

Let's get started!

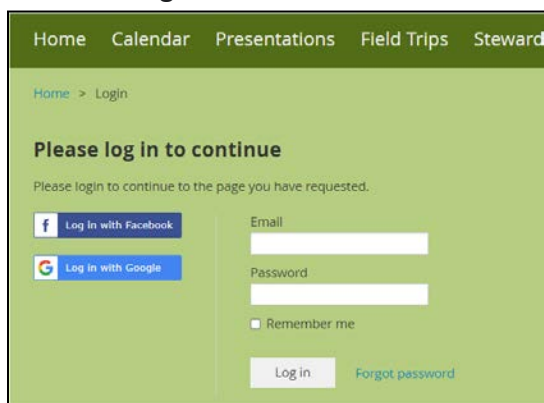
1) Go to the ASCO website www.ascoinfo.net.



- If you see you are already logged in (your name is displayed in the upper right portion of the screen) **proceed to step 2.**

OR

- Click the gray "Log in" button in the upper right portion of the screen and enter your email address and password to log in.



Proceed to step 2.

OR

- If you don't have a password, or have forgotten your password, click on the blue **Forgot password** text. Enter your email address, click the box next to "I'm not a robot" and click on submit. You will receive an email that contains a link. Click on that link and it will allow you to set/reset your password. Now you can go back and log in.

2) Click on "Field Trips" to go to the Field Trip page



3) On the “Field Trip” page, scroll down to the **Field Trip** for which you want to register



- If the gray box with “Register” is shown, you can click it to start the sign-up process. If registration is not yet open for a field trip, the screen will display “Registration is closed”.
- You can also click on “Show details” in the lower right corner to see all of the details about the field trip and to then register from that screen.

4) Click on the gray “Register” button and the screen will request your email

Your email should already be filled in

5) Click on “Next”

Your name, email, and phone number should already be filled in. You should click on [“click to accept ASCO Field Trip Liability Waiver”](#) to view the waiver, then **click in the box to accept the waiver (required)**.

6) Click “next” and the screen will display:

The screenshot shows a web interface for reviewing and confirming registration. At the top, it says 'Example ASCO Field Trip' with a right-pointing arrow and 'Add to my calendar' with a calendar icon. Below this is a blue box with an information icon and the heading 'Review and confirm'. Inside this box, it lists: 'Event Example ASCO Field Trip', '1 May 2022', and 'Registration type Participant'. Below the blue box are three buttons: 'Cancel', 'Back', and 'Confirm'. Underneath is a section titled 'Registration information' with the following details: 'First name Robert', 'Last name Timmer', 'Email bobtimmer@yahoo.com', and 'Phone 903-477-2168'. At the bottom, it says 'ASCO Field Trip Liability Waiver' followed by a checkmark and the text 'click to accept ASCO Field Trip Liability Waiver'.

7) Click on “Confirm” and the screen will display:

The screenshot shows a confirmation page. At the top, it says 'Example ASCO Field Trip' with a right-pointing arrow and 'Add to my calendar' with a calendar icon. Below this is a grey box with the event details: 'Event Example ASCO Field Trip', '1 May 2022', and 'Registration type Participant'. Below the grey box is the heading 'Event registration: Confirmation (Receipt)'. Underneath is a green box with a checkmark icon and the text: 'Thank you for your registration! Your registration is complete. Below are your registration details.' Below the green box is a section titled 'Event registration data' with the following details: 'First name Robert', 'Last name Timmer', 'Email bobtimmer@yahoo.com', and 'Phone 903-477-2168'. At the bottom, it says 'ASCO Field Trip Liability Waiver' followed by a checkmark and the text 'click to accept ASCO Field Trip Liability Waiver'.

- You will be sent an email with the registration confirmation and trip details

The screenshot shows an email confirmation. It starts with 'Dear Robert Timmer, Your event registration has been completed. Thank you for registering!'. Below this is the heading 'Example ASCO Field Trip'. Then it lists 'When: 1 May 2022 , PDT' and 'Where:'. Below that is the heading 'EVENT DETAILS:' followed by 'Example ASCO Field Trip'. The main body of the email explains that 2022 will be the first year that sign-ups for ASCO field trips will utilize the new ASCO website, and that many field trips need to restrict the number of participants because of site and logistical restrictions. It mentions that the Field Trip Committee has established this Example Field Trip to give participants a chance to practice signing up. Below this is a link: 'Click HERE to get a step-by-step guide for signing up for a field trip if you get stuck...or have questions or suggestions'. The contact information is 'Bobtimmer@yahoo.com' and '903-477-2168'. Below that is the heading 'ADDITIONAL INFORMATION:' followed by 'YOUR REGISTRATION DETAILS:'. The registration details are: 'First name: Robert', 'Last name: Timmer', 'Email: bobtimmer@yahoo.com', 'Phone: 903 477-2168', and 'ASCO Field Trip Liability Waiver: ✓'. At the bottom, it says 'To review your registration details, go to your [registration details page](#)'.

8) Registration is complete and you can “return to the Field Trip Page” and exit the website

Want to check your Field Trip registrations...or need to cancel?

1) Go to the ASCO website www.ascoinfo.net.

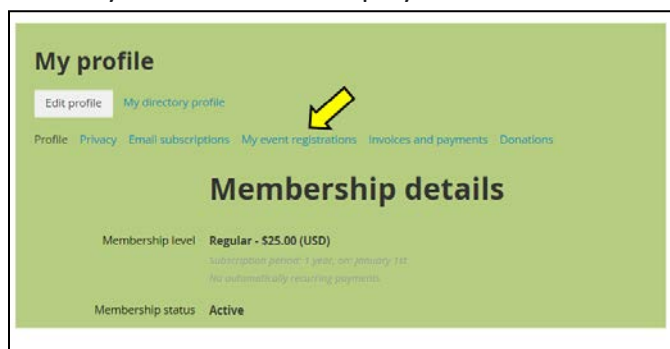


- If you see you are already logged in (your name is displayed in the upper right portion of the screen) **proceed to step 2.**

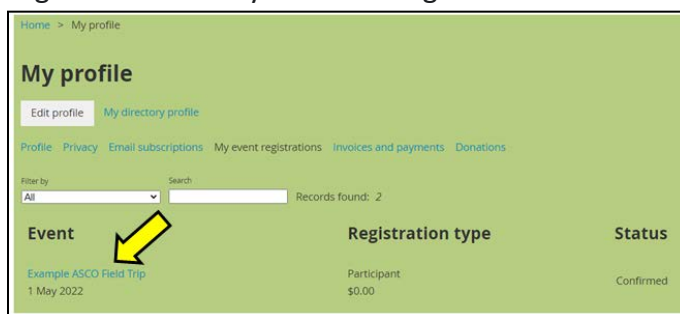
OR

- Click the gray “Log in” button in the upper right portion of the screen and enter your email address and password to log in.

2) Click on your name and “My Profile” will be displayed



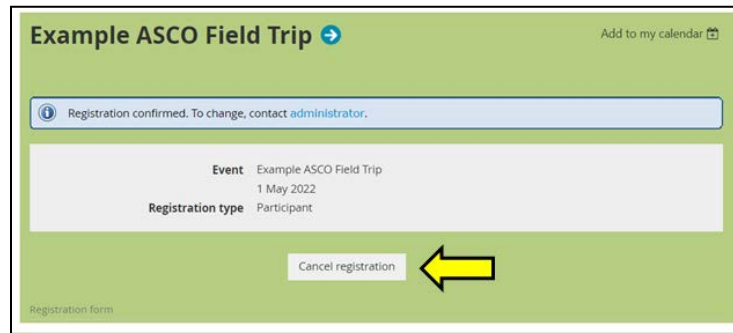
4) Click on “My event registrations” and your event registrations will be displayed



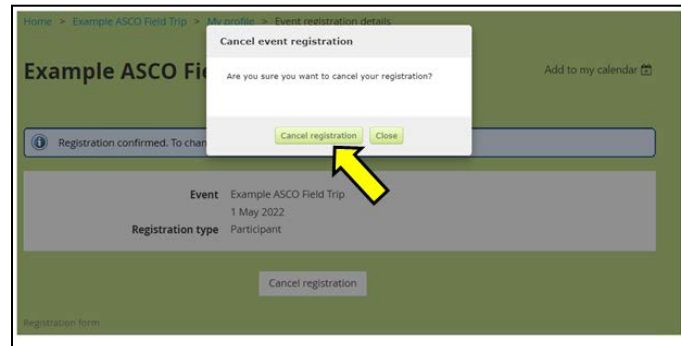
5) Click on “the event name” and details about the trip will be displayed



6) Click on the blue “Already registered” and a Cancel Registration screen will be displayed

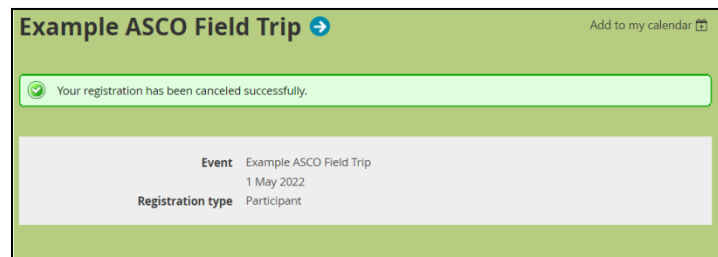


7) To cancel your registration, click on “Cancel Registration”.



- A pop-up confirmation box will appear. Click on “Cancel Registration” to cancel.

8) A confirmation of your cancellation will be displayed.



- You will be sent an email with the cancellation confirmation

9) Cancellation is complete and you can “return to the Field Trip Page” and exit the website.