

Transcript of Tutorial Video-How to Renew Your AAS Membership

Thank you for your continued support of the Association for Asian Studies. This is a tutorial on how to renew your AAS Membership. If you have not logged into your account since November 2020, you will need to link to your existing member account and create a new password in the new website. Please visit the associations homepage and click on the yellow button located on the top right-hand corner of your screen that says **login**. You also may select **Membership: Join or Renew** located underneath the login button. After clicking the **login** button, or **Membership: Join or Renew button** you will come to this landing page.

Note that if this is the first time you are visiting the AAS website since November 2020, you will have to setup a new account by clicking the blue **Create an Account** link at the bottom of the box. If you have already linked to your account on the new website, simply login with your email address and password that you setup when you first visited this website. With logging in, you will see your profile page. To renew your membership, please click the gold **renew** button located on the right hand side of your profile screen. As you are renewing for yourself, please select the box that has your name. On the next page, please complete or renew all the required information which includes: primary discipline, primary country of interest, council that best represents your geographic area of interest. The AAS has four elective area councils, each was 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 affect your AAS election ballot.

And also tell us how you would like to receive the *Journal of Asian Studies*. All AAS members have access to all articles of the *Journal of Asian Studies* since 1941 for free simply by clicking the Members-only Benefits link from the membership tab. To continue with reviewing your membership, click on the green **next** button.

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. 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.

On the next page, please select the total gross income range 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. So thank you for your support. When you click **next** on the payment page, you may also review your address and linked organizations via the **edit** button. When you click the **edit** button, you can choose to be included, or not included in the AAS online member directory, and choose your preferences in regard to your billing and shipping addresses. Please note, you may review and update your information and preferences on your profile page anytime you login, not just during the process of renewing your membership.

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.

Now when you go back to your main page, your profile should show your new membership expiration date and your membership expiration details will be accurately recorded in the purchases tab under the membership title.

Thank you for your continued support of the AAS. If at anytime you have any queries, during your membership, please do not hesitate to contact Doreen Ilozor, via dilozor@asianstudies.org. Please don't forget to enjoy your member benefits.