

Alberta Association of Library Technicians

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Using the AALT Online Registration System: A step-by-step guide to your first registration

When you choose to register in a program or pay for your AALT membership online, you will be asked to create an account if you do not yet have one. Each time you login, your account information will be displayed so you can easily keep it current.

Go to the Membership page on the AALT Web Site at:

<<http://www.aalt.org/about/memberships.html>>

Choose the link: *Create or Renew your Membership Online now.*

1. Read the welcome screen at the registration site - it provides important information about using this system.
2. Select the AALT Membership link on the left menu bar to view the various membership levels. Select the AALT Membership link in the text of the welcome screen to go directly to the registration process.
3. Click the button that says “**Register Now**”
4. It will then ask if you have used this registration system before - the first time, you will select “No” but on subsequent visits, you will select “Yes”
5. The next screen creates your Online Account for the system. You will not be asked for this information again but you will be able to edit it using the “Your File” tab later. **Complete the form and click “Continue”**.
6. You will be asked who you are signing up. It will say *New participant* this time, but this is the only time you will select it. Next time you login, your username will appear and you would select your own username as the participant you are registering. **Make your selection and click “Continue”**.

7. The next form is for your actual AALT Membership. It may seem redundant as it will ask you again for your contact information, but this is the information for the AALT Membership database and directory. You will only be asked for this information when you apply for an AALT Membership and you cannot edit it in the "Your File" section. **Complete the form and click "Continue"**.
8. **Select the Membership level you want. Click "Continue"**.
9. **Select your payment method and complete your transaction.** Choose "Pay in Person" to pay by cheque. If you select "Pay in Person", your Membership will not be activated until AALT receives your cheque by mail.
10. You will get an onscreen confirmation of your registration, and an email will be sent to the email address(es) you used during the registration process. Keep a copy of your confirmation for your records.

If you wish to register in any programs, you can select the option to go to the Programs section in the body of the message. You will not need to login again.

If you are finished using the registration system, select the **logout** option within the body of the message.

In the future, you can use the system to register for programs or conference simply by logging in with your username and password. The system will maintain your account information and we ask that you update it throughout the year if it changes.

If you encounter any difficulties or have any questions, please email the AALT Web Team at webmaster@aalt.org and we will do our best to sort things out!

AALT Web Team
<http://www.aalt.org/webteam/>
webmaster@aalt.org