

Transcript of Tutorial Video – How to Become an AAS Member

Thank you for your interest in joining the Association for Asian Studies. We warmly welcome anyone interested in Asia, or the field of Asian Studies. This instructional video will show you how to setup your account on the AAS website. We start at the AAS home page, and you will join our membership by clicking the yellow button at the top right hand corner of our screen that says **login**. You may also select **Membership: Join or Renew** box located underneath the login button.

In the next step, you will come to this landing page. Since you do not have an account set up yet, please select the blue **Create an Account** link located at the bottom of the box. Please enter your first name, last name, email address, and create a new password, then click **create account**. You may link to your organization or institution or press **skip** to go to the next page. Linking to your organization or institution will have the name of your university or company reflected on your profile. Now this next step is verifying your account. Go to your preferred email inbox and wait for an email from info@asianstudies.org. This should only take a few minutes. If you do not see it, please check your spam or junk folder. The email should look similar to this. Once the email is received, click the **verify your email address** link. And as the link is opened in your browser, you should see a confirmation screen that looks like this.

Congratulations! You've made it to your profile page. Now that you have logged in, lets go through the steps to purchase a membership. You can see you do not have a membership yet based on this red text box that states "NO ACTIVE MEMBERSHIP". To become an AAS member, scroll up to the **Membership** tab, and click on **Become an AAS Member**.

The AAS offers a variety of membership options, including: Regular Member 1 Year, Regular Member 2 Years, and Regular Member 3 Years. Two and three year memberships are discounted 10%. Associate Member 1 Year, Associate Member 2 Years, Associate Member 3 Years. An Associate member is available to a spouse of a regular AAS member, whose membership is current during the same time frame. The fee paid by the regular member is to be based on the higher income of the two. Associate members have the same benefits as regular members, but are not mailed the printed *Journal of Asian Studies*. Remember that associate member expiration dates are dependent on the regular members' expiration date. Student. Student memberships are available to those engaged in studies that will result in a university degree. Individuals who have already earned a doctorate degree may not join at the student category. The student category is designed for full-time students with genuinely low incomes. And, proof of current student status is required in order to receive student member benefits. Please note that students who purchase a regular membership are not ineligible for student benefits. Students who join as a regular member cannot change to the student membership category until the regular membership has expired. Lifetime, Institutional Membership, and Associate Institutional Membership which are two memberships available to organizations.

Please select from the dropdown box your primary discipline, primary country of interest, council, and whether you wish to have both the printed and digital versions of the *Journal of Asian Studies*, or if you

only wish to access it digitally. The AAS has four elective area councils, each established to guarantee each area constituency on the Board of Directors. All AAS members have a right to run and vote for who represents their council, so please select your area council carefully, as this may effect your AAS election ballot.

Add the desired membership level to your cart to continue. The next screen will ask you if you are purchasing for an individual or an institution. If you are buying an individual AAS membership for yourself, please select the left-hand box displaying your name to continue. Select ***Review and Checkout*** on your purchase, or ***continue*** at the bottom of your page to review your purchase. Select the total gross income level that best reflects your income. The AAS is a non-profit organization that depends on membership fees to function. Selection of your income category is honor-based. Higher income earning members subsidize students and lower income earning members. Then click ***next***. You can review your purchase one last time in your cart before checking out.

When ready, select the green ***checkout*** button. Now is the time to enter your billing address and payment information. You'll have the option to send the receipt to an additional email address besides the one associated with your account below the credit card information. Once you have filled out all the appropriate fields, submit your order. You will then see your confirmation page and if you would like to view more details regarding your order, you may be selecting ***view order details***. There you can see further details about your order. Now when you go back to your main page, your profile should now display you as an active member, congratulations and welcome to the AAS! Now don't forget to maximize use of your member benefits.