

Reunion Registration Site Instructions

Before you start

Have your Pay Pal account (preferable) or credit card (MasterCard, VISA) information ready.

• *Note: Pay Pal is the preferred method of payment and also is best payment option for International Alumni registering from Europe, Asia, South America and Australia. If you choose to use Pay Pal and do not have an account yet, please sign up for your account several days in advance of the Early Bird package deadline (May 23, 2010) as it may take a couple of days for Pay Pal to approve the credit card linked to your account. The Web site for setting up Pay Pal accounts is <https://www.paypal.com>. Paypal is free and very secure.*

Web Browser We have found that RegOnline does not always work with AOL. For our AOL users: to ensure your registration is completed and accepted, we suggest you use Internet Explorer, Firefox, or Google Chrome to access RegOnline.

The online registration is located at: https://www.regonline.com/aisaes_reunion_2010

Registration Steps

1. Please register yourself (alumni or faculty member) first. The cost for the alumni or faculty member includes both the registration fee (to cover class dues and administrative costs) and your event fee. Do not exit the program if you are adding addition guests on your bill.
2. After you have registered yourself, you will have the opportunity to add guests and children using the **Add Another Person** button. You will register each guest/family member one at a time.
3. Continue going back to the **Add Another Person** for each person you register. By registering in this fashion, you can register yourself and your entire group on one bill.
 - *Tip: The program will ask you for an email address and password for each person you register. You may continue using your own email address and password for all people you are registering.*
4. Before checking out, review your selections carefully to make sure you have included all guests and children.
5. You will receive an email confirmation for each person you register. Also, you may set the system to provide you with reminder emails (as if you could forget!) before the reunion.
6. If you decide to add more family members or guests to your registration, you may go back later and add them to your account. Be sure to register them before April 30, so they get the Early Bird package price also!
7. If you need hotel room reservations after you complete your reunion registration, visit the Marriott Hotel registration site at <https://resweb.passkey.com/go/AISAES> or call 1-800-266-9432. If you elect to make your reservations by phone, remember to provide our event name (AIS/AES Alumni Reunion) so that you get the special room rate.

If you have any problems or questions about the registration process, you may leave your registration incomplete and contact Sophie Lafaille (sophie.lafaille@gmail.com). The online registration system will remember the information you entered so you can return to your registration form, as long as you remember the password you used to start signing up.