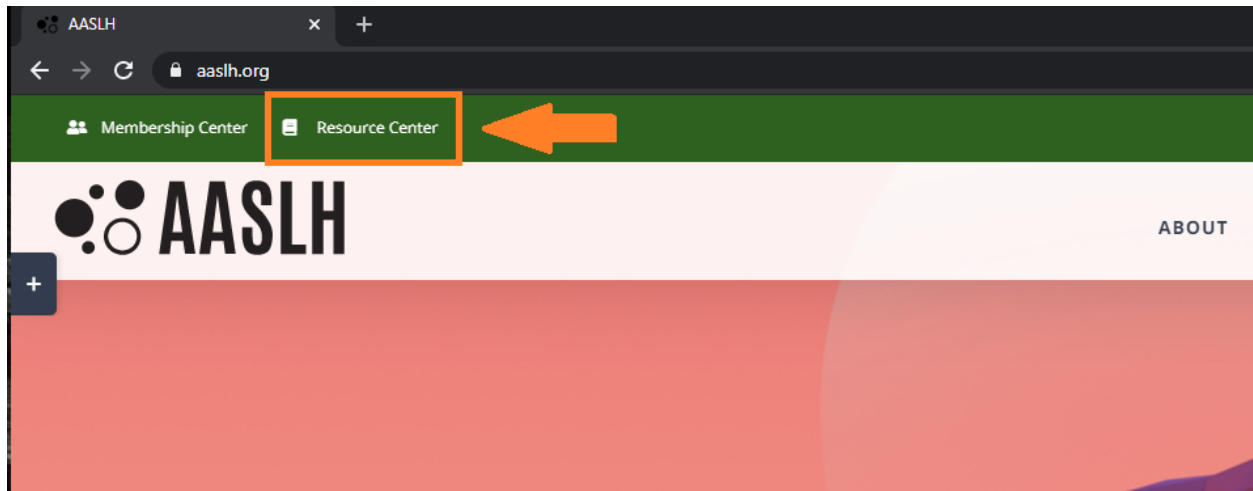
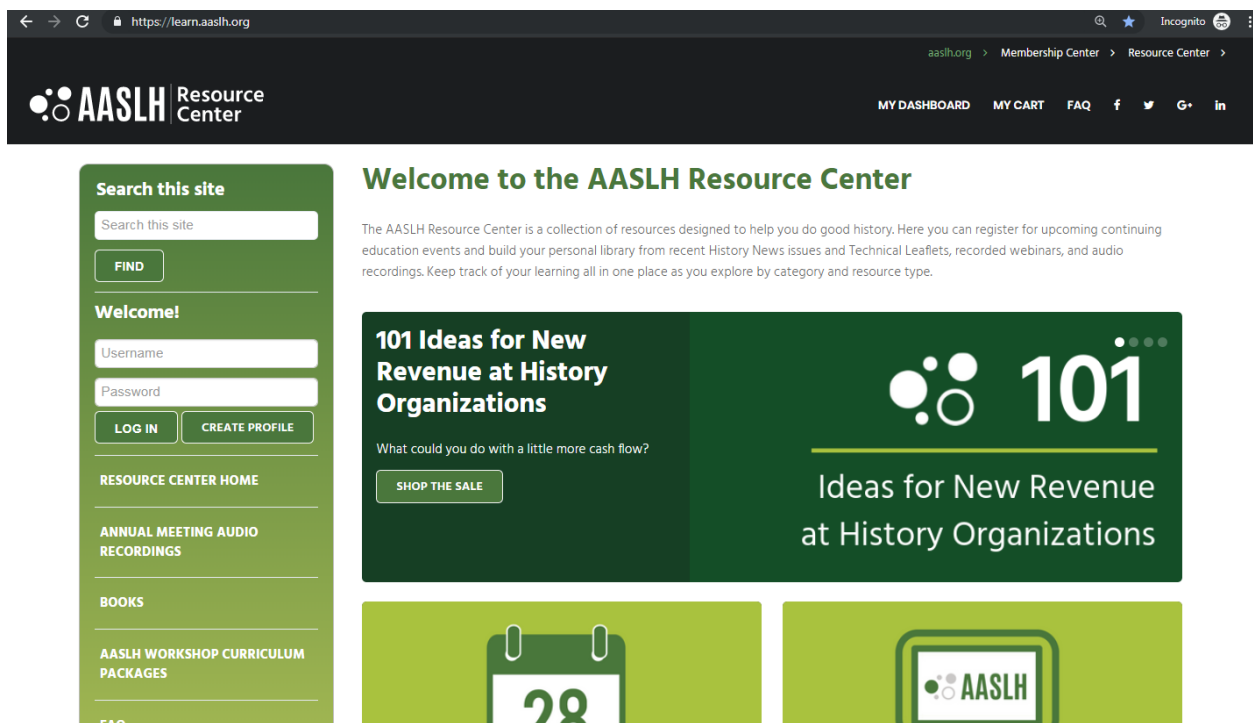


# How to Register Yourself and/or Another User for an AASLH Professional Development Event

1. Visit [www.aaslh.org](http://www.aaslh.org). Click “Resource Center” in the upper, left-hand corner of your screen.



2. This will bring you to the AASLH Resource Center ([learn.aaslh.org](https://learn.aaslh.org)).



3. Login by entering your **AASLH Profile username and password** in the left-side menu, then click the button labelled “Log In.” (A dialogue box will notify you that you have successfully logged in and your name will appear in the left side-menu).

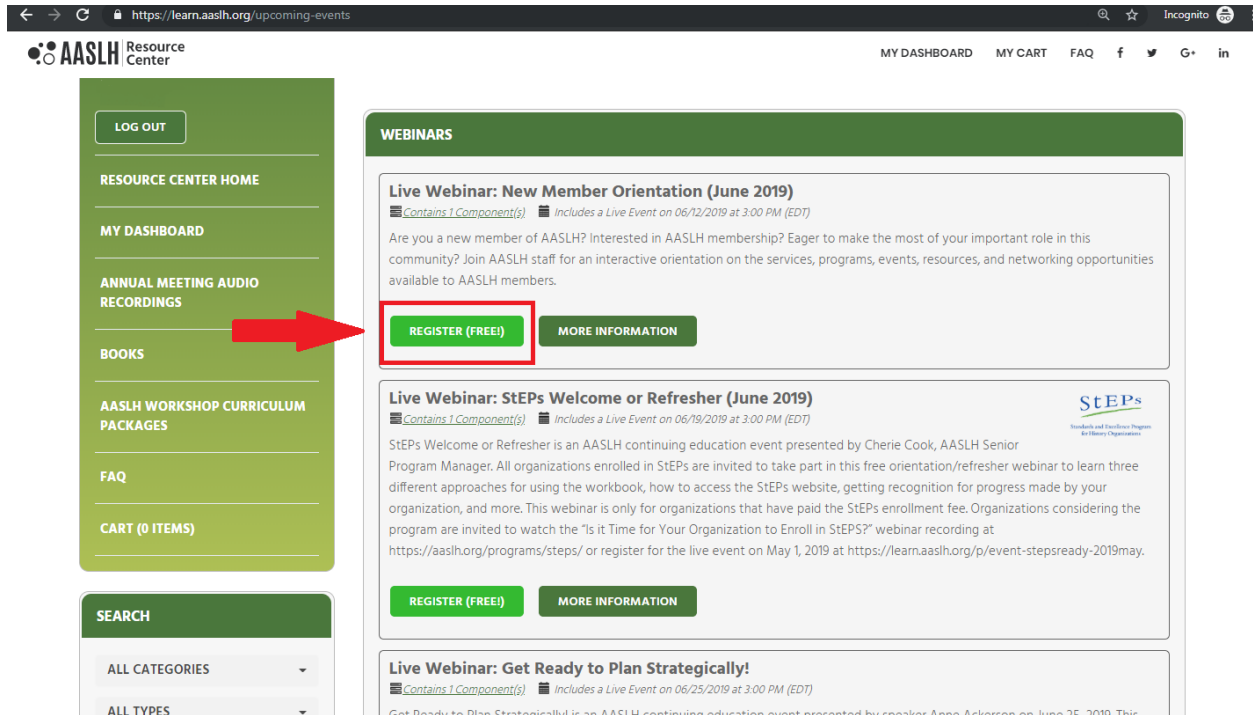
If you don't know your login credentials, contact [membership@aslh.org](mailto:membership@aslh.org).

The screenshot shows the top navigation bar with the AASLH Resource Center logo on the left and "MY DASH" on the right. Below the navigation bar is a green sidebar on the left containing a search box, a "FIND" button, and a "Welcome!" section with "Username" and "Password" input fields, "LOG IN" and "CREATE PROFILE" buttons, and a "RESOURCE CENTER HOME" link. The main content area features a "Welcome to the AASLH Resource Center" heading, a brief description of the site's purpose, and a promotional banner for "101 Ideas for New Revenue at History Organizations" with a "SHOP THE SALE" button.

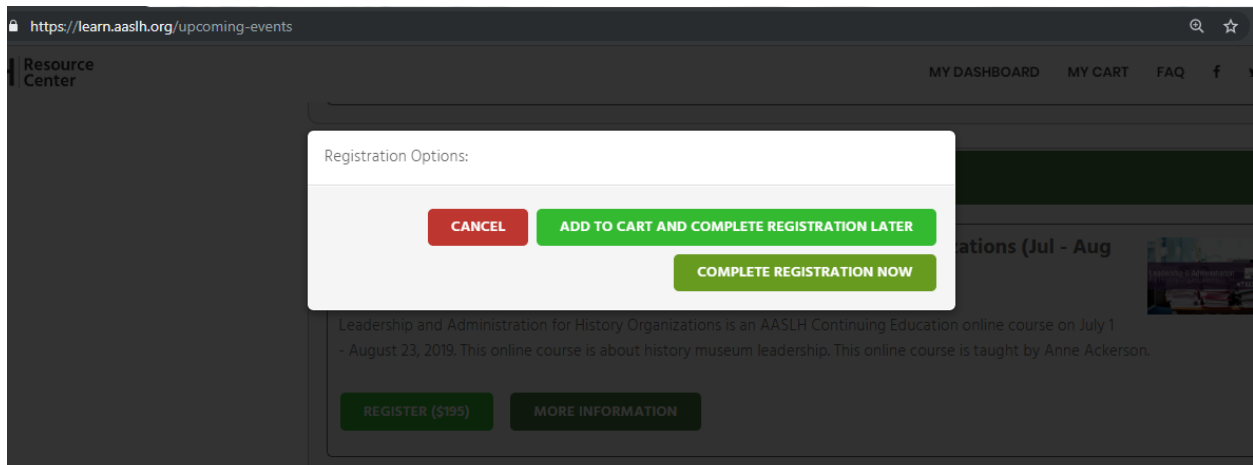
4. To find a Live Webinar, Online Course, or Workshop, click the “Upcoming Events” section.

The screenshot shows the AASLH Resource Center homepage with a navigation bar at the top. The left sidebar contains a menu with categories like "ANNUAL MEETING AUDIO RECORDINGS", "BOOKS", "AASLH WORKSHOP CURRICULUM PACKAGES", "FAQ", and "CART (0 ITEMS)". Below the menu is a "SEARCH" section with dropdowns for "ALL CATEGORIES", "ALL TYPES", and "ALL CONTENT TYPES". The main content area features a "Browse" button, a "The Oral History Manual" book cover, and a "Upcoming Events" section highlighted with a red box. The "Upcoming Events" section includes a calendar icon, the text "Upcoming Events", a description "View the calendar and register for upcoming courses, workshops, and webinars.", and a "VIEW" button. To the right of the "Upcoming Events" section is a "Recorded Webinars" section with a computer monitor icon.

5. Find your Professional Development Event and click the green “Register” button.



6. You will be given the option to complete your registration now or complete your registration later. If you are ready to check out, click “Complete Registration Now.”



7. If you clicked “Complete Registration Now” you will be directed to your cart. If you did not and are ready to check out, click “My Cart” in the left-side menu or upper menu bar.

8. If you need to change the registration to another user, click the gray “Change” button. If you are participating in the Live Webinar, Online Course, or Workshop but need to add another staff member, click the green “Add A Registration For Another User” button.

**Welcome!**  
YOUR NAME  
LOG OUT

RESOURCE CENTER HOME

MY DASHBOARD

ANNUAL MEETING AUDIO RECORDINGS

BOOKS

### Your cart

Product	Registrant	Original price	Final price
Online Course: Basics of Archives (Jul 2019) <b>ADD A REGISTRATION FOR ANOTHER USER</b>	REGISTRANT'S NAME <b>CHANGE REMOVE</b>	\$85	\$85
Discount Code: <input type="text"/>	<input type="text"/> <b>APPLY DISCOUNT</b> (Leave blank if you don't know what this is)		
Total:		\$85	\$85

9. After clicking either button in Step 8, you will be directed to a screen prompt to search for the person by email. Once the person is found, you can update the registration. Repeat from Step 8 if you need to add additional staff.

If the person you would like to add or change the registration to is not found, they may not have a Staff Profile set up or may not be activated in the Resource Center. Please see the [“Creating a Staff Profile”](#) document for more information.

**Register product for another user**

Email:

**CHECK IF USER EXISTS**

**CANCEL**

10. Once the registrations are complete, you can proceed with the checkout by submitting your payment. You will receive a confirmation after completing the payment process and each registrant will receive a registration confirmation email.

Questions? Email [learn@aaslh.org](mailto:learn@aaslh.org) or call 615-320-3203.