMATION	
Organization	<input type="text"/>
Address*	<input type="text" value="afadfa"/>
Address Cont.	<input type="text"/>
City/Town*	<input type="text" value="adfadfafs"/>
Country*	<input type="text" value="United States"/>
State	<input type="text" value="Texas"/>
Postal Code	<input type="text" value="79936"/>
Phone*	<input type="text" value="915-333-2223"/>
<input type="checkbox"/> Update my Personal Information with address and organization information from above	

h. Fill in Payment Information and click “Submit Securely”

PAYMENT INFORMATION	
Payment Amount	\$10.00
Payment Type*	Credit Card
	
Name on Card*	<input type="text"/>
Card Type*	<input type="text"/>
Card Number*	<input type="text"/>
Card CVV Num*	<input type="text"/> What is this?
Exp. Month/Year*	<input type="text"/> <input type="text"/> (MM/YYYY)
<input type="button" value="Submit Securely"/>	

- i. 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. 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.