



Managing your Membership & Involvement

Membership Renewal:

- If your assistant manages your account, please ensure they have access to your username and password
- Log into your My Profile page, click link for Membership Renewal
- You will be given the option to renew with your existing membership or change your membership type, select the option that applies to you
- You will be asked to Register and Pay Online or Register and Bill Me
- If paying with a credit card select Register and Pay Online, this will take you to the payment page, simply fill in the required information
- If paying by check, select Register and Bill Me
- From the My Profile page you can print out your invoice by selecting My Invoices

ASCA Receipts:

- Once logged in and at the My Profile page, click link for My Paid Receipts
- This will connect you to a page that has all of your paid ASCA receipts

ASCA Invoices:

- Once logged in and at the My Profile page, click link for My Invoices
- This will connect you to a page that has all of your ASCA invoices

Registering for an event:

- From the My Profile page, click link for Register for Events and select the event you wish to register for OR
- From the calendar find the date of the event, select the event
- Complete your registration by selecting the green Member Registration tab on the right hand side, fill in the applicable information



- If a fee is charged for the event you will be given the option to immediately process the Payment with a Credit card or you may select the Bill Me option if you will be paying by check
- Please make sure you read the cancellation policy prior to registering for any event that has a fee associated with it

Joining a Committee:

- Review our list of active committees
- Go to your My Profile page, select My Committees
- Click join and you will automatically be added as a member

Joining a Yahoo Listserv

- Select the Resources tab
- Then click on the Yahoo Listserv tab
- Review our available Listservs
- To join, click on the listserv, which will take you to a Yahoo page
- Scroll to the bottom until you see the "Subscribe" link with email address, click email address link
- Send us an email to request to join the listserv
- You will be added within a few days