

Exhibitor Online Registration Instructions for the AAFS Annual Scientific Meeting

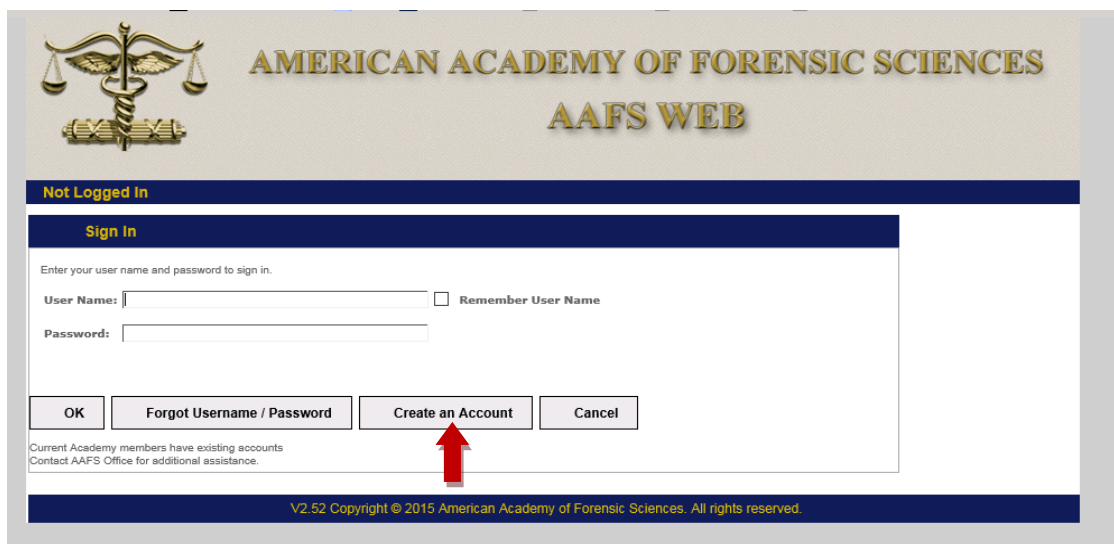
NOTE: Online Registration supports FULL payment by Visa, MasterCard, Discover, or American Express. If you wish to make a half payment by credit card for your booth space please contact Heather Jefferson. Exhibitors wishing to use other payment methods must send the required exhibitor documentation by email or mail to Heather Jefferson, AAFS Exhibit Coordinator.

Information Regarding Logging In

- If you have **NOT** previously been the main contact for your company, and if you have never exhibited with AAFS, you will need to create a new account.
- If you have been the main contact for your company, chances are you already have an account with AAFS. If you cannot remember your login information **DO NOT** create a new account or use someone else's account. Please contact Heather Jefferson at hjefferson@afsf.org to obtain your login information or choose "Forgot Username/Password" from the AAFS web.

Creating An Account

Step 1: Please click on <https://webdata.aafs.org/aafsweb/Security/SignIn.aspx>. Click on "Create an Account."



AMERICAN ACADEMY OF FORENSIC SCIENCES
AAFS WEB

Not Logged In

Sign In

Enter your user name and password to sign in.

User Name: Remember User Name

Password:

OK Forgot Username / Password **Create an Account** Cancel

Current Academy members have existing accounts
Contact AAFS Office for additional assistance.

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Step 2: Fill out all the required fields, and then click on the “Continue” button at the bottom of the page.

The screenshot shows a web interface for user registration. At the top, a blue banner reads "Not Logged in". Below this, there are two columns of text: "Current Academy members have existing accounts. Contact AAFS Office for additional assistance." and "New Users create an account to: Submit a Membership Application, Register for a Meeting, Submit an Abstract". The main section is titled "Edit User Site Registration" and contains a form with the following fields: Working Id (16048), Prefix (dropdown menu), First Name, Middle Initial, Last Name, Suffix, Highest Degree, Email Address, Date of Birth (mm/dd/yyyy), Job Title, Organization Name, Address Line 1, Address Line 2, City, State or Province (dropdown menu), Other State, Country (dropdown menu, currently set to "United States of America"), ZIP Postal Code, Phone Number, Extension, and Cell Number. At the bottom of the form, there is a note "* Fields are Required" and two buttons: "Continue" and "Cancel". A red arrow points to the "Continue" button. The footer of the page contains the text "V2.52 Copyright © 2015 American Academy of Forensic Sciences. All rights reserved."

Step 3: Once you click on “Continue,” a system generated email will be sent to the email address you entered when setting up your account. You will need to click on the link listed in the email to complete the account set up process.


Step 4: Once you complete the account set up process, you can log into your account and on the right of your account dashboard will be a section in green that says “Meetings.” Under the Meetings section, click on the button that says “Create/Edit Your Exhibitor Registration.”

The screenshot displays the AAFS Web account dashboard. At the top left is the AAFS logo, a scale of justice. The header reads "AMERICAN ACADEMY OF FORENSIC SCIENCES" and "AAFS WEB". A "Sign Out" button is in the top right. Below the header, the user's name and ID are shown: "AAFS Id: 139776, Ms. Heather Jefferson, BS, Non-Member". The dashboard is organized into several sections:

- Left Column (User Profile):** Includes sections for "Directory (Public) Address", "Mailing Address", "Curriculum Vitae", "Go Green Options", "Languages", and "Certifications".
- Account Services (Blue Header):** Includes "Update My Login Information", "Create/Update My Application for Membership", and "Academy News Alerts".
- Meetings (Green Header):** Includes "My Meeting Materials", "Create/Edit My Annual Meeting Registration", "Go To Meeting Program Administration", "Create/Edit My Volunteer Information", and "Create/Edit My Exhibitor Registration" (highlighted with a red arrow).
- Public Postings (Yellow Header):** Includes "Create/Update Job Postings", "Manage My Conference & Training Postings", and "Create News Article Posting Account".
- Resources (Brown Header):** Includes "View Documents" and "Search Reference Library".

At the bottom, a footer reads: "V2.60 Copyright © 2015 American Academy of Forensic Sciences. All rights reserved."

Step 5: Under “Exhibitor Information” please fill in the necessary information. If any of the necessary information is missing, you will receive notification from the Exhibit Coordinator. You will be able to view the online floorplan at this point in order to select your 3 booth choices.



AMERICAN ACADEMY OF FORENSIC SCIENCES MEETING REGISTRATION

Guidebook Directory	Exhibitor Information
Exhibitor Items	Registration ID # 160013
Financial Support	Email Address <input style="width: 100%;" type="text" value="hjefferson@aafs.org"/> x
Badges	Registration Contact Name <input style="width: 100%;" type="text" value="Heather Jefferson"/>
Meal Functions	Company <input style="width: 100%;" type="text" value="AAFS"/>
Review Registration	Address Line 1 <input style="width: 100%;" type="text" value="410 N 21st Street"/>
	Address Line 2 <input style="width: 100%;" type="text"/>
	City <input style="width: 100%;" type="text" value="Colorado Springs"/>
	State or Province <input style="width: 100%;" type="text" value="Colorado"/>
	Other State <input style="width: 100%;" type="text"/>
	ZIP Postal Code <input style="width: 100%;" type="text" value="80904"/>
	Country <input style="width: 100%;" type="text" value="United States of America"/>
	Phone <input style="width: 100%;" type="text" value="555-555-5555"/>
	Cell Phone <input style="width: 100%;" type="text"/>
	Website <input style="width: 100%;" type="text" value="www.aafs.org"/>
	Standard Booth Quantity <input style="width: 100%;" type="text" value="1"/>
	Premium Booth Quantity <input style="width: 100%;" type="text" value="0"/>
	Booth Choices 1 <input style="width: 100%;" type="text" value="150"/>
	View Floor Plan
	Booth Choices 2 <input style="width: 100%;" type="text"/>
	Booth Choices 3 <input style="width: 100%;" type="text"/>
	Will you be Selling Products <input style="width: 100%;" type="text" value="No"/>
	Do you need information about Sales Tax licensing and remittance <input style="width: 100%;" type="text" value="No"/>
	Do you Agree to Rules and Regulations for AAFS Exhibitors <input style="width: 100%;" type="text" value="Yes"/>
	Agreed to By Name <input style="width: 100%;" type="text" value="Heather Jefferson"/>
	Agreed to By Title <input style="width: 100%;" type="text" value="Eddeof"/>
	Not Exhibiting <input type="checkbox"/>
	First Time Exhibitor <input type="checkbox"/>

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Step 6: Please make sure you answer the questions regarding sales tax by choosing yes or no from the drop down box.

Other State

ZIP Postal Code

Country

Phone

Cell Phone

Website

Standard Booth Quantity

Premium Booth Quantity

Booth Choices 1 [View Floor Plan](#)

Booth Choices 2

Booth Choices 3

Will you be Selling Products

Do you need information about Sales Tax licensing and remittance

Do you Agree to [Rules and Regulations](#) for AAFS Exhibitors

Agreed to By Name

Agreed to By Title

Not Exhibiting

First Time Exhibitor

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Step 7: Please read the Rules and Regulations, and then check the box indicating you agree to abide by the Rules and Regulations. If you choose not to agree to the Rules and Regulations, you will not be allowed to exhibit.

Phone

Cell Phone

Website

Standard Booth Quantity

Premium Booth Quantity


Booth Choices 1
[View Floor Plan](#)

Booth Choices 2

Booth Choices 3

Will you be Selling Products

Do you need information about Sales Tax licensing and remittance

Do you Agree to [Rules and Regulations](#) for AAFS Exhibitors 

Agreed to By Name

Agreed to By Title

Not Exhibiting

First Time Exhibitor

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Step 8: There are buttons located on the left-hand side of the screen.

- Guidebook Directory – Allows you to enter your company’s 50-word description.
- Exhibitor Items – Allows you to choose items such as meeting bag insert.
- Financial Support – Allows you to enter different dollar amounts for things such as section receptions.
- Badges – Allows you to enter the names of your booth staff.
- Meal Functions – Allows you to pay to attend breakfasts or luncheons.
- Review Registration – Allows you to view a summary of your registration choices.

Exhibitor Information	
Registration ID :	
Email Address	
Registration Contact Name	
Company	
Address Line	
Address Line	
City	
State or Province	
Other State	
ZIP Postal Code	
Country	
Phone	
Cell Phone	
Website	
Standard Booth Quantity	
Premium Booth Quantity	

Step 9: You may go back to any screen by clicking on the buttons on the left to make changes before entering your payment information. After final review, select the **Pay by Credit Card** button to submit your payment. Credit card payments are processed online immediately upon submission. After your payment has been processed, your registration is saved and a receipt is generated by the system. This process may take a few minutes.

If your credit card is declined or failed to process, you are directed to an error page. You can choose to return to the Credit Card Submission page or the Payment Selection page.

YOUR EXHIBITOR REGISTRATION IS NOT SAVED UNTIL YOU HAVE SELECTED AND COMPLETED A VALID PAYMENT METHOD.

Please call (719-636-1100) or email (hjefferson@aafs.org) Heather Jefferson, AAFS Exhibit Coordinator, if you have any questions or problems with the exhibitor registration process.