

Instructions for Online Meeting Registration

Supported Browsers

Internet Explorer 6.0 or higher (Windows Platform), Netscape Navigator 7.0 or higher (Windows Platform), Mozilla Firefox 1.0.4 and higher (Windows Platform)

Jump to the head of the line for ticketed events by registering online! By using the AACAP Web site, you get your registration and ticketed events confirmed immediately! It's not as hard as you think—here are the instructions, step-by-step.

1 ONE
Go to www.aacap.org and click on **Login**.

2 TWO Login
If you know your Username and Password, enter them and click on **Login**, and then click on **OK**.
If you don't know your Username and Password, click on **Forgot your username or password** and follow the instructions you are presented with.
Remember—if you have been to a meeting in the past you are in our system and do not need to create a new account. Typically, your Username is your six-digit AACAP ID number.

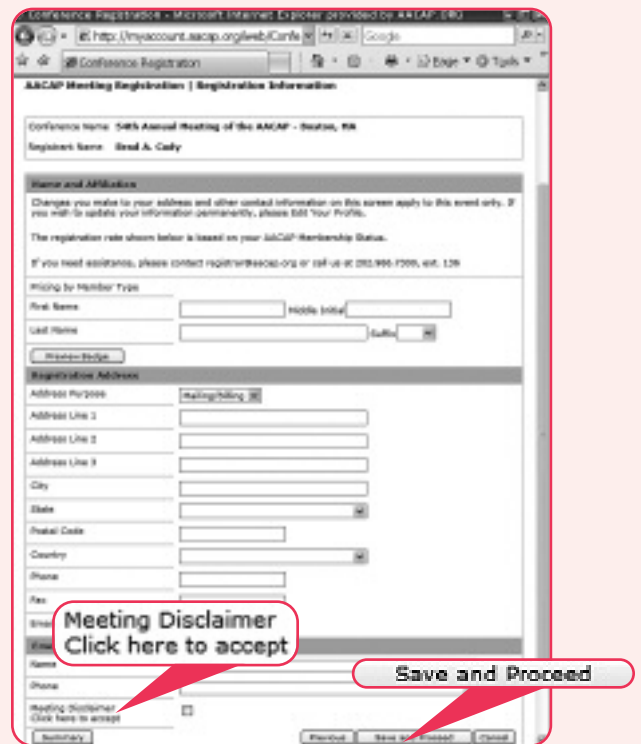


3 THREE
Click on Meetings & Online CME in the top navigation bar and then choose **Click here for more information** or **Click here to register online** next to the meeting logo.

4 FOUR Registration Overview
Read through the overview of the meeting registration process.
Important: Click on **Edit Your Profile** at the bottom of the page to make sure your contact information is correct. This will ensure that you receive the immediate e-mail confirmation of your registration, as well as the hard copy confirmation that you will need to present at the registration desk in Boston.

- Step 1) Registration Information
- Step 2) General Registration
- Step 3) Spouse/Significant Other Registration for Social Events Only
- Step 4) Ticketed Events
- Step 5) Additional Services
- Step 6) Registration Summary

5 FIVE Name and Affiliation
Confirm your name and contact information, and enter your emergency contact information. You must read and accept the Meeting Disclaimer before proceeding.
Click **Save and Proceed**.



6 SIX Registration Class

This screen will verify your general registration fee based on your membership with the academy and your status. Make sure there is a check mark next to General Registration. Click on **Proceed**.

Registration for:	Your price
<input checked="" type="checkbox"/> General Registration	\$190.00

Summary

7 SEVEN Additional Registration Items

This is where you can register your spouse/significant other. Place a check mark next to Spouse/Significant Other—Social Events Only, then click **Save and Proceed**.

Additional Registration Items (optional)

Please indicate the items you wish to register for. Many of the events have no additional fee for registrants and/or guests they are noted. Details on events are available by clicking the hyperlink for each item.

Tuesday, Oct 23, 2007

<input checked="" type="checkbox"/> Spouse - Social Events Only 8:00AM - 5:00PM (\$55.00)	Quantity: 1
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Summary Previous Save and proceed

8 EIGHT Select Ticketed Scientific Sessions

Scroll through the list of available sessions, placing a check mark next to those you would like to attend. Use the Search Filters at the top of the page to pull up sessions based on available keywords. Click on **the title of the session** for a description. Once you are finished making selections, click on **Save and Proceed**.

Select Ticketed Scientific Sessions

A complete list of workshops is shown below.

- Please select only one per time slot.
- You may search for a ticketed scientific session or filter the list by choosing a criteria and pressing "Search / Filter List".
- To see a list of the ticketed scientific session you have selected press "Show My Selections".

Show My Selections

9 NINE Additional Registration Information

Fill out the form under Registration Questions. When finished, click on **Next Step**.

10 TEN Registration Summary

Review your Registration Summary and make changes if necessary. Click on **Edit** next to the heading of the section you wish to update. Click on **Proceed to Checkout**.

11 ELEVEN AACAP Shopping Cart

Click on the **Description** for details concerning your registration.

Click on **Enter Vouchers** if you have one.

Click on **Proceed to Payment** if you are finished and are ready to pay.

Enter your payment information and click on **Submit Payment**.

Process Payment - Microsoft Internet Explorer provided by AACAP.ORG

Check-out | Process Payment

Payment Details

* Please note: Upon clicking the "Submit Payment" button, your credit card will be charged. Press Cancel to return to Shopping Cart to change your purchase in any way before submitting payment. On submission of Payment email confirmation will be delivered. Do not click Submit Payment more than once.

Payment Method: Credit Card

Card Type: AMEX

Card Number: [Redacted]

Expiration Date (Month, Year): 12/2007-03/2008

Name on card: [Redacted]

Billing Address: [Redacted]

Credit Card Security Code: [Redacted]

Payment Amount: \$190.00*

Submit Payment

AACAP Web Site Security

When it comes to the AACAP Web site, rest assured. When you register online, your information is very safe. The American Academy of Child and Adolescent Psychiatry Meetings Registration site connects using Extended Validation and 128-Bit SSL encryption, offering the strongest encryption available to every site visitor.

